



Westfield Academy

Seeing the qualities in every child

**PAY POLICY FOR
DETERMINING WHOLE STAFF
PAY**

Westfield Academy

October 2018

Contents

1	Introduction
2	Pay Reviews
3	Salary Scales and reference points
4	Basic pay determination on appointment
5	Assessment of pay progression
6	Movement to the upper pay range
7	Teaching & Learning Responsibility (TLR) payments
8	Newly-qualified teachers
9	Part-time teachers
10	Short notice/supply teachers
11	Unqualified teachers
12	Leadership group
13	Support Staff
14	Pay protection
15	Appeals
16	Monitoring the impact of the Policy

1 Introduction

- 1.1 The Governing Body of Westfield Academy adopted this policy in June 2015. It will be reviewed after 12 months.
- 1.2 This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD).
- 1.3 This policy has been consulted on with staff and complies with all the requirements of the following discrimination legislation, as amended:
 - The Employment Relations Act 1999
 - The Equality Act 2010
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
 - The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- 1.4 In adopting this pay policy the aim is to:
 - Assist Academy improvement
 - achieve excellent outcomes for all students
 - support the recruitment and retention of high quality teachers
 - complement the Academy's Appraisal Policy which is supportive and developmental and ensures teachers have the skills and support to do their job effectively
 - enable the Academy to recognise and reward teachers appropriately for their contribution to the Academy
 - ensure that decisions on pay are managed in a fair, just and transparent way
 - ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified
- 1.5 Pay decisions at this Academy are made based on evidence which will be linked to appraisal outcomes and other indicators as set out in this policy.

2 Pay Reviews

- 2.1 The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given confirmation in writing of their salary and any other financial benefits to which they are entitled.
- 2.2 Any pay increases will be backdated to 1 September of the same academic year.
- 2.3 All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

3 Salary scale and reference points

- 3.1 The pay scale used will be in accordance with the STPCD.
- 3.2 Within each salary range there is a number of reference points which this Academy will use to determine progression based on performance. The main pay range at Westfield Academy will consist of the following points:

M1:	£22,916
M2:	£24,727
M3:	£26,715
M4:	£28,770
M5:	£31,038
M6:	£33,491

- 3.3 In addition the Academy will follow the STPCD Guidance on payments for Teaching and Learning Responsibility (TLR) payments and Upper Pay Range.

4 Basic pay determination on appointment

- 4.1 The Academy will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 4.2 In making such determinations, the Academy may take into account a range of factors, including:
 - the nature of the post
 - the level of qualifications, skills and experience required
 - market conditions
 - the wider Academy context and strategic priorities
 - the quality of the successful candidate and their ability to meet the Westfield Standards and other professional demands applicable to roles within this Academy.

5 Assessment of pay progression

- 5.1 In this Academy all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in the Academy's Appraisal Policy.
- 5.2 Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence.
- 5.3 The evidence we will use may include, but not be limited to, appraisals, work sampling, tracking of student progression over time, role in Academy improvement, involvement in the provision of enrichment activities and lesson observations.
- 5.4 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 5.5 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the Principal and moderated across the Academy. The pay recommendation will be presented to the Governors' Pay Committee, who will make the final decision whether or not to accept a pay recommendation, having regard to the appraisal documentation and the moderation exercise. The Governing Body will endeavour to ensure that appropriate funding is allocated for pay progression at all levels, taking account of the Academy's budget in exceptional circumstances.
- 5.6 In this Academy, judgements of performance will be made in relation to appraisal outcomes, the meeting of objectives and the Westfield Standards.
- 5.7 Performance objectives to be included in appraisal documentation will be developed based upon the Westfield Standards. The minimum expectation to achieve pay progression is:
 - 5.7.1 For newly qualified teachers (NQTs), scoring 21-24 against the Westfield Standards.
 - 5.7.2 For all other teachers, a score of 20 or below against the Westfield Standards.
- 5.8 Additional progression will be considered for teachers with a score of 12 or below against the Westfield Standards.
- 5.9 Where teaching, progress or compliance with the Westfield Standards is between 21 and 24, the Principal will determine the support to be provided. In the case of someone scoring higher than 24, the Principal will determine the support to be provided, and if necessary that the capability procedure will be used.

6 Movement to the upper pay range

The expectation in this Academy is that teachers' who successfully achieve progression to the upper pay range will be able to demonstrate that they meet not only the Westfield Standards, but also that they are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

Applications and Evidence

- 6.1 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.
- 6.2 Applications may be made once a year, to be submitted between 1st November & 31st December to the Principal, on a standard form to be obtained from the Academy.
- 6.3 Applications should contain evidence from the previous two years.

The Assessment

- 6.4 An application from a qualified teacher will be successful where the Governing Body is satisfied that the applicant:
 - Has consistently met a score of less than 16 as against the Westfield Standards.
 - Has provided evidence of good student progress over the relevant period.
 - Has provided evidence of coaching and supporting colleagues to achieve improved student outcomes
 - Has provided evidence of instrumental involvement in whole Academy initiatives
 - Has acted as a role model for Teaching & Learning in the Academy
 - Has shown a commitment to personal development, with CPD focussed on improving outcomes for students across the academy
 - Has contributed to the Academy and achievements are substantial and sustained
- 6.5 The application will be assessed by the Principal, who will make recommendations to the Governors' Pay Committee who will make the final decision.
- 6.6 The assessment will be made within/by 31 days of the application.
- 6.7 If successful, applicants will move to the upper pay range and the decision will be backdated to 1st September of the same academic year.
- 6.8 The Upper Pay Scale will consist of the following points:

UPS1: £35,926

UPS2: £37,257

UPS3:£38,633

A successful candidate will be placed on the bottom of the UPS pay range.

- 6.9 If unsuccessful, feedback will be provided in writing along with confirmation of the process for appeals.
- 6.10 Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Academy's general appeals arrangements.
- 6.11 Once a teacher has moved to the upper pay range, further progression within the range will be automatically considered every two years. Teachers will progress one point (until they reach the top of the upper pay range) if they can demonstrate and the governing body is satisfied that there is evidence from the required period of continuing to meet the conditions in 6.4 above.

7 Teaching and Learning Responsibility (TLR) payments

In this Academy we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.

Current values in this Academy are as follows in line with STPCD:

TLR 2:1	£2,666
TLR 2:2	£4,440
TLR 2:3	£6,215
TLR 1:1	£7,698

In addition the Academy may award a fixed-term TLR3 to a classroom teacher for clearly time-limited clearly defined Academy improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £523 and no greater than £2,603. All teachers in receipt of a TLR will be expected to meet all relevant standards.

8 Newly Qualified Teachers (NQTs)

In the case of NQTs pay decisions will be made by means of the statutory induction process and against the Westfield Standards (see 5.7.1 above).

9 Part-time teachers

Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. The pay of part time

teachers will be determined in the same way as full time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.

10 Short notice/Supply teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

11 Unqualified Teachers

The STPCD gives a minimum and maximum value for the unqualified teacher pay range. In line with STPCD, the current values in this Academy for unqualified teachers are as follows:

UQ1	£16,626
UQ2	£18,560
UQ3	£20,492

12. Leadership Group

12.1 The governing body will determine the size, remuneration and composition of the leadership group as necessary for the effective running of the Academy.

12.2 Pay decisions in relation to leadership posts will be in accordance with the Relevant sections of STPCD and will be based on the criteria set out in the STPCD, the Teachers' Standards and any other relevant professional standards in the Academy. Posts will be advertised and appropriate salary range for the role taking into account

- Level of responsibility
- The wider Academy context and strategic priorities
- Market conditions

12.3 Pay will be reviewed on an annual basis based on achievement against objective, relevant standards and other agreed measures in accordance with annual appraisal targets as agreed with the Principal.

13. Support Staff

13.1 All support staff will be employed in line with terms and conditions laid out in the Green Book for local authority staff.

13.2 The Academy will honour local and nationally agreed pay scales.

- 13.3 Within their salary grade staff will be receive one annual increment in April up to the maximum of their grade.
- 13.4 When recruiting new staff, posts will be advertised at a grade which reflects the level of responsibility, conditions of employment and pay grades of similar posts in other schools.
- 13.5 The Governors Pay Committee reserves the right to award additional increments or increase the grading of employees where there is evidence of exceptional service or to ease recruitment and retention difficulties.

14 Pay protection

Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

15 Appeals

- 15.1 Appeals against pay decisions should be made in writing and addressed to the Clerk to the Governors.
- 15.2 Appeals should be put forward on the following grounds, namely that the person or committee by whom the decision was made:
 - 15.2.1 Incorrectly applied any provision of the STPCD;
 - 15.2.2 Failed to have proper regard for statutory guidance;
 - 15.2.3 Failed to take proper account of relevant evidence;
 - 15.2.4 Took account of irrelevant or inaccurate evidence;
 - 15.2.5 Was biased; or
 - 15.2.6 Otherwise unlawfully discriminated against the teacher.
- 15.3 Upon receipt of a written appeal a panel of governors will convene a meeting to consider the appeal. Employees have the right to be represented by a work colleague or a recognised trade union. A written invitation and a minimum of five days notice will be given. The decision of the panel will be confirmed in writing. There is no further right of appeal.

16 Monitoring the impact of the policy

The Governing Body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the Academy's continued compliance with equalities legislation.