

# Fioretti Trust

 *Aspiration*  *Wisdom*  *Compassion* 

## Pay policy

Approved by:	Trust Board	Date: 23.09.2024
Last review:	September 2023	
Next review:	September 2025	
Review Cycle:	Annual	

This policy supersedes all previous pay policies

## INTRODUCTION

- 1.1 The Fioretti Trust will operate a Pay Policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions Document 2024, and for the pay arrangements agreed for all the staff which will:
- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff of the school
  - take into account pay relativities between posts within the school
  - ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the CEO's salary, is fairly and properly conducted as soon as possible and by 31<sup>st</sup> October. Where a pay determination leads or may lead to the start of a period of safeguarding, the local governing body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
  - ensure that discretion available under the STPC Document is exercised in a fair and equitable manner for determining the starting salary for all new teachers, for special education needs allowances, for Teaching and Learning Responsibilities payments, and for determining the salary ranges for leading practitioners and members of the Leadership Group.
  - give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis.
  - ensure that an approved evaluation process is used to determine the appropriate salary scale for members of the school support staff.
- 1.2 This policy statement will be available to the employees of the trust.
- 1.3 The CEO will monitor that each Headteacher has adhered to this policy.

## 2. DELEGATION OF DECISION MAKING

### 2.1 Headteacher

- 2.1.1 Except where otherwise stated, the Local Governing Body, having determined the policy as set out below, will delegate the day to day management of the policy to the headteacher in consultation with the Chair of Governors. The headteacher will report to the Local Governing Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for support staff.
- 2.1.2 The Headteacher, in accordance with this policy, shall make annual recommendations on the salary of all staff to the Pay Committee of Governors.
- 2.1.3 The Local Governing Body requires that the Headteacher in exercising the delegated responsibilities has appropriate regard to the budget approved by the Local Governing Body and the requirements of employment legislation,

particularly [The Equality Act 2010](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), as well as [The Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The ACAS Code of Practice \(section 199 of the Trade Union and Labour Relations \(Consolidation\) Act 1992](#), and [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#).

The Governing Body expects the Headteacher to seek appropriate advice from persons engaged by the Local Governing Body to provide such advice.

- 2.1.4 The CEO will oversee the pay progression for each Headteacher and be responsible for ensuring the appraisal is fulfilled correctly (including an external advisor). The Chair of the Performance Management Panel for the CEO (which will consist of three trustees, and an external advisor) will oversee the pay progression of the CEO.

## 2.2 **An appropriate committee structure**

- 2.2.1 The Local Governing Body will delegate to a committee of governors, hereafter referred to as the "**pay committee**", decisions arising out of this policy. The number of governors on the committee shall normally be at least three. No member of the review appeals committee, referred to below, will be a member of the review committee. No governor who is employed at the school may be a member of the review committee or the review appeals committee.
- 2.2.2 The Local Governing Body will delegate to a committee of governors, hereafter referred to as the '**review appeals committee**', any appeals by individual members of staff against decisions of the committee in 2.2.1 arising out of this policy or the appraisal policy. The number of governors on the committee shall normally at least three governors. Any appeal will be dealt with before a final decision is reported to the Local Governing Body.

## 2.3 **Review of decisions**

- 2.3.1 If an employee, including a Headteacher, wishes to have a review of any decision that affects his/her performance review and/or his/her pay s/he shall, within 5 working days of being given the written statement of the assessment, make a written request to the decision maker of the decision about which the employee is seeking a review, for a formal written statement of reasons for the decision which s/he wishes to have reviewed.
- 2.3.2 The written statement of reason will be provided to the employee within 5 further working days by the decision maker. If, having considered the statement of reason the employee still wishes for a review of the decision s/he shall submit written grounds for seeking a review to the review committee within 5 working days of receipt of the written statement of reasons. The reason for a review will be one or more of the following: -

That the decision -

- incorrectly applied any provision of the appropriate salary;
- in the case of a teacher, who failed to have proper regard for statutory provision or guidance;

- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

2.3.3 The chair of the pay committee will, normally within 10 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person to the review committee regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of his/her trade union and the pay committee may also have an adviser present to advise the committee. The pay committee may also ask the Headteacher (or in the case of the request for a review coming from the Headteacher, the Chair of Governors or a representative of the governors referred to in 2.8.1 below) to be present and to comment on the reasons for the application for the review. The decision of the pay committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that s/he has the right of appeal against the review decision.

2.3.4 The procedure to be followed for the review hearing is attached at Annex 1 of this policy.

## 2.4 **Appeals Against Salary or Appraisal Decisions**

If the employee decides to appeal against the reviewed determination as defined in 2.3 above then the employee shall, within 5 days of receipt of the reviewed determination, notify the Clerk to the Governors in writing of the appeal and the reasons for it. The Clerk to the Governors will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days' notice, a meeting of the appeals committee of the local governing body. The employee will be entitled to attend and the procedure to be followed for the appeal is attached at Annex 2 of this policy. The decision of the appeal committee delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Local Governing Body.

## 2.5 **Threshold Application (see ANNEX 3)**

2.5.1 Any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers' scale may apply to the headteacher be paid on the upper pay range.

A notice to apply must be orally made and recorded, by their line manager, during the performance management cycle the year before (to enable evidence to be collated to support the application).

The application must be submitted at least a week before the Pay Committee in September.

A successful applicant will progress to a point 1 on the Upper Pay Spine determined by the Headteacher from *1<sup>st</sup> September*

A successful applicant will have demonstrated: -

- that as a teacher s/he is highly competent in all elements of the relevant standards; and
- that his/her achievements and contributions to the school are substantial and sustained

(See Annex 3 for the school's definition of "highly competent" and "substantial and sustained".)

2.5.2 The Headteacher will meet with the CEO to discuss and moderate all applications. Then, the Headteacher shall inform the pay committee of the outcome of the threshold application and inform the teacher of the outcome within at least 20 working days following the decision provided to the pay committee. The teacher shall be given a salary assessment form indicating his/her salary position following the outcome of the application. The Headteacher shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

2.5.3 Any decision regarding successful placement on the upper pay range will only apply to posts in Fioretti Trust.

## 2.6 **Reviews and Appeals against any Threshold Application Decision**

2.6.1 A teacher may seek a formal review of the decision by the headteacher by submitting a request in writing together with reasons for a review as identified in clause 2.3 of this policy. The Headteacher will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of his/her trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.

2.6.2 If the employee decides to exercise his/her right to have the Threshold determination reviewed or to appeal against the determination it shall be in accordance with clause 2.4 of this policy and the reasons for review in 2.3 of this policy.

## 2.7 **The Chair of Governors**

2.7.1 The Chair of Governors will be available to the headteacher for consultation on those matters of this policy delegated to the headteacher. In this instance the Chair of Governors may not be a member of pay or appeals panels.

## 2.8 **The Appraisal Review Governors for the Headteacher's Performance Review**

2.8.1 The Local Governing Body will delegate three governors, none of whom shall be employees of the school, to carry out the appraisal review for the headteacher as set out in this policy and the appraisal policy. The delegated

governors will be advised by an external adviser appointed by the trust. The CEO, as the line manager of the Headteacher, will also be present.

- 2.8.2 It is the stated wish of the Trust Board that the delegated governors shall avail themselves of appropriate training.

### 2.9 **The Appraisal Review Trustees for the CEO's Performance Review**

- 2.9.1 The Trust Board will delegate three trustees, none of whom shall be employees of any school, to carry out the appraisal review for the CEO as set out in this policy and the appraisal policy. The delegated trustees will be advised by an external adviser appointed by the trust.

- 2.9.2 It is the stated wish of the Trust Board that the delegated trustees shall avail themselves of appropriate training.

## 3. **EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT**

### 3.1 **Starting salary of new classroom teacher appointments.**

- 3.1.1 When advertising a teaching post, the school will identify the range of salaries the school is prepared to pay subject to qualifications and experience. The school will not normally agree to match the salary on which the applicant is/was paid in his/her last school without first considering the merits of the application and its relationship to the salary of teachers employed at the school.

Where the selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered then an appropriate salary will be offered within the advertised range.

- 3.1.2 The Headteacher will provide a statement for the appropriate committee of governors of the reasons for which the salary has been awarded together with the position on the appropriate scale in the school's salary structure.

### 3.2 **Calculation of Part Time Teachers' salaries**

- 3.2.1 The Local Governing Body will ensure that all part time teachers employed in the school will have their salaries calculated in accordance with the STPC Document and the "pro rata principle".

- 3.2.2 The Local Governing Body will ensure that the total amount of time for which a part time teacher may be directed by the head teacher is calculated in accordance with the STPC Document and the "pro rata principle".

- 3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

### 3.3 **Recruitment/Retention Incentives**

- 3.3.1 The Local Governing Body will have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with the STPC Document 2023.

3.3.2 The policy adopted by the Trust Board and Local Governing Body will be made known to the staff and set out as Annex 4 to this policy.

### 3.4 Staffing Structure

3.4.1 The Headteacher, will annually recommend to the Local Governing Body a staffing structure for the school that:

- takes account of any financial limits determined by the Local Governing Body;
- identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the STPC Document, on a permanent basis;
- will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Local Governing Body.
- identifies the level of allowance to be allocated to each permanent TLR post in the attached staffing structure in accordance with the STPC Document;
- identifies the level of salary to be allocated to any leading practitioner posts together with the salary ranges to be assigned to each post
- identifies posts to be paid on the Leadership Group pay scale together with the salary ranges assigned to each post
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid
- identifies the staffing structure for support staff posts together with the evaluated salary scale assigned to each post

3.4.2 In the event that the recommendation contains significant changes in the staffing structure the recognised trade unions will be informed and consulted before the final salary structure is published.

### 3.5 Special Educational Needs

3.5.1 The Governing Body will award an allowance to any teacher who satisfies the statutory requirement of the STPC, paragraph 21.

3.5.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other

qualifications and expertise relevant for the post and the relative demands of the post.

**3.6 Pay progression for teachers paid on the main pay scale, the upper pay scale, leading practitioners pay range or unqualified teachers' pay scale**

- 3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the pay committee will consider written recommendations from the headteacher that a teacher be paid a higher salary on the main classroom teachers' pay spine for the school, or the upper pay spine, depending on which scale the teacher is currently paid. The Head teacher will consider whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination. The head teacher will also provide written reasons why any teacher should not progress on either scale.
- 3.6.2 Pay progression must be awarded to teachers on the unqualified, main, upper and lead practitioner pay ranges, except where the teachers is in capability proceedings, in which case the Headteacher may decide to withhold progression.
- 3.6.3 In the case of early career teachers (ECTs), the Headteacher must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.
- 3.6.4 In the case of Leading Practitioner posts, the Pay Body may decide to include such a post in the structure where it receives a recommendation from the Headteacher to consider this.
- 3.6.5 Where a leading practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for leading practitioners, taking into account the criteria set out in Appendix 6
- 3.6.6 Where a teacher has been absent through long term illness or on maternity leave the headteacher will ensure that the requirements of the STPC Document are complied with by ensuring that a review has been conducted. In the event that a review cannot be conducted until the teacher returns to school the Headteacher will conduct a review, at such time following the teacher's return to school to enable a proper and reasonable assessment to be made and in the event that the Headteacher's recommendation is to pay the teacher on a higher salary on the appropriate pay spine the award may be back dated to the appropriate date on which the award would normally have been paid.

**4. THE LEADERSHIP GROUP**

**4.1 Headteacher, Deputy and Assistant Head teachers**



- 4.1.1 The Local Governing Body, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed deputy head teacher or assistant head teacher's salary.
- 4.1.2 At the time of appointing a new deputy head teacher or assistant head teacher the selection panel of the Local Governing Body making the new appointment shall determine the salary point on the individual range to be paid. The point to which the teacher is appointed on the individual range shall not exceed the third point. The selection panel shall have regard to advice available from persons engaged by the Local Governing Body.
- 4.1.3 In line with the Fioretti Trust Scheme of Delegation: trustees are involved with the appointment of any new headteacher.

## **4.2 Pay progression for headteacher, deputy and assistant heads**

- 4.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the review committee will consider recommendations from the CEO that any headteacher, deputy or assistant head teacher be paid up to two additional points subject to the maximum of the individual range. The Headteacher will consider whether or not to increase the salary of any Deputy or Assistant Headteachers who have completed a year of employment since the previous annual pay determination. The Local Governing Body expects that the objectives which were set for a headteacher, deputy or assistant head teacher under the appraisal policy will have become progressively more challenging as the teacher has gained experience in his/her current role.
- 4.2.2 Where it considers it has substantial difficulties in retaining the services of a current headteacher, deputy or assistant head teacher the Local Governing Body may decide to change the salary range of a leadership position in accordance with the STPC Document in order to retain his/her services. The headteacher, deputy or assistant head teacher's range cannot encroach on the CEO's ISR and the assistant head teacher's range must have a minimum at least one point below the minimum of the deputy head teacher range. The deputy head's range must have a minimum at least one point below the minimum of the headteacher. The headteacher, deputy or assistant head teacher's salary cannot be placed on the new range, except at the minimum point, until the September following the determination of a changed range.

## **5. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS**

### **5.1 Annual assessments**

- 5.1.1 During September of each year, the Headteacher will carry out an annual assessment of salary for each teacher, including leadership roles, leading practitioners and unqualified teachers employed in the school. Each teacher will be informed in writing of the recommended salary for the September of the new academic year including any increased salary, having regard to the annual performance review conducted in accordance with the school's appraisal policy and this policy. The Headteacher will inform each teacher of the proposed salary before making the recommendation to the pay committee. Any written comment from the teacher will be presented to the pay committee when the recommendation of the Headteacher is presented.

- 6.1.2 When the pay committee has considered the recommendations from the Headteacher for all teachers employed at the school and any comment from any individual teacher, its decision will be provided in writing, by 31<sup>st</sup> October at the latest, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher's salary on which the Local Governing Body has discretion under this policy. All salary decisions will have been completed by 31<sup>st</sup> October at the latest to be backdated to the 1<sup>st</sup> September.

## **6. DETERMINATION OF LEADERSHIP GROUP SALARIES**

### **Group of the School; Individual School Range (ISR) and salary ranges for other members of the leadership group**

- 6.1.1 For the purposes of determining the group of the school by which the ISR for the headteacher is identified, the Trust Board will re-calculate annually the appropriate unit total of the school.
- 6.1.2 The Trust Board will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Trust Board sees fit. The school must be assigned to its appropriate group not more than three years after the school was last assigned to a Headteacher group.
- 6.1.3 If the Trust Board sees fit to change the group of the school having re-calculated the unit total of the school in accordance with the STPC Document and the school is entitled to be in a HTG, the Trustees will identify an ISR which will ensure that the minimum of the ISR is not below the minimum of the salary range for the HTG.
- 6.1.4 When a new Headteacher is appointed, when the HTG is changed as in 7.1.3 above, or when a headteacher, deputy or assistant head teacher range is set which equals or exceeds the minimum of the current ISR the Trust Board, in accordance with the STPC Document, will re-determine an ISR on which the Headteacher's salary will be paid, according to the size and circumstances of the school. The ISR of the school shall be a range of 7 consecutive salary points within the HTG range for the school.
- 6.1.5 The selection committee, set up to appoint a new Headteacher, shall determine the salary point on the ISR to be paid. A newly appointed headteacher may not be appointed at a point higher than the fourth point on the ISR. The selection panel shall have regard to advice available from persons engaged by the Trustees and Local Governing Body.
- 6.1.6 In the event that the Trust Board agrees to the school's Headteacher also being made the headteacher of another school on a permanent basis, the headteacher's salary will be determined in accordance with STPC Document 2019 (paragraph 10).
- 6.1.7 Where such a decision is made then the Trustees and/ or Local Governing Body will also review the salary ranges of any other teachers affected by the

arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

- 6.1.8 The salary ranges for a headteacher, deputy or assistant head teacher shall be determined with reference to the school's ISR and the highest paid classroom teacher as defined by the STPC Document.

## **6.2 Determination of Discretionary payments to the CEO**

- 6.2.1 The Trust Board may decide to pay additional payments to the CEO in accordance with paragraphs 10.2 to 10.4 of the STPC Document.
- 6.2.2 Where a decision is made to increase the CEO's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.1 above, the total sum of all payments made to the CEO referred to in 7.3.1 will not exceed 25 per cent of the previous salary being paid on the current point on the ISR.
- 6.2.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exceed the provision set out in 7.3.2 above then the Trust Board will take external independent advice in accordance with paragraph 11.2 of the STPC Document before agreeing to such a decision.

## **6.3 Determination of Discretionary payments to headteachers**

- 6.3.1 The Trust Board may decide to pay additional payments to the Headteacher in accordance with paragraphs 10.2 to 10.4 of the STPC Document.
- 6.3.2 Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.1 above, the total sum of all payments made to the executive head teacher referred to in 7.3.1 will not exceed 25 per cent of the previous salary being paid on the current point on the ISR.
- 6.3.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exceed the provision set out in 7.3.2 above then the Trust Board will take external independent advice in accordance with paragraph 10 of the STPC Document before agreeing to such a decision.

## **6.4 Acting allowances for an acting headteacher, acting deputy head teacher, acting assistant head teacher or a teacher acting up in a TLR post**

- 6.4.1 In the prolonged absence of a colleague in a leadership position, the Trustees / Local Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Trustees / Local Governing Body considers it necessary to make an acting appointment, the Trustees / Local Governing Body will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate on the ISR for the headteacher or the range of salaries for the deputy or assistant head teacher or the level of TLR in question. The STPC conditions of employment for a head teacher, deputy or assistant head teacher will also apply to any person in receipt of such an acting allowance. The Trust Board will make arrangements for an Acting CEO.

- 6.4.2 If, during any absence of the CEO, headteacher, deputy or assistant head teacher or a TLR post holder, the acting appointment is made and maintained for a period then the Trustees / Local Governing Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance the guidance set out in the STPC document. If no allowance is paid the Trustees / Local Governing Body may reconsider the position at any time.

## **7. ADDITIONAL PAYMENTS FOR TEACHING STAFF**

- 7.1 In the event that the headteacher, following consultation with the teacher(s) affected, or the Chair of Governors following consultation with the headteacher, decides to request teachers or headteachers to undertake

- CPD undertaken outside of the school day
- Activities relating to the provision of ITT as part of the ordinary conduct of the school day, or
- Out of school hours learning activities,

then payments as below will be made to teachers/headteacher agreeing to participate in such activities.

- 7.2 The daily rate payable to each individual teacher/head teacher undertaking such CPD or ITT activities and entitled to such a payment will be determined by the local governing body. Periods of less than a day will be paid pro rata.

## **8. UNQUALIFIED TEACHERS**

- 8.1 The Local Governing Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraphs 17-18 of the STPC Document.

- 8.2 The point on the school's unqualified teacher scale, within the maximum and minimum of the range as set out in the STPC Document, at which a new appointment will be paid, will be determined by the head teacher, in consultation with the Chair of Governors, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.

- 8.3 In addition to the appropriate point on the unqualified teachers' pay spine the headteacher, in consultation with the Chair of Governors, may award an additional annual allowance in accordance with paragraph 26 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who s/he believes has additional qualifications and/or experience to warrant such an award.

The headteacher will report any award of such an allowance to the appropriate committee of the Local Governing Body.

- 8.4 The same arrangements for salary progression for teachers will also apply to unqualified teachers.

- 8.5 The same safeguarding arrangements will apply to an unqualified teacher as to other teachers, i.e. if as a result of changes to the STPC Document, the school's pay policy

or staffing structure of the school an unqualified teacher would be paid a lower salary his/her salary will be protected for a period up to 3 years from the date of the change subject to the provisions of the STPC Document.

## 9. SALARIES OF SUPPORT STAFF

9.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Local Governing Body to advise on an approved evaluation process.

9.2 The Headteacher in consultation with the Chair of Governors, will determine the appropriate point on the evaluated scale having regard to

- i) relevant qualifications and/or competencies
- ii) recruitment/retention needs of the school in respect of the post

The decision of the headteacher will be reported to the pay committee.

9.3 If at any time the headteacher, in consultation with the Chair of Governors, considers that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with the school's policy. The new salary level will be reported to the pay committee at its next meeting.

9.4 At the time of making the annual assessment of the teachers' salaries the headteacher may also make any recommendation to the pay committee in respect of the salary of any member of the support staff. Where the headteacher considers it appropriate s/he may recommend to the pay committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the appropriate committee's decision, or as a 1/12 increase in monthly salary over the next year.

9.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff decides to appeal against a decision of the review committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the review appeal committee referred to in paragraph 2.2.2 above.

## 10 Apprentices

10.1 Apprentices will **not** be paid with in line with Appendix E or H, rather the rates of pay will be determined with reference to the Government's statutory minimum

rates for apprentices that take into account the apprentices age and the year of their apprenticeship.

**11. REVIEW OF THE POLICY**

- 11.1 The Trust Board will review this policy within its cycle or on any occasion when it is requested to do so by the CEO.
- 11.2 The Trustees will consult with the employees annually and with the recognised trade unions on a three-year cycle.

**ANNEX 1**      **PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION OR  
A PERFORMANCE MANAGEMENT DECISION BY THE PAY COMMITTEE OF THE  
GOVERNING BODY**

**1. Case for the employee**

The employee or representative:

- a) presents the employee's written application for the review.
  
- b) the members of the review committee may ask questions of the employee

**2. The Chair of the Pay Committee:**

- a) explains the process and evidence used to come to the decision under review with reference to the written statement of reasons for the decision of the review committee previously provided to the employee.
  
- b) If the pay committee has asked the headteacher (or a governor as referred to in Note 3 below) to be present at the hearing the headteacher (or governor) may be asked questions by the members of the pay committee, and the employee or representative.

**3. Summing up and withdrawal**

- a) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
  
- b) all persons other than the members of the pay committee and the adviser (See Note 5 below), are then required to withdraw.

**4. Pay Committee decision**

- a) The pay committee and the person who is advising, if other than the headteacher or a governor, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve all persons involved in the earlier hearing.

- b) The chair of the pay committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

Notes:

1. *For the purposes of the review, the pay committee and the employee will have the following documents;-*
  - *the written statement of reasons for the decision of the pay committee previously provided to the employee*
  - *the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
  - *any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*
2. *For the purposes of the review, the pay committee may ask the headteacher (or in accordance with note 3 below, a governor) to be present. In that event the head teacher (or governor) may also be asked questions by the members of the pay committee and by the employee or his/her representative. The headteacher (or governor) may not be involved in the decision of the pay committee.*
3. *Where the headteacher has asked for the review the pay committee may ask the Chair of Governors or a representative of the governors referred to in 2.8.1 above to be present.*
4. *The employee may be represented by a representative of his/her trade union or a workplace colleague.*
5. *The pay committee may have an adviser present to advise on fact and the law.*
6. *The review is not an appeal against the decision.*
7. *Where a teacher is seeking a review against a determination of the Threshold Application or an appraisal decision of the headteacher, the same procedure will be used with the headteacher taking the role of the pay committee. The headteacher may have an adviser present to advise on the law, procedure and merits of the case, who may not be an employee of the school.*



**ANNEX 2**     **PROCEDURE FOR AN APPEAL AGAINST A SALARY OR  
PERFORMANCE MANAGEMENT DETERMINATION TO THE REVIEW APPEAL  
COMMITTEE OF THE GOVERNING BODY**

**The Appeal of the employee**

The employee or representative,

- a) introduces the employee's written reasons for the appeal and the representative of the review committee and then members of the Appeal Committee may ask questions of the employee
  
- b) may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the representative of the review committee and then by the Review Appeal Committee

**The response of the review committee**

The representative of the review committee

- a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the review committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the review committee.
  
- b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Review Appeal Committee

**3. Summing up and withdrawal**

- a) the representative of the review committee has the opportunity to sum up if s/he so wishes.
- b) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) all persons other than the Review Appeal Committee and its adviser are then required to withdraw.

**4. Review Appeal Committee decision**

- a) the Review Appeal Committee and the person who is advising on law, procedure, and merits of the case (See Note 4 below) are to deliberate in private, only recalling the parties

to clear points of uncertainty on evidence already given. Any recall must involve both parties

- b) the Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing

Notes: 1. *For the purposes of the appeal, the Review Appeal Committee will have the following documents;-*

- *the written statement of reasons for the pay committee decision previously provided to the employee*
  - *the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
  - *any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*
2. *For the purposes of the appeal, the pay committee representative may call the executive head teacher (or in accordance with note 3 below, a governor) as a witness for the pay committee. In that event the headteacher (or governor) may be questioned as a witness.*
3. *Where the headteacher has asked for the review the representative of the pay committee may call the Chair of Trust and/or one of the trustees referred to in paragraph 2.8.1 of the policy above as a witness.*
4. *The Appeal Committee may appoint an adviser to advise on the law, procedure, and merits of the case who may not be an employee of the school.*
5. *The employee may be represented by a representative of his/her trade union or a workplace colleague.*
6. *Where a teacher is appealing against a determination of the Threshold Application or an appraisal decision the same procedure will be used with the head teacher taking the role of the representative of the review committee. The Headteacher may have an adviser present, as in Note 4 above, who may not be an employee of the school.*

## **ANNEX 3**

### **ACCESS TO THE TEACHERS' UPPER PAY RANGE**

In accordance with the School Teachers' Pay and Conditions Document any qualified teacher can apply to be on the Upper Pay Range. There is no longer the requirement to be at the top of the main pay range; however, this would normally be the case. Only one application can be made each year. The time frame for submitting a Threshold Application is one week before the Pay Committee in September. Consideration will be given to accepting late applications dependent on individual circumstances e.g. absence prevents this deadline being met.

The Headteacher and line manager will assess the application. The CEO will also meet the Headteacher and moderate the application. If the application is successful, the UPS scale 1 pay will be backdated and commence from the 1<sup>st</sup> September of this academic year. If the application is not successful, the teacher will be invited to a meeting (with the Headteacher and Line Manager) and presented with written and oral feedback.

It is for the teacher to decide whether or not they wish to be paid on the Upper Pay Range. In order to be considered the teacher will have achieved Qualified Teacher Status and must provide two consecutive successful performance management reviews. A teacher, who wishes to become a post threshold teacher, should advise their reviewer in the previous year so that targets can be set accordingly; a target which involves raising standards across the whole school should be set in order to gather evidence as part of the Threshold Application process. The teacher is entitled to receive clear advice on how they need to develop in order to reach the threshold standards.

#### **The application process**

Applications must:

- Be submitted to the Headteacher; and the final decision will involve moderation of the application by the CEO
- Include two consecutive successful performance management reviews.
- Include a completed Threshold Application form, with evidence\* that is supportive to the application process e.g. classroom observations, children's work, data (progress and attainment), feedback & marking etc.
- Include a covering letter which explains their understanding of a UPS teacher and at least one example of how they are already working within the UPS standards.
- Be submitted at least a week before the Pay Committee in September (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met)

\*Evidence must reflect sustained practice over a two-year period.

#### **Criteria**

Applications will be assessed against paragraph 15.2 of School Teachers' Pay and Conditions Document (stated below). For an application to be successful the Headteacher must be satisfied that:

**Paragraph 15.2: School Teachers' Pay and Conditions:**

- The teacher is **highly competent** in all elements of the relevant standards; and
- The teacher's achievements and contribution to an educational setting or settings are **substantial** and **sustained**.

## Definitions

'**Highly competent**' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

'**Substantial**' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

'**Sustained**' means the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently in line with the expectations contained in the school's policy for Performance Management/Appraisal.

**ANNEX 3.1: Threshold Application form – this can be emailed electronically by the Headteacher or line manager**

## **ANNEX 4**

### **TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS**

The Relevant Pay Committee may consider paying recruitment or retention awards in line with the *School Teachers' Pay and Conditions Document* in circumstances where they anticipate or encounter recruitment and/or retention difficulties.

This may be awarded as an annual allowance, lump sum payment, periodic payment or some other non-monetary benefit. If the Pay Committee think it is relevant to apply this incentive they will clearly state in writing to the employee the amount and review date that the incentive may be withdrawn.

The Local Governing Body should specify clearly the basis on which such incentives may be paid (e.g. to all teachers; to those in shortage subjects as defined by the school; or after one/two advertisements have failed to produce a suitable candidate for appointment).

Payments may only be made for recruitment and retention purposes, not for carrying out specific responsibilities or to supplement pay for other reasons.

In particular the Relevant Pay Committee will determine:

- Whether the award is for recruitment or retention.
- The nature of the award.
- When/how the award will be paid.
- The start date and duration of the award.
- The basis for any uplift that may be applied.

The Relevant Pay Committee will award such allowances where, in their view:

- The post is considered to be difficult to fill.
- The post holder teaches a subject in which there is a shortage of teachers

and will ensure that these criteria are consistently applied.

A review of rates will be necessary if the Local Governing Body intends to increase the level of these awards in line with general increases to salaries, or in other circumstances which the Local Governing Body may determine.

Any decisions relating to the recruitment and retention of the CEO or Headteacher must be discussed and ratified at Board level.

## ANNEX 5

### PROGRESSION ON THE MAIN AND UPPER PAY SCALES FOR CLASSROOM TEACHERS

*The main scale (M): M1, M2, M3, M4, M5 & M6*

*Upper Pay Scale (UPS): UPS1, UPS1.5, UPS 2, UPS 2.5 & UPS 3*

*Pay Progression:*

- *The Trust's policy is to reward teachers who meet the school's aims; which is illustrated through evidence collated during the Performance Management cycle.*

**Supporting the values and the ethos of The Fioretti Trust is required by individual teachers in consideration of pay progression.**

*Teachers on the Main, Upper and Unqualified Teacher Pay Scale will have their salary reviewed annually in accordance with paragraph 6 of the main pay policy against the aims of the school and in accordance with the criteria which a teacher needs to meet to achieve salary progression.*

- *Good teachers will be rewarded a point salary progression*
- *Outstanding teachers will be considered for two points progression, if consistent over time (at least two years)*
- *Two points is the upper limit for a pay progression in one academic year.*

*Teachers are judged on their overall performance: children's progress, standard of work in children's books / Learning Journey, quality of marking, feedback and gap tasks, lesson observations & learning walks; plus any additional feedback e.g. relationships with parents*

*What level of performance does the school wish to reward?*

*Performance Management objectives to be achieved, evidence to support achievement of Teachers' Standards and Teacher evidence: Good or Outstanding overall judgement.*

*The Headteacher will provide a sample (anonymous) to be monitored annually by the Pay Committee.*

## **ANNEX 6**

### **TEACHERS: THE APPOINTMENT OF LEADING PRACTITIONERS**

*The school can decide to appoint teachers to Leading Practitioners posts in the staffing structure as indicated in paragraph 4 of the pay policy and in accordance with the provisions of paragraph 16 of the STPC.*

The Leading Practitioner range is for teachers who support the modelling and improvement of teaching skills. Schools can create posts whose primary purpose is the modelling and leading improvement of teaching skills and that are paid above the maximum of the Upper Pay Range.

For teachers working in this capacity, additional duties will be set out in the job description which link to developing, implementing and improving school effectiveness and performance of staff, colleagues and pupils.

Pay determination has a minimum and maximum range, and the Pay Committee will be responsible for determining where within that range a post will be placed. The Pay Committee shall also ensure that there is scope for performance related progress over time within the pay range they set.

*If the school is intending to have a leading practitioner post, the Governors will consider the following questions:*

- *How will the school advertise such posts, i.e. internally or externally, and for what areas of the curriculum?*
- *What will be the person specification and job description for being a leading practitioner in the school?*
- *What pay range will the school adopt for each post, i.e. how many points in the selected range and which points are to be selected? The ranges may be different for each post.*
- *What are the specific requirements of the post or posts, e.g. coaching, mentoring and induction etc.*
- *Will leading practitioners work in just the one school or be made / asked to work with teachers in other schools? If so how much time will be spent on outreach work?*
- *Who will line manage the leading practitioner and manage the appraisal of the teacher?*
- *What will the criteria be for salary progression on the pay range selected for the post?*

**End of policy**