

E-mail:

24th January 2020
Our reference: IG 02456

Dear

FREEDOM OF INFORMATION ACT 2000 - DISCLOSURE

The council has completed its search relating to your request for information regarding Teacher's pay, which was received on 16th January 2020.

The council does hold information within the definition of your request.

REQUEST

I would be very grateful if you could provide me with the following information from your local authority as the local education authority ("the Council" below):

1. In each year between 2013 and 2017 (inclusive), did the Council provide a model teacher pay policy for local authority maintained primary and secondary schools? If yes, please enclose the electronic version of these model pay policies for each year. (In case there were separate model pay policies for primary and secondary schools, please provide both for each year.)
2. The dates (month and, if possible, day) in each year between 2010 and 2017 when local authority maintained primary and secondary schools learn about their grant income (allocated by the Council among schools it maintains from block grants received from the central government) for the next school year.

It would be very helpful if you were able to provide this information in electronic form (text or table format). If you also provide any attachments we can manage any of .docx, .doc and .pdf files.

If the cost of providing this information exceeds the cost of compliance limits identified in Section 12 we would be grateful for your advice and assistance in refining the request so that the costs do not exceed the statutory limits. I understand that under Section 16 of the Act councils are used to offering such advice.

RESPONSE

1. Yes. Please see attached.
2. A below:

Financial Year	Date Schools notified of grant income
2010-11	08-Apr-10
2011-12	31-Mar-11

2012-13	16-Mar-12
2013-14	15-Mar-13
2014-15	28-Feb-14
2015-16	27-Feb-15
2016-17	29-Feb-16
2017-18	28-Feb-17

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Further information can be found on the council's website: <http://www.cumbria.gov.uk/council-democracy/accesstoinformation/internalreviewscomplaints.asp>

Yours sincerely,

Belinda Taylor
Information Governance Team
Corporate, Customer and Community Services

MODEL TEACHERS PAY POLICY

Adopted by

On (Date)

Signed

Date by which the procedure was last reviewed:

Anticipated review date:

Key:

Highlighted pink text: Nationally under review

Highlighted yellow text: Subject to annual change

Cumbria County Council
Children's Services

PURPOSE OF THE MODEL PAY POLICY

All Professional Associations and the LA believe that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination.

It follows the format of the DfE's model policy and is entirely consistent and compliant with the revised statutory provisions for teachers' pay due to take effect from 1 September 2013 and the pay policy checklist of all Professional Associations.

All Professional Associations and the LA are committed to securing a national pay structure in England and Wales which applies statutorily to all maintained schools and academies.

The pay scales in this model policy will be amended to reflect the outcome of the STRB process in relation to the September 2013 pay increase.

It is recommended by the Director of Children's Services that this policy is adopted by schools.

INTERPRETATION

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated.

PAY DECISIONS FOR SEPTEMBER 2013

The revised procedures on pay progression do not take effect until September 2014.

Applications for progression to the Upper Pay Scale from September 2013 (ie Round 13), progression on the Qualified Teacher Pay Range and Upper Pay Range and pay determinations for new appointees taking up posts prior to September 2014 will, therefore, be carried out in accordance with the provisions of the 2012 School Teachers' Pay and Conditions Document.

Model policy for determining teachers' pay

The Governing Body of _____ School

adopted this policy on _____

INTRODUCTION

1. 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) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school/LA.
2. In adopting this pay policy the aim is to:
 - assure the quality of teaching and learning at the school/LA;
 - support recruitment and retention and reward teachers appropriately; and
 - ensure accountability, transparency, objectivity and equality of opportunity.¹
3. The Governing Body/LA will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of the changes to the teachers' pay structure from September 2013 onwards.
4. Pay decisions at this school/LA are made by the Governing Body/Centrally Employed Teachers Steering Group which has delegated certain responsibilities and decision making powers to the Pay Committee as set out in Appendix One. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body/LA, and shall have full authority to take pay decisions on behalf of the Governing Body/LA in accordance with this policy. The Head/Centrally Employed Teacher Line Manager shall be responsible for advising the Pay Committee on its decisions.

PAY REVIEWS

5. The Governing Body/Centrally Employed Teachers Steering Group will ensure that each teacher's salary is reviewed annually with effect from 1 September and that each teacher is notified of the outcome by no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
6. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
7. Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body/LA will give the required notification as soon as possible and no later than one month after the date of the determination.

¹ Including compliance with equalities legislation ie Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012

BASIC PAY DETERMINATION ON APPOINTMENT

8. The Governing Body/LA 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.
9. In making such determinations, the Governing Body/LA will apply the following policy:

Classroom teacher posts

10. The Governing Body/LA has established the following pay scales for classroom teacher posts paid on the Qualified Teacher Pay Range and Upper Pay Range. The additional information has been provided below for assimilation purposes:

	E & W generally	Inner London	Outer London	Fringe Area
Qualified Teachers Pay Range*				
1.	21,588	27,000	25,117	22,626
2.	23,295	28,408	26,674	24,331
3.	25,168	29,889	28,325	26,203
4.	27,104	31,446	30,080	28,146
5.	29,240	33,865	32,630	30,278
6.	31,552	36,387	35,116	32,588
Upper Pay Range*				
1.	34,181	41,497	37,599	35,218
2.	35,447	43,536	38,991	36,483
3.	36,756	45,000	40,433	37,795

(*Pay award pending)

11. The Governing Body/LA undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Qualified Teacher Pay Range and the maximum of the Upper Pay Range.
12. The Governing Body/LA will apply the principle of pay portability in making pay determinations for all new appointees as follows and should normally transfer across including that year's increment if applicable:
 - (a) When determining the starting pay for a classroom teacher taking up an appointment as a qualified classroom teacher, the Governing Body/LA will pay the teacher on the Qualified Teacher Pay Range and will allocate pay scale points, as a minimum, on the following basis:
 - one point for each successful year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;
 - one discretionary point for each successful year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
 - one discretionary point for each three years of non-teaching experience spent working in a relevant area up to a maximum of three points, including industrial or

commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people;

- one discretionary point for each three years of other remunerated or unremunerated experience including caring for children during a career break up to a maximum of three points.

The Governing Body/LA will also consider the allocation of additional scale points on the above basis to teachers appointed to the Qualified Teachers Pay Range or Upper Pay Ranges.

- (b) When determining the starting pay for a classroom teacher who has previously worked in an LA maintained school or academy in England and Wales, the Governing Body/LA will pay the teacher on the Qualified Teachers Pay Range at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post (subject to the provisions in paragraph 29).
- (c) The Governing Body/LA will also pay classroom teachers who are "post-threshold teachers" as defined by the 2012 STPCD on the Upper Pay Range.

Leading Practitioner teacher posts

13. The Governing Body/LA has established the following pay scale[s] for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range:

** taken from the AST Pay spine

Leading Practitioner Pay Range**				
Spine point	Annual Salary England & Wales (excluding the London Area)	Annual Salary Inner London Area	Annual Salary Outer London Area	Annual Salary Fringe Area
1.	£37,461	£44,540	£40,433	£38,493
2.	£38,400	£45,483	£41,373	£39,433
3.	£39,358	£46,445	£42,328	£40,391
4.	£40,339	£47,423	£43,314	£41,376
5.	£41,343	£48,432	£44,318	£42,382
6.	£42,379	£49,466	£45,351	£43,416
7.	£43,521	£50,610	£46,496	£44,560
8.	£44,525	£51,611	£47,499	£45,557
9.	£45,637	£52,720	£48,609	£46,673
10.	£46,808	£53,894	£49,784	£47,844
11.	£48,024	£55,104	£50,993	£49,056
12.	£49,130	£56,216	£52,106	£50,169
13.	£50,359	£57,445	£53,335	£51,398
14.	£51,614	£58,700	£54,583	£52,650
15.	£52,900	£59,980	£55,869	£53,930
16.	£54,305	£61,392	£57,277	£55,342
17.	£55,553	£62,640	£58,526	£56,596
18.	£56,950	£64,036	£59,925	£57,985

(**Minimum and maximum salary values as in STPCD 2013)

14. Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

15. When determining the pay scales for such posts, the Governing Body/LA will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.
16. The policy of the Governing Body/LA is to appoint any new Leading Practitioner teacher at the bottom point of the pay range.
17. The Governing Body/LA will establish such posts from 1 September 2013 for all teachers previously employed in the school as Advanced Skills Teachers or Excellent Teachers and will pay them at a scale point which maintains that teacher's previous pay entitlement plus any pay progression which they would have received had they remained in that post.²

Unqualified teachers

18. The Governing Body/LA has established the following pay scale for unqualified teachers employed in classroom teacher posts:

	E & W generally	Inner London	Outer London	Fringe Area
Unqualified Teachers***				
1.	15,817	19,893	18,789	16,856
2.	17,657	21,731	20,629	18,695
3.	19,497	23,571	22,470	20,534
4.	21,336	25,410	24,311	22,374
5.	23,177	27,249	26,150	24,213
6.	25,016	29,088	27,992	26,052

(***Pay award pending)

Leadership teacher posts (head teacher, deputy & assistant head teachers)	
19.	The pay ranges for the head teacher, deputy head teacher[s] and assistant head teacher[s] will be determined in accordance with the criteria specified in the 2013 STPCD and ensuring fair pay relativities.
20.	The Governing Body/LA has established the following pay ranges for the head teacher, deputy head teacher[s] and assistant head teacher[s]:
Head teacher pay range:	
<i>[insert the school's/LA 7 point range for head teacher]</i>	
Deputy head teacher pay range	
<i>[insert the school's/LA 5 point range for deputy head teachers]</i>	
Assistant head teacher pay range	
<i>[insert the school's/LA 5 point range for assistant head teachers]</i>	
² This clause may not apply to all schools in England and Wales	

21.	Discretionary payments to the head teacher will be determined in accordance with the provisions of the 2013 STPCD and will be reviewed annually.
22.	The Governing Body/LA will normally appoint new leadership teachers at

	the bottom point of the relevant pay range.
23.	The Governing Body/LA will pay teachers as deputy or assistant head teachers only where the Governing Body/LA is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, and that the role –
(a)	requires qualified teacher status
(b)	is focused on teaching and learning;
(c)	requires the exercise of a teacher's professional skills and judgment;
(d)	requires the teacher to lead and manage the school/LA through:
•	development of teaching and learning priorities across the school/LA;
•	accountability for the standards of achievement and behaviour of pupils across the school/LA;
•	accountability for the planning and deployment of the school's/LA's resources;
•	leading policy development and implementation across the school/LA in accordance with statutory provisions;
•	managing whole school/LA operational activity;
•	working with external bodies and agencies; and
•	securing pupils' access to their educational entitlements;
(e)	has an impact on the educational progress of the school's/LA's pupils;
(f)	involves leading, developing and enhancing the teaching practice of the school's/LA's staff; and
(g)	includes line management responsibility for a significant number of people and/or the line management of other line managers.
24.	In the case of a deputy head teacher post, the Governing Body/LA must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an assistant head teacher employed in the same school/LA, including responsibility for discharging in full the responsibilities of the head in the absence of the head teacher.

PAY PROGRESSION BASED ON PERFORMANCE

25. The arrangements for teacher appraisal are set out in the school's/LA's appraisal policy.
26. Decisions regarding pay progression will only be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.
27. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions (see paragraph 69).
28. Where teachers have joined the school part way through a performance management/appraisal cycle, the Governing Body/LA will, where necessary, seek evidence from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves (see also paragraph 12b).

29. Teachers' performance management/appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body/LA, having regard to the performance management/appraisal report and taking into account advice from the Headteacher/Centrally Employed Teacher Line Manager.
30. The Governing Body/LA will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
31. All teachers can expect progression to the top of their pay range as a result of successful performance management/appraisal reviews.
32. The Governing Body/LA will make pay decisions according to the criteria for progression set out in paragraphs 34 to 38.

Classroom teachers on the Qualified Teacher Pay Range

33. Classroom teachers will be awarded pay progression on the Qualified Teacher Pay Range following each successful performance management/appraisal review though this may in exceptional circumstances be accelerated. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy.
34. Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

Classroom teachers on the Upper Pay Range

35. Classroom teachers will be awarded pay progression on the Upper Pay Range following two successful performance management/appraisal reviews, though this may in exceptional circumstances be accelerated. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy.

Leading Practitioner teachers

36. Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management/appraisal review, though this may in exceptional circumstances be accelerated. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy.

Unqualified classroom teachers

37. Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management/appraisal review, though this may in exceptional circumstances be accelerated. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy.

Leadership teachers (Head teacher, deputy & assistant head teachers)

38. The head teacher, deputy head teacher(s) and assistant head teacher(s) will be awarded additional scale points in accordance with the provisions of the 2013 STPCD. They must demonstrate sustained high quality of performance in respect of school leadership and

management and pupil progress. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

39. 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. This will normally be when the teacher reaches the top of the Qualified Teacher Pay Range.
40. The Head/Centrally Employed Teacher Line Manager should remind all teachers on the Qualified Teacher Pay Range at the start of each school year of their right to apply for assessment.
41. Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing using the application form (as at Appendix Three) which should be submitted by the teacher to the appraiser at the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.
42. The evidence to be used will be only that available through the performance management/appraisal process in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy.
43. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or schools. This school will not be bound by any pay decision made by another school

The Assessment

44. An application from a qualified teacher will be successful, as evidenced by two successful and consecutive performance management/appraisal reviews and where the Governing Body/LA is satisfied that:
 - (a) the teacher is highly competent in all elements of the relevant standards; and
 - (b) the teacher's achievements and contribution to the school are substantial and sustained.
45. In making its decision, the Governing Body/LA will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy for progression to the Upper Pay Range.

Processes and procedures

46. The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later. If successful, applicants will move to the Upper Pay Range and will be placed on point 1 of that pay scale with the award backdated to the 1st September of that school year. If unsuccessful, feedback will be provided by the Head/Centrally Employed Teachers Line Manager as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's pay appeals arrangements (see appendix Two).

PART-TIME TEACHERS

47. Teachers employed on an ongoing basis at the school/LA but who work less than a full working week are deemed to be part-time. The Governing Body/LA will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.

SHORT NOTICE/SUPPLY TEACHERS

48. 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.
49. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate.

PAY INCREASES ARISING FROM CHANGES TO THE STPCD

50. The school/LA is committed to award the relevant pay uplift to all existing pay points and allowances for all teachers from September 2013 pending the outcome of the School Teachers' Review Body (STRB) pay review process.

DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching & Learning Responsibility Payments (TLRs)

51. The Governing Body/LA pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the 2013 STPCD as updated from time to time and the following levels and values will apply:

TLR 1:

[insert the school's/LA's pay range and pay points for any TLR1 posts]

TLR 2:

[insert the school's/LA's pay range and pay points for any TLR2 posts]

52. The criteria for the award of TLR 1 and 2 payments are as follows:

Before awarding any TLR 1 or 2 payment, the Governing Body/LA must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- a. is focused on teaching and learning;
- b. requires the exercise of a teacher's professional skills and judgement;
- c. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e. involves leading, developing and enhancing the teaching practice of other staff.

53. In addition, before awarding a TLR1 payment, the Governing Body/LA must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.
54. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.
55. Before making any TLR3 payment, the Governing Body/LA must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.
56. Where the Governing Body/LA wishes to make TLR3 payments, the proposed responsibilities, level of payment (within the published range of £500 and £2,500) and the duration of payment will be set out clearly and openly with all Professional Associations.
57. The Governing Body/LA will ensure that the use of TLR3 applies only to clearly time-limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.
Special educational needs (SEN) allowances
58. The Governing Body/LA will award SEN allowances in accordance with the criteria and provisions set out in the 2013 STPCD.
59. The value of SEN allowances to be paid at the school/LA will be:
<i>[insert the spot value of SEN allowances paid at the school/LA]</i>
Acting allowances
60. Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, s/he will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder.
61. Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

OTHER PAYMENTS

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

62. The Governing Body/LA may make discretionary additional payments to all teachers (including the head teacher) who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine

position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

63. The Governing Body/LA recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Recruitment and retention incentives and benefits

64. Where the Governing Body/LA wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly in this policy. Such payments will be reviewed annually and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to guidance document in the STPCD.

Residential duties³

65. The Governing Body/LA will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

66. The Governing Body/LA will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the 2013 STPCD for the payment of bonuses or honoraria in any circumstances.

SAFEGUARDING

67. The Governing Body/LA will operate salary safeguarding arrangements in line with the provisions of the 2013 STPCD.

APPEALS

68. The arrangements for considering appeals on pay determination are set out in Appendix 2 of this policy.

MONITORING THE IMPACT OF THE POLICY

69. The Governing Body/LA will monitor the outcomes and impact of this policy on a regular basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's/LA's continued compliance with equalities legislation.

³ This section only applies to schools covered by the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.

APPENDIX ONE

REMIT FOR THE PAY COMMITTEE/ Centrally Employed Teachers Steering Group OF THE GOVERNING BODY/LA

The Pay Committee will comprise at least three governors/members of the Centrally Employed Teachers Steering Group. All governors/members of the Centrally Employed Teachers Steering Group, including those employed at the school/LA, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school/LA.

Establishment of the policy

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- establishing the policy, in consultation with the head teacher/Centrally Employed Teachers Line Managers, staff and trade union representatives, and submitting it to the Governing Body/Centrally Employed Teachers Steering Group for approval.

The Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- formal approval of the policy.

Monitoring and review of the policy

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- reviewing the policy annually, in consultation with the head teacher/Centrally Employed Teachers Line Managers, staff and trade union representatives; and submitting it to the Governing Body/Centrally Employed Teachers Steering Group for approval.

The Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy

The Head/Centrally Employed Teachers Line Manager is responsible for:

- ensuring that pay decisions for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee/CET Steering Group in accordance with the terms of the policy;
- advising the Pay Committee/CET Steering Group on these decisions
- ensuring that staff are informed of the outcome of the decisions and of the right of appeal.

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- reviewing decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the decisions of pay reviewers and the advice of the head teacher/Centrally Employed Teachers Line Manager;
- reviewing decisions regarding the pay of head teachers following consideration of the decisions of the governors /LA Senior Managers responsible for head teachers' performance reviews;
- receiving reports of these decisions from the Governing Body/Centrally Employed Teachers Line Managers; and
- ensuring that head teachers are informed of the outcome of the decision and of the right of appeal.

The Appeals Committee of the Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

APPENDIX TWO

PAY APPEALS PROCEDURE

The Governing Body/Centrally Employed Teachers Steering Group is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school/LA as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body//Centrally Employed Teachers Steering Group (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

6. Any appeal should be heard by a panel of three governors/ LA Senior Managers who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Chair introduces everyone and what their role is:

- Self as Chair
- other panel member(s) (if applicable)
- employee
- employee representative
- any witnesses for the employee side
- management representative who will state the management case
- any witnesses for the management side
- person who will clerk the meeting
- HR to give advice to the panel

Goes over the order of the hearing:

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel (if applicable) to ask questions
- Management will state their case
- Chair asks questions of the management
- Chair invites panel (if applicable) to ask questions
- Chair to sum up both sides
- Chair to adjourn hearing to deliberate

The employee case

Employee/representative presents employee case:

- what is the evidence that supports their case
- introduces any witnesses

Chair asks questions

Chair opens the discussion to the panel (if applicable).

The management case

Management representative presents management case:

- what is the evidence that supports the disputed pay decision
- introduces any witnesses

Chair asks questions

Chair opens the discussion to the panel (if applicable).

Summing up

If appropriate, the Chair can sum up the key points on both sides.

End of hearing

Chair ends the hearing and advises employee that will let him/her have the panel's decision in writing within timescale

Chair advises employee that he/she will have a right of appeal and that the letter will contain full details

Decision-making

Clerk notes main points of panel discussion and their decision

Panel obtains HR advice if required to inform their decision-making

Communication of decision

Employee is notified of decision

Decision and reason for the decision confirmed in writing,

Request for Threshold Assessment Academic Year 2013 / 2014

This form should be handled in confidence at all times

The 'Threshold Assessment 2009/10, Round 10: Guidance' is no longer applicable.

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - normally be at the top of the Qualified Teachers Pay Range
 - the teacher is highly competent in all elements of the relevant standards; and
 - the teacher's achievements and contribution to the school are substantial and sustained.
- In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
- Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
- Print, sign and date the form, keeping a copy and pass it to your head teacher by **31 October in the year of application.**

¹ Or, if relevant, in accordance with paragraph 73 of the section 3 guidance on School Teachers' Pay and Conditions 2012 (<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00091-2012>).

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number (this must be seven digits including zeros) /

Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager
<p style="text-align: center; font-size: 48px; opacity: 0.3;">DRAFT</p>		

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the post-Threshold standards.

Signed

Date

Part 2: Actions for the head teacher/ CET Line Manager

- Before assessing whether the teacher meets the post-Threshold standards the head teacher/ CET Line Manager must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards to a highly competent level as stated in section 44 a and 44 b. If these conditions are not met, you must not proceed with the post-Threshold assessment, and must write to the teacher setting out the rationale for the judgement.
- Complete the head teacher's / CET Line Manager statement (see page 21)
- Sign, date and copy the form.
- Promptly inform the governing body of this decision, or the LA / HR Children's Services in the case of a centrally employed teacher, and inform the teacher, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome within 20 working days of informing the governing body/LA service of this decision.
- Notify the teacher in writing of the outcome of the post-Threshold assessment, provide written feedback and a copy of the form on page 21

To be completed by the head teacher / CET Line Manager

Name of teacher

School/LA service

Please record your overall judgements below.

Post-Threshold Standards

Please provide a detailed explanation why, in your judgement, all the post-Threshold standards have been met / not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher if required.

Teachers' Standards/Threshold Standards [please delete as appropriate] not met.

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name / LA Setting

Date

NB This page should be passed back to the teacher

APPENDIX FOUR

Acknowledgement of receipt of request for Post-Threshold Assessment

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your request for assessment against the post-Threshold standards and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and will be provided with written feedback within 15 working days of informing the Governing Body / CET Steering Group of the decision.

Signed

Head teacher / CET Line Manager

APPENDIX SIX

SCHOOL/LA STAFFING STRUCTURE AND SALARY VALUES

[Staffing structure and salary values to be inserted for the school/LA]



TEACHERS MODEL PAY POLICY 2014

Adopted by

On (Date)

Signed

Date by which the procedure was last reviewed: September 2014

Anticipated review date: May 2015

Cumbria County Council
Children's Services

Children's Services • 5 Portland Square •
Carlisle • Cumbria • CA1 1PU
T: 01228 226097 • [REDACTED]

Date: 17 September 2014
Our reference: HR/CS

Distributed by the School Portal

Dear Colleague

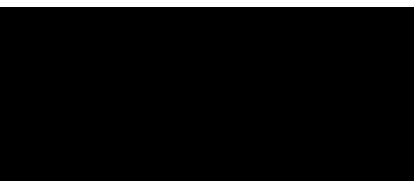
Model School / Centrally Employed Teachers (CET) Pay Policy

I wish to bring your attention to the recently published model school / CET Pay Policy which has been produced in working partnership with the Local Authority and Professional Associations following recent changes to the National School Teachers Pay and Conditions Document.

I would expect all maintained schools would adopt this policy and its recommendations. I would ask that this document is ratified at the next meeting of your governing body. I would encourage foundations schools and academies to do the same.

Changes will be made to the Model Appraisal Procedure for school based staff/CET and will be tied into the Pay Policy in advance of the next appraisal cycle.

Yours faithfully



Assistant Director Schools & Learning

PURPOSE OF THE MODEL PAY POLICY

All Professional Associations and the LA believe that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination.

It follows the format of the DfE's model policy and is entirely consistent and compliant with the revised statutory provisions for teachers' pay due to take effect from 1 September 2014 and the pay policy checklist of all Professional Associations.

All Professional Associations and the LA are committed to securing a national pay structure in England and Wales which applies statutorily to all maintained schools and academies.

This model policy has been updated to reflect the 2014 pay award. It will be kept under review in the light of future School Teachers' Review Body (STRB) reports. The 1% increase has been applied universally to all points on all scales as stated in this document.

It is recommended by the Director of Children's Services that this policy is adopted by schools.

INTERPRETATION

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated.

PAY PROGRESSION

Decisions about teachers' pay progression are linked to performance, with their first annual performance-related progression pay increases being made in September 2014.

Model policy for determining teachers' pay

The Governing Body of _____ School adopted this
policy on _____

INTRODUCTION

1. 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) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school/LA.
2. In adopting this pay policy the aim is to:
 - assure the quality of teaching and learning at the school/LA;
 - support recruitment and retention and reward teachers appropriately; and
 - ensure accountability, transparency, objectivity and equality of opportunity.
3. Pay decisions at this school/LA are made by the Governing Body/Centrally Employed Teachers Steering Group which has delegated certain responsibilities and decision making powers to the Pay Committee as set out in Appendix One. The Pay Committee shall be responsible for the

establishment and review of the pay policy, subject to the approval of the Governing Body/LA, and shall have full authority to take pay decisions on behalf of the Governing Body/LA in accordance with this policy. The Head/Centrally Employed Teacher Line Manager shall be responsible for advising the Pay Committee on its decisions.

1. PAY REVIEWS

The Governing Body/Centrally Employed Teachers Steering Group 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 a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay where this is appropriate. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of Safeguarding (pay protection), the Governing Body/LA will give the required notification as soon as possible and no later than one month after the date of the determination.

2. BASIC PAY DETERMINATION ON APPOINTMENT

The Governing Body/LA 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.

In making such determinations, the Governing Body/LA will take into account the following factors:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that scale that is not detrimental to them unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

For positions on the leadership scale this must be done with regard to the guidelines contained within the STPCD 2014.

3. PAY PROGRESSION BASED ON PERFORMANCE

In this school/LA all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's/ LAs appraisal policy.

Decisions regarding pay progression must be made with reference to the teachers' appraisal reports and the pay recommendations they contain. All appraisals must result in a pay recommendation being made. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. In all such eventualities the teacher will have been made aware of this possibility as outlined in the appraisal policy.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence that should be routinely available as part of the appraisal cycle. In this school/LA we will ensure fairness by headteachers undertaking a process of moderation for each appraisal cycle. This will be quality assured by the schools pay committee and will form part of a headteachers annual report to the governing body on appraisal.

The evidence to be used may include lesson observations, pupil performance data and appraisal outcomes properly rooted in evidence as part of the appraisal cycle.

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body/ Centrally Employed Steering Group, having regard to the appraisal report and taking into account advice from the Headteacher/ Centrally Employed Teacher Line Manager. The Governing Body/LA will ensure that appropriate funding is allocated for pay progression at all levels when setting its budget.

For teachers on main pay range, judgements of performance will be assessed against objectives and the national teacher standards and teachers will be eligible for pay progression if they are effectively fulfilling the teacher standards and meeting the objectives they are set.

4. MAIN PAY RANGE FROM 1st SEPTEMBER 2014 (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the points in appendix 2 for determining teacher pay]

MINIMUM: [£22023]

MAXIMUM: [£32187]

5. UPPER PAY RANGE FROM 1st SEPTEMBER 2014 (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the points in appendix 3 for determining teacher pay.]

MINIMUM: [£34869]

MAXIMUM: [£37496]

Please note the appendix shows the recommended points within the pay ranges that schools can use for determining teacher pay.

The Governing Body will pay a teacher on the upper pay range if:

- The teacher is employed in the school as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the school
- The teacher was previously employed as a member of the leadership group at the school, has continued to be employed without a break in their continuity of employment at the school, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the

governors will determine where within the UPR range the teacher's annual salary will be fixed.

6. MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

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.

The Head/Centrally Employed Teacher Line Manager should remind all teachers on the Qualified Teacher Pay Range at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the Headteacher/Line manager in writing using the application form (as at Appendix 4) which should be submitted by the teacher to the Headteacher/Line manager prior to the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

The evidence to be used will be only that available through the performance management/appraisal process in accordance with the conditions outlined in Cumbria County Councils Teachers Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the evidence should be for the teacher to provide evidence before the pay decision is made by the appraiser – the appraisal document should then summarise the decision not then duplicate a process)

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

All applications should include evidence from the most recent two appraisal cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

The Assessment

An application from a qualified teacher will be successful as evidenced by two successful and consecutive performance management/appraisal reviews and where the Governing Body/LA is satisfied that:

- (a) the teacher is highly competent in all elements of the national teachers' standards; and
- (b) the teacher's achievements and contribution to the school are substantial and sustained.

In making its decision, the Governing Body/LA will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy for progression to the Upper Pay Range.

'highly competent' means typically the standard of teaching should be at least good as may be evidenced through lesson observation/pupil performance data/appraisal outcomes

'substantial' and sustained will be evidenced by two successful performance reviews as documented on the threshold application form referenced within appendix 4.

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

If successful, applicants will move to the Upper Pay Range and will be placed at the relevant point of that pay range with the award backdated to the 1st September of that school year.

If unsuccessful, feedback will be provided by the Head/Centrally Employed Teachers Line Manager as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

The Pay Committee will decide where on the upper pay range a successful teacher is placed, and, if teachers can start further up the range, insert how their position on the upper pay range will be decided in a fair and consistent way based on:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the model pay policy appeals procedure (see Appendix 5)

7. PART-TIME TEACHERS

Teachers employed on an ongoing basis at the school/LA but who work less than a full working week are deemed to be part-time. The Governing Body/LA will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

8. 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 as outlined in paragraph 42 of section 3 of the STPCD.

9. LEADERSHIP TEACHERS (HEAD TEACHER, DEPUTY & ASSISTANT HEAD TEACHERS) APPOINTED ON OR AFTER 1st SEPTEMBER 2014 OR WHOSE RESPONSIBILITIES HAVE SIGNIFICANTLY CHANGED AFTER THAT DATE

The Governing Body will set the pay level needed to attract a head teacher, deputy head teacher or assistant head teacher. Prior to advertising the post the following stages will be undertaken:

Stage 1: Define the role and determine the headteacher group (using the pupil unit calculations within the STPCD 2014 – paragraphs 6.1-10.4)

Stage 2: Set an indicative pay range within the statutory minimum (£38214) and statutory maximum (£107211), then, when in a position to make an appointment:

Stage 3: Decide the starting salary and individual pay range for the appointee.

The governors have decided that this school is currently a Group school, based on the statutory requirements of the STPCD 2014.

Recommended Leadership points within the Leadership pay range are shown in Appendix 6.

10. LEAD PRACTITIONER PAY RANGE

Teachers paid as Lead Practitioners should be paid at a point as determined by the school within the Lead Practitioner Pay Range which is [38215-58096]. Such appointments should be made with regard to the STPCD 2014 - 15

[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the points in appendix 7 for determining teacher pay]

11. UNQUALIFIED TEACHERS PAY RANGE

The Governing Body/LA has established a pay range for unqualified teachers employed in classroom teacher posts. *[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the points in Appendix 8]*

12. DISCRETIONARY ALLOWANCES AND PAYMENTS

TLR1, 2 &3

The Governing Body may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the 2014 STPCD as updated from time to time and the following levels and values will apply:

TLR Band 1	minimum 7471	maximum 12643
TLR Band 2	minimum 2587	maximum 6332
TLR Band 3	minimum 511	maximum 2551

Before awarding any TLR 1 or 2 payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- a. is focused on teaching and learning;
- b. requires the exercise of a teacher's professional skills and judgment;
- c. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e. involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or one-off externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment. [Cumbria County Council would expect governing bodies to appropriately consult with professional associations if they chose to use this mechanism.]

A teacher cannot be awarded a TLR1 and TLR2 simultaneously, but may hold a concurrent TLR3.

13. SEN ALLOWANCE

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the 2014 STPCD.

The value of SEN allowances to be paid at the school will be:

SEN1 £2043 SEN2 £4034

14. ALLOWANCE PAYABLE TO UNQUALIFIED TEACHERS

The Governing Body/Centrally Employed Teachers Steering Group will pay an additional allowance of an amount between a minimum of £510 and maximum £6322 if an unqualified teacher [for example someone who has not yet obtained qualified teacher status, they could be qualified as a lecturer, coach or instructor] takes on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgment, or qualifications or experience which bring added value to the role being undertaken.

The number of unqualified posts need to be identified in the school / LA staffing structure.

15. OTHER PAYMENTS

The Governing Body may make such payments as they see fit to a teacher, in respect of:

- a. continuing professional development undertaken outside the school day which has been approved by the Headteacher.
- b. activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- c. participation in out-of-school hours learning activities agreed between the teacher and the Headteacher.
- d. additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

16. RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

The Governing Body will make a payment which it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. The duration/review date/ end date of such payment will be clearly defined.

Headteachers and others on the Leadership range may not be awarded payments under this category except for reimbursement of reasonably incurred housing or relocation costs on appointment.

Such payments will be reviewed annually and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to the guidance within the 2014 STPCD

17. SALARY SACRIFICE ARRANGEMENTS

.....School makes provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- a. childcare vouchers
- b. cycle scheme

18. SAFEGUARDING (pay protection)

The Governing Body/LA will operate salary safeguarding arrangements in line with the provisions of the 2014 STPCD.

19. APPEALS

The arrangements for considering appeals on pay determination are set out in Appendix 5 of this policy.

20. OTHER PAYMENTS

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Governing Body/LA may make discretionary additional payments to teachers who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

The Governing Body/LA recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Residential duties

The Governing Body/LA will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

The Governing Body/LA will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the 2014 STPCD for the payment of bonuses or honoraria in any circumstances.

21. MONITORING THE IMPACT OF THE POLICY

The Governing Body/LA will monitor the outcomes and impact of this policy on an annual basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's/LA's continued compliance with equalities legislation.

APPENDIX ONE

REMIT FOR THE PAY COMMITTEE/ Centrally Employed Teachers Steering Group OF THE GOVERNING BODY/LA

The Pay Committee will comprise at least three governors/members of the Centrally Employed Teachers Steering Group. All governors/members of the Centrally Employed Teachers Steering Group, including those employed at the school/LA, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school/LA.

Establishment of the policy

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- establishing the policy, in consultation with the head teacher/Centrally Employed Teachers Line Managers, staff and trade union representatives, and submitting it to the Governing Body/Centrally Employed Teachers Steering Group for approval.

The Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- formal approval of the policy.

[Cumbria County Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Monitoring and review of the policy

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- reviewing the policy annually, in consultation with the head teacher/Centrally Employed Teachers Line Managers, staff and trade union representatives; and submitting it to the Governing Body/Centrally Employed Teachers Steering Group for approval.

The Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

[Cumbria County Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Application of the policy

The Head/Centrally Employed Teachers Line Manager is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee/CET Steering Group in accordance with the terms of the policy;
- advising the Pay Committee/CET Steering Group on these decisions
- ensuring that staff are informed of the outcome of the decisions and of the right of appeal.

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- reviewing recommendations and making a decision regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher/Centrally Employed Teachers Line Manager;
- reviewing recommendations and making a decision regarding the pay of the head teacher following consideration of the recommendations of the governors /LA Senior Managers responsible for head teachers' performance reviews;
- receiving reports of these decisions from the Governing Body/Centrally Employed Teachers Line Managers; and
- ensuring that head teachers are informed of the outcome of the decision and of the right of appeal.

The Appeals Committee of the Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

APPENDIX TWO

Main Pay Range - 2014

1.	£22023
2.	£23764
3.	£25674
4.	£27650
5.	£29829
6.	£32187

APPENDIX THREE

Upper Pay Range - 2014

1.	£34869
2.	£36162
3.	£37496

Request for Threshold Assessment Academic Year 2014 / 2015

This form should be handled in confidence at all times

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - normally be at the top of the Qualified Teachers Pay Range
 - the teacher is highly competent in all elements of the relevant standards; and
 - the teacher's achievements and contribution to the school are substantial and sustained.
- In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
- Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
- Print, sign and date the form, keeping a copy and pass it to your head teacher / line manager by **31 October in the year of application.**

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number (this must be seven digits including zeros)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the post-Threshold standards.

Signed

Date

<input type="text"/>
<input type="text"/>

Part 2: Actions for the head teacher/ CET Line Manager

- Before assessing whether the teacher meets the post-Threshold standards the head teacher/ CET Line Manager must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards to a highly competent level as stated in section 6 a and b. If these conditions are not met, you must not proceed with the post-Threshold assessment, and must write to the teacher setting out the rationale for the judgement.
- Complete the head teacher's / CET Line Manager statement (see page 17)
- Sign, date and copy the form.
- Promptly inform the governing body of this decision, or the LA / HR Children's Services in the case of a centrally employed teacher, and inform the teacher, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome within 20 working days of informing the governing body/LA service of this decision.
- Notify the teacher in writing of the outcome of the post-Threshold assessment, provide written feedback and a copy of the attached form

To be completed by the head teacher / CET Line Manager

Name of teacher

School/LA service

Please record your overall judgements below.

Post-Threshold Standards

Please provide a detailed explanation why, in your judgement, all the post-Threshold standards have been met / not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher if required.

Teachers' Standards/Threshold Standards [please delete as appropriate] not met.

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name / LA Setting

Date

NB This page should be passed back to the teacher

PART 3: Acknowledgement of receipt of request for Post-Threshold Assessment

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your request for assessment against the post-Threshold standards and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and will be provided with written feedback within 15 working days of informing the Governing Body / CET Steering Group of the decision.

Signed

Head teacher / CET Line Manager

APPENDIX FIVE

Pay Appeals Procedure

The Governing Body/Centrally Employed Teachers Steering Group is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school/LA as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body/Centrally Employed Teachers Steering Group (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision within ten working days and send it to the chair of governors or Assistant Director of Schools and Learning for centrally employed teachers (or committee) who made the determination.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

6. Any appeal should be heard by a panel of three governors/ LA Senior Managers who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Chair introduces everyone and what their role is:

- Self as Chair
- other panel member(s) (if applicable)
- employee
- employee representative
- any witnesses for the employee side
- management representative who will state the management case
- any witnesses for the management side
- person who will clerk the meeting
- HR to give advice to the panel

Goes over the order of the hearing:

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel (if applicable) to ask questions
- Management will state their case
- Chair asks questions of the management
- Chair invites panel (if applicable) to ask questions
- Management to sum up and appellant to sum up.
- Chair to adjourn hearing to deliberate

The employee case

Employee/representative presents employee case:

- what is the evidence that supports their case
- introduces any witnesses

Chair asks questions

Chair opens the discussion to the panel (if applicable).

The management case

Management representative presents management case:

- what is the evidence that supports the disputed pay decision
- introduces any witnesses

Chair asks questions

Chair opens the discussion to the panel (if applicable).

Summing up

If appropriate the Chair can clarify the key points on both sides.

End of hearing

Chair ends the hearing and advises employee that will let him/her have the panel's decision in writing within timescale.

Chair advises employee that he/she will have no further right of appeal and that the letter will contain full details.

Decision-making

Clerk notes main points of panel discussion and their decision

Panel obtains HR advice if required to inform their decision-making

Communication of decision

Employee is notified of decision

Decision and reason for the decision confirmed in writing,

APPENDIX SIX

Leadership Pay Range - 2014

1.	£38214
2.	£39171
3.	£40149
4.	£41151
5.	£42174
6.	£43233
7.	£44397
8.	£45420
9.	£46554
10.	£47751
11.	£48990
12.	£50118
13.	£51372
14.	£52653
15.	£53964
16.	£55398
17.	£56670
18.	£58095
19.	£59535
20.	£61014
21.	£62520
22.	£64074
23.	£65661
24.	£67290
25.	£68964
26.	£70668
27.	£72420
28.	£74217
29.	£76053
30.	£77946
31.	£79872
32.	£81858
33.	£83892
34.	£85965
35.	£88101
36.	£90285
37.	£92529
38.	£94818
39.	£97128
40.	£99552
41.	£102039
42.	£104598
43.	£107211

APPENDIX SEVEN

Lead Practitioner Pay Range

England & Wales Generally	2014
1.	£38215
2.	£39171
3.	£40149
4.	£41151
5.	£42174
6.	£43233
7.	£44397
8.	£45420
9.	£46554
10.	£47751
11.	£48990
12.	£50118
13.	£51372
14.	£52653
15.	£53964
16.	£55398
17.	£56670
18.	£58096

APPENDIX EIGHT

Unqualified Teachers Pay Range - 2014

1.	£16136
2.	£18012
3.	£19890
4.	£21765
5.	£23643
6.	£25520

TEACHERS' MODEL PAY POLICY 2015

Adopted by

On (Date)

Signed

Date by which the procedure was last reviewed: August 2015

Anticipated review date: July 2016

Cumbria County Council
Children's Services

Purpose of the Model Pay Policy

All Professional Associations and the LA believe that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination. It follows the format of the DfE's model policy and is entirely consistent and compliant with the revised statutory provisions for teachers' pay due to take effect from 1 September 2015 and the pay policy checklist of all Professional Associations.

All Professional Associations and the LA are committed to securing a national pay structure in England and Wales which applies statutorily to all maintained schools and academies. This model policy has been updated to reflect the 2015 pay recommendations. It will be kept under review in the light of future School Teachers' Review Body (STRB) reports. It is recommended by the Director of Children's Services that this policy is adopted by schools.

Interpretation

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated.

Pay Progression

Decisions about teachers' pay progression are linked to performance. Further information regarding this is provided in Section 3.

Model policy for determining teachers' pay

The Governing Body of _____ School adopted this policy on _____

Introduction

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) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school/LA.

In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at the school/LA;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Pay decisions at this school/LA are made by the Governing Body/Centrally Employed Teachers Steering Group which has delegated certain responsibilities and decision making powers to the Pay Committee as set out in **Appendix 1**. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body/LA, and shall have full authority to take pay decisions on behalf of the Governing Body/LA in accordance with this policy. The Head/Centrally Employed Teacher Line Manager shall be responsible for advising the Pay Committee on its decisions.

1. Pay Reviews

The Governing Body/Centrally Employed Teachers Steering Group 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 a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay where this is appropriate. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of Safeguarding (pay protection), the Governing Body/LA will give the required notification as soon as possible and no later than one month after the date of the determination.

2. Basic Pay Determination On Appointment

The Governing Body/LA 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.

In making such determinations, the Governing Body/LA will take into account the following factors:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that scale that is not detrimental to them unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

For positions on the leadership scale this must be done with regard to the guidelines contained within the STPCD 2015.

3. Pay Progression Based On Performance

In this school/LA all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's/ LAs appraisal policy.

Decisions regarding pay progression must be made with reference to the teachers' appraisal reports and the pay recommendations they contain. All appraisals must result in a pay recommendation being made. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. In all such eventualities the teacher will have been made aware of this possibility as outlined in the appraisal policy.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence that should be routinely available as part of the appraisal cycle. In this school/LA we will ensure fairness by headteachers undertaking a process of moderation for each appraisal cycle. This will be quality assured by the schools pay committee and will form part of a headteachers annual report to the governing body on appraisal.

The evidence to be used may include lesson observations, pupil performance data and appraisal outcomes properly rooted in evidence as part of the appraisal cycle.

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body/ Centrally Employed Steering Group, having regard to the appraisal report and taking into account advice from the Headteacher/ Centrally Employed Teacher Line Manager. The Governing Body/LA will ensure that appropriate funding is allocated for pay progression at all levels when setting its budget.

For teachers on main pay range, judgements of performance will be assessed against objectives and the national teacher standards and teachers will be eligible for pay progression if they are effectively fulfilling the teacher standards and meeting the objectives they are set.

4. Main Pay Range from 1st September 2015 (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 2** for determining teacher pay]*

Main Pay Range	
Minimum	£22,244
Maximum	£32,831

5. Upper Pay Range from 1st September 2015 (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 3** for determining teacher pay.]*

The appendix shows the recommended pay points within the pay ranges that schools can use for determining teacher pay.

Upper Pay Range	
Minimum	£35,218
Maximum	£37,871

The Governing Body will pay a teacher on the upper pay range if:

- The teacher is employed in the school as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the school
- The teacher was previously employed as a member of the leadership group at the school, has continued to be employed without a break in their continuity of employment at the school, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the governors will determine where within the UPR range the teacher's annual salary will be fixed.

6. Movement To The Upper Pay Range

Applications and Evidence

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.

The Head/Centrally Employed Teacher Line Manager should remind all teachers on the Qualified Teacher Pay Range at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the Headteacher/Line manager in writing using the application form (as at **Appendix 4**) which should be submitted by the teacher to the Headteacher/Line manager prior to the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

The evidence to be used will be only that available through the performance management / appraisal process in accordance with the conditions outlined in Cumbria County Councils Teachers Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the expectation should be for the teacher to provide evidence before the pay decision is made by the appraiser – the appraisal document should then summarise the decision not then duplicate a process).

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. All applications should include evidence from the most recent two appraisal cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

The Assessment

An application from a qualified teacher will be successful as evidenced by two successful and consecutive performance management/appraisal reviews and where the Governing Body/LA is satisfied that:

- a) the teacher is highly competent in all elements of the national teachers' standards;
and
- b) the teacher's achievements and contribution to the school are substantial and sustained.

In making its decision, the Governing Body/LA will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy for progression to the Upper Pay Range.

- ‘highly competent’ means typically the standard of teaching should be at least good as may be evidenced through lesson observation/pupil performance data/appraisal outcomes
- ‘substantial’ and sustained will be evidenced by two successful performance reviews as documented on the threshold application form (referenced within **Appendix 4**).

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

If successful, applicants will move to the Upper Pay Range and will be placed at the relevant point of that pay range with the award backdated to the 1st September of that school year.

If unsuccessful, feedback will be provided by the Head/Centrally Employed Teachers Line Manager as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

The Pay Committee will decide where on the upper pay range a successful teacher is placed, and, if teachers can start further up the range, insert how their position on the upper pay range will be decided in a fair and consistent way based on:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the model pay policy appeals procedure (see **Appendix 5**).

7. Part-Time Teachers

Teachers employed on an ongoing basis at the school/LA but who work less than a full working week are deemed to be part-time. The Governing Body/LA will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school’s timetabled teaching week for a full-time teacher in an equivalent post.

8. 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 as outlined in paragraph 44 of the STPCD.

9. Leadership Teachers (Head Teacher, Deputy & Assistant Head Teachers) Appointed on or After 1st September 2014 or Whose Responsibilities Have Significantly Changed After That Date

The Governing Body will set the pay level needed to attract a head teacher, deputy head teacher or assistant head teacher. Prior to advertising the post the following stages will be undertaken:

Stage 1: Define the role and determine the headteacher group (using the pupil unit calculations within the STPCD 2015 – paragraphs 5 - 9)

Stage 2: Set an indicative pay range within the statutory minimum and statutory maximum;

Leadership Pay Range	
Minimum	£38,598
Maximum	£107,210

then, when in a position to make an appointment:

Stage 3: Decide the starting salary and individual pay range for the appointee.

The governors have decided that this school is currently a Group school, based on the statutory requirements of the STPCD 2015.

Recommended Leadership pay points within the Leadership pay range are shown in **Appendix 6**. Recommended Headteacher pay points within the Headteacher Group pay ranges are shown in **Appendix 7**.

10. Lead Practitioner Pay Range

Teachers paid as Lead Practitioners should be paid at a point as determined by the school within the Lead Practitioner Pay Range. Such appointments should be made with regard to the STPCD 2015.

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 8** for determining teacher pay]*

Lead Practitioner Pay Range	
Minimum	£38,598
Maximum	£58,677

11. Unqualified Teacher Pay Range

The Governing Body/LA has established a pay range for unqualified teachers employed in classroom teacher posts. Unqualified Teachers should be paid at a point as determined by the school within the Unqualified Teacher Pay Range. Such appointments should be made with regard to the STPCD 2015.

[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 9** for determining teacher pay]

Unqualified Teacher Pay Range	
Minimum	£16,298
Maximum	£25,776

12. Discretionary Allowances And Payments

Teaching and Learning Responsibility Payments – TLR 1, 2 & 3

The Governing Body may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the 2015 STPCD as updated from time to time:

STPCD 2015 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£7,546	£12,770
TLR Band 2	£2,613	£6,386
TLR Band 3	£517	£2,577

The Governing Body of school will pay TLR payments within these ranges as follows:

Point	Amount
TLR 1a	£
TLR 1b	£
	£
TLR 2a	£
TLR 2b	£
	£

Before awarding any TLR 1 or 2 payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that it:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgment;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or one-off externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment. [Cumbria County Council would expect governing bodies to appropriately consult with professional associations if they chose to use this mechanism.]

A teacher cannot be awarded a TLR1 and TLR2 simultaneously, but may hold a concurrent TLR3.

13. Special Education Needs (SEN) Allowance

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the 2015 STPCD.

The value of SEN allowances to be paid at the school will be:

SEN Allowance	
SEN 1	£2,064
SEN 2	£4,075

14. Allowance Payable To Unqualified Teachers

The Governing Body/Centrally Employed Teachers Steering Group will pay an additional allowance of an amount between the minimum and maximum if an unqualified teacher (for example someone who has not yet obtained qualified teacher status, but could be qualified as a lecturer, coach or instructor) takes on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgment, or qualifications or experience which bring added value to the role being undertaken.

The number of unqualified posts needs to be identified in the school / LA staffing structure.

Unqualified Teacher Allowance	
Minimum	£517
Maximum	£6,386

15. Other Payments

The Governing Body may make such payments as they see fit to a teacher, in respect of:

- a) continuing professional development undertaken outside the school day which has been approved by the Headteacher.
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- c) participation in out-of-school hours learning activities agreed between the teacher and the Headteacher.
- d) additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

16. Recruitment And Retention Incentives And Benefits

The Governing Body will make a payment which it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. The duration/review date/end date of such payment will be clearly defined.

Headteachers and others on the Leadership range may not be awarded payments under this category except for reimbursement of reasonably incurred housing or relocation costs on appointment.

Such payments will be reviewed annually and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to the guidance within the 2015 STPCD.

17. Salary Sacrifice Arrangements

.....School makes provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- a) childcare vouchers
- b) cycle scheme

18. Safeguarding (Pay Protection)

The Governing Body/LA will operate salary safeguarding arrangements in line with the provisions of the 2015 STPCD.

19. Appeals

The arrangements for considering appeals on pay determination are set out in **Appendix 5** of this policy.

20. Other Payments

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Governing Body/LA may make discretionary additional payments to teachers who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

The Governing Body/LA recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Residential duties

The Governing Body/LA will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

The Governing Body/LA will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the 2015 STPCD for the payment of bonuses or honoraria in any circumstances.

21. Monitoring The Impact Of The Policy

The Governing Body/LA will monitor the outcomes and impact of this policy on an annual basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's/LA's continued compliance with equalities legislation.

Appendix One

REMIT FOR THE PAY COMMITTEE/ Centrally Employed Teachers Steering Group OF THE GOVERNING BODY/LA

The Pay Committee will comprise at least three governors/members of the Centrally Employed Teachers Steering Group. All governors/members of the Centrally Employed Teachers Steering Group, including those employed at the school/LA, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school/LA.

Establishment of the policy

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- establishing the policy, in consultation with the head teacher/Centrally Employed Teachers Line Managers, staff and trade union representatives, and submitting it to the Governing Body/Centrally Employed Teachers Steering Group for approval.

The Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- formal approval of the policy.

[Cumbria County Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Monitoring and review of the policy

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- reviewing the policy annually, in consultation with the head teacher/Centrally Employed Teachers Line Managers, staff and trade union representatives; and submitting it to the Governing Body/Centrally Employed Teachers Steering Group for approval.

The Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

[Cumbria County Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Application of the policy

The Head/Centrally Employed Teachers Line Manager is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee/CET Steering Group in accordance with the terms of the policy;
- advising the Pay Committee/CET Steering Group on these decisions
- ensuring that staff are informed of the outcome of the decisions and of the right of appeal.

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- reviewing recommendations and making a decision regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher/Centrally Employed Teachers Line Manager;
- reviewing recommendations and making a decision regarding the pay of the head teacher following consideration of the recommendations of the governors /LA Senior Managers responsible for head teachers' performance reviews;
- receiving reports of these decisions from the Governing Body/Centrally Employed Teachers Line Managers; and
- ensuring that head teachers are informed of the outcome of the decision and of the right of appeal.

The Appeals Committee of the Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

Appendix Two

Main Pay Range - 2015

Pay Point	Salary
1	£22,244
2	£24,002
3	£25,931
4	£27,927
5	£30,127
6	£32,831

Appendix Three

Upper Pay Range - 2015

Pay Point	Salary
1	£35,218
2	£36,524
3	£37,871

Appendix Four

Request for Threshold Assessment Academic Year 2015 / 2016

This form should be handled in confidence at all times

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - normally be at the top of the Qualified Teachers Pay Range
 - the teacher is highly competent in all elements of the relevant standards; and
 - the teacher's achievements and contribution to the school are substantial and sustained.
 - In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
 - Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
 - Print, sign and date the form, keeping a copy and pass it to your head teacher / line manager by **31 October in the year of application.**
-

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number (this must be seven digits including zeros)

--	--	--	--	--	--	--	--	--	--

Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the post-Threshold standards.

Signed

Date

Part 2: Actions for the head teacher/ CET Line Manager

- Before assessing whether the teacher meets the post-Threshold standards the head teacher/ CET Line Manager must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards to a highly competent level as stated in section 6 a and b. If these conditions are not met, you must not proceed with the post-Threshold assessment, and must write to the teacher setting out the rationale for the judgement.
- Complete the head teacher's / CET Line Manager statement (see page 17)
- Sign, date and copy the form.
- Promptly inform the governing body of this decision, or the LA / HR Children's Services in the case of a centrally employed teacher, and inform the teacher, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome within 20 working days of informing the governing body/LA service of this decision.
- Notify the teacher in writing of the outcome of the post-Threshold assessment, provide written feedback and a copy of the attached form

To be completed by the head teacher / CET Line Manager

Name of teacher

School/LA service

Please record your overall judgements below.

Post-Threshold Standards

Please provide a detailed explanation why, in your judgement, all the post-Threshold standards have been met / not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher if required.

Teachers' Standards/Threshold Standards [please delete as appropriate] not met.

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name / LA Setting

Date

NB This page should be passed back to the teacher

PART 3: Acknowledgement of receipt of request for Post-Threshold Assessment

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your request for assessment against the post-Threshold standards and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and will be provided with written feedback within 15 working days of informing the Governing Body / CET Steering Group of the decision.

Signed

Head teacher / CET Line Manager

Appendix Five

Pay Appeals Procedure

The Governing Body/Centrally Employed Teachers Steering Group is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school/LA as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body/Centrally Employed Teachers Steering Group (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision within ten working days and send it to the chair of governors or Assistant Director of Schools and Learning for centrally employed teachers (or committee) who made the determination.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. Any appeal should be heard by a panel of three governors/ LA Senior Managers who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Chair introduces everyone and what their role is:

- Self as Chair
- other panel member(s) (if applicable)
- employee
- employee representative
- any witnesses for the employee side
- management representative who will state the management case
- any witnesses for the management side
- person who will clerk the meeting
- HR to give advice to the panel

Goes over the order of the hearing:

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel (if applicable) to ask questions
- Management will state their case
- Chair asks questions of the management
- Chair invites panel (if applicable) to ask questions
- Management to sum up and appellant to sum up.
- Chair to adjourn hearing to deliberate

The employee case

Employee/representative presents employee case:

- what is the evidence that supports their case
- introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

The management case

Management representative presents management case:

- what is the evidence that supports the disputed pay decision
- introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

Summing up

- If appropriate the Chair can clarify the key points on both sides.

End of hearing

- Chair ends the hearing and advises employee that will let him/her have the panel's decision in writing within timescale.
- Chair advises employee that he/she will have no further right of appeal and that the letter will contain full details.

Decision-making

- Clerk notes main points of panel discussion and their decision
- Panel obtains HR advice if required to inform their decision-making

Communication of decision

- Employee is notified of decision
- Decision and reason for the decision confirmed in writing

Appendix Six

Leadership Pay Range – 2015

Pay Point	Salary
1	£38,598
2	£39,563
3	£40,550
4	£41,563
5	£42,596
6	£43,665
7	£44,841
8	£45,876
9	£47,020
10	£48,229
11	£49,481
12	£50,619
13	£51,886
14	£53,180
15	£54,504
16	£55,952
17	£57,237
18	£58,677
19	£60,130
20	£61,624
21	£63,147
22	£64,715
23	£66,318
24	£67,963
25	£69,654
26	£71,375
27	£73,143
28	£74,958
29	£76,814
30	£78,725
31	£80,671
32	£82,677
33	£84,731
34	£86,825
35	£88,983
36	£91,188
37	£93,454
38	£95,766
39	£98,099
40	£100,548
41	£103,059
42	£105,644
43	£107,210

Appendix Seven

Headteacher Pay Ranges – 2015

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
£43,665							
£44,841							
£45,876	£45,876						
£47,020	£47,020						
£48,229	£48,229						
£49,481	£49,481	£49,481					
£50,619	£50,619	£50,619					
£51,886	£51,886	£51,886					
£53,180	£53,180	£53,180	£53,180				
£54,504	£54,504	£54,504	£54,504				
£55,952	£55,952	£55,952	£55,952				
£57,237	£57,237	£57,237	£57,237				
£58,096*	£58,677	£58,677	£58,677	£58,677			
	£60,130	£60,130	£60,130	£60,130			
	£61,624	£61,624	£61,624	£61,624			
	£62,521*	£63,147	£63,147	£63,147	£63,147		
		£64,715	£64,715	£64,715	£64,715		
		£66,318	£66,318	£66,318	£66,318		
		£67,290*	£67,963	£67,963	£67,963	£67,963	
			£69,654	£69,654	£69,654	£69,654	
			£71,375	£71,375	£71,375	£71,375	
			£72,419*	£73,143	£73,143	£73,143	
				£74,958	£74,958	£74,958	£74,958
				£76,814	£76,814	£76,814	£76,814
				£78,725	£78,725	£78,725	£78,725
				£79,872*	£80,671	£80,671	£80,671
					£82,677	£82,677	£82,677
					£84,731	£84,731	£84,731
					£86,825	£86,825	£86,825
					£88,102*	£88,983	£88,983
						£91,188	£91,188
						£93,454	£93,454
						£95,766	£95,766
						£97,128*	£98,099
							£100,548
							£103,059
							£105,644
							£107,210*

* No uplift to the maxima of each of the eight Headteacher group pay ranges

Appendix Eight

Lead Practitioner Pay Range 2015

Pay Point	Salary
1	£38,598
2	£39,563
3	£40,550
4	£41,563
5	£42,596
6	£43,665
7	£44,841
8	£45,874
9	£47,020
10	£48,229
11	£49,480
12	£50,619
13	£51,886
14	£53,180
15	£54,504
16	£55,952
17	£57,237
18	£58,677

Appendix Nine

Unqualified Teachers Pay Range - 2015

Pay Point	Salary
1	£16,298
2	£18,192
3	£20,089
4	£21,983
5	£23,879
6	£25,776

TEACHERS' MODEL PAY POLICY 2016

Adopted by

On (Date)

Signed

Date by which the procedure was last reviewed: August 2016

Anticipated review date: August 2017

Cumbria County Council
Children's Services

Purpose of the Model Pay Policy

All Professional Associations and the LA believe that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination. It is entirely consistent and compliant with the revised statutory provisions for teachers' pay due to take effect from 1 September 2016 and the pay policy checklist of all Professional Associations.

All Professional Associations and the LA are committed to securing a national pay structure in England and Wales which applies statutorily to all maintained schools and academies. This model policy has been updated to reflect the 2016 pay recommendations. It will be kept under review in the light of future School Teachers' Review Body (STRB) reports. It is recommended by the Director of Children and Families Services that this policy is adopted by all schools.

Interpretation

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated.

Pay Progression

Decisions about teachers' pay progression are linked to performance. Further information regarding this is provided in Section 3.

Model policy for determining teachers' pay

The Governing Body of _____ School adopted this policy on _____

Introduction

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) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school/LA.

In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at the school/LA;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Pay decisions at this school/LA are made by the Governing Body/Centrally Employed Teachers Steering Group which has delegated certain responsibilities and decision making powers to the Pay Committee as set out in **Appendix 1**. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body/LA, and shall have full authority to take pay decisions on behalf of the Governing Body/LA in accordance with this policy. The Head/Centrally Employed Teacher Line Manager shall be responsible for advising the Pay Committee on its decisions.

1. Pay Reviews

The Governing Body/Centrally Employed Teachers Steering Group will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (30 November for headteachers) each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay where this is appropriate. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of Safeguarding (pay protection), the Governing Body/LA will give the required notification as soon as possible and no later than one month after the date of the determination.

2. Basic Pay Determination On Appointment

The Governing Body/LA 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.

In making such determinations, the Governing Body/LA will take into account the following factors:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that range that is not detrimental to them unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

For positions on the leadership range this must be done with regard to the guidelines contained within the STPCD 2016.

3. Pay Progression Based On Performance

In this school/LA all headteachers / teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's/ LAs appraisal policy.

Decisions regarding pay progression must be made with reference to the teachers' appraisal reports and the pay recommendations they contain. All appraisals must result in a pay recommendation being made, including recognition that a teacher is already at the top of their pay range (i.e. progression / no progression / top of range). It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. In all such eventualities the teacher will have been made aware of this possibility as outlined in the appraisal policy.

In the case of NQTs pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence that should be routinely available as part of the appraisal cycle. In this school/LA we will ensure fairness by headteachers undertaking a process of moderation for each appraisal cycle. This will be quality assured by the schools pay committee and will form part of a headteachers annual report to the governing body on appraisal.

The evidence to be used may include lesson observations, pupil performance data and appraisal outcomes properly rooted in evidence as part of the appraisal cycle.

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body/ Centrally Employed Steering Group, having regard to the appraisal report and taking into account advice from the Headteacher/ Centrally Employed Teacher Line Manager.

The Governing Body/LA will ensure that appropriate funding is allocated for pay progression at all levels when setting its budget.

For headteachers / teachers on the Leadership Pay Range, judgements of performance will be assessed against objectives relating to school leadership and management and pupil progress. This must be done with regard to the guidelines contained within the STPCD 2016.

For teachers on all other pay ranges, judgements of performance will be assessed against objectives and the national teacher standards and teachers will be eligible for pay progression if they are effectively fulfilling the teacher standards and meeting the objectives they are set.

4. Main Pay Range from 1st September 2016 (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 2** for determining teacher pay]*

Main Pay Range	
Minimum	£22,467
Maximum	£33,160

5. Upper Pay Range from 1st September 2016 (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 3** for determining teacher pay.]*

The appendix shows the recommended pay points within the pay ranges that schools can use for determining teacher pay.

Upper Pay Range	
Minimum	£35,571
Maximum	£38,250

The Governing Body will pay a teacher on the upper pay range if:

- The teacher is employed in the school as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the school
- The teacher was previously employed as a member of the leadership group at the school, has continued to be employed without a break in their continuity of employment at the school, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the governors will determine where within the UPR range the teacher's annual salary will be fixed.

6. Movement to and on the Upper Pay Range

Applications and Evidence

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.

The Head/Centrally Employed Teacher Line Manager should remind all teachers on the Qualified Teacher Pay Range at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the Headteacher/Line manager in writing using the application form (as at **Appendix 4**) which should be submitted by the teacher to the Headteacher/Line manager prior to the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

The evidence to be used will be only that available through the performance management / appraisal process in accordance with the conditions outlined in Cumbria County Councils Teachers Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the expectation should be for the teacher to provide evidence before the pay decision is made by the appraiser – the appraisal document should then summarise the decision not then duplicate a process).

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. All applications should include evidence from the most recent two appraisal cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

The Assessment

An application from a qualified teacher will be successful as evidenced by two successful and consecutive performance management/appraisal reviews and where the Governing Body/LA is satisfied that:

- a) the teacher is highly competent in all elements of the national teachers' standards;
and
- b) the teacher's achievements and contribution to the school are substantial and sustained.

In making its decision, the Governing Body/LA will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy for progression to the Upper Pay Range.

- ‘highly competent’ means typically the standard of teaching should be at least good as may be evidenced through lesson observation/pupil performance data/appraisal outcomes
- ‘substantial’ and sustained will be evidenced by two successful performance reviews as documented on the application form (referenced within **Appendix 4**).

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

If successful, applicants will move to the Upper Pay Range and will be placed at the relevant point of that pay range with the award backdated to the 1st September of that school year.

If unsuccessful, feedback will be provided by the Head/Centrally Employed Teachers Line Manager as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

The Pay Committee will decide where on the upper pay range a successful teacher is placed. This would normally be at UPR1. If the Pay Committee decides that a teacher should start further up the range, their position on the upper pay range will be decided in a fair and consistent way based on:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the model pay policy appeals procedure (see **Appendix 5**).

Progression through the Upper Pay Range will be in accordance with section 3.

7. Part-Time Teachers

Teachers employed on an ongoing basis at the school/LA but who work less than a full working week are deemed to be part-time. The Governing Body/LA will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school’s timetabled teaching week for a full-time teacher in an equivalent post.

8. 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 as outlined in paragraph 44 of the STPCD.

9. Leadership Teachers (Head Teacher, Deputy & Assistant Head Teachers) appointed on or after 1st September 2014 or whose responsibilities have significantly changed after that date

The Governing Body will set the pay level needed to attract a head teacher, deputy head teacher or assistant head teacher. Prior to advertising the post the following stages will be undertaken:

Stage 1: Define the role and determine the Headteacher Group (using the pupil unit calculations within the STPCD 2016 – paragraphs 5 - 9).

Stage 2: Set an indicative pay range within the statutory minimum and statutory maximum;

Leadership Pay Range	
Minimum	£38,984
Maximum	£108,283

then, when in a position to make an appointment:

Stage 3: Decide the starting salary and individual pay range for the appointee.

The governors have decided that this school is currently a Group school, based on the statutory requirements of the STPCD 2016.

Recommended Leadership pay points within the Leadership pay range are shown in **Appendix 6**. Recommended Headteacher pay points within the Headteacher Group pay ranges are shown in **Appendix 7**.

10. Lead Practitioner Pay Range

Teachers paid as Lead Practitioners should be paid at a point as determined by the school within the Lead Practitioner Pay Range. Such appointments should be made with regard to the STPCD 2016.

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 8** for determining teacher pay]*

Lead Practitioner Pay Range	
Minimum	£38,984
Maximum	£59,264

11. Unqualified Teacher Pay Range

The Governing Body/LA has established a pay range for unqualified teachers employed in classroom teacher posts. Unqualified Teachers should be paid at a point as determined by the school within the Unqualified Teacher Pay Range. Such appointments should be made with regard to the STPCD 2016.

[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 9** for determining teacher pay]

Unqualified Teacher Pay Range	
Minimum	£16,461
Maximum	£26,034

12. Discretionary Allowances And Payments

Teaching and Learning Responsibility Payments – TLR 1, 2 & 3

The Governing Body may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the 2016 STPCD as updated from time to time:

STPCD 2016 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£7,622	£12,898
TLR Band 2	£2,640	£6,450
TLR Band 3	£523	£2,603

The Governing Body of school will pay TLR payments within these ranges as follows:

Point	Amount
TLR 1a	£
TLR 1b	£
	£
TLR 2a	£
TLR 2b	£
	£

Before awarding any TLR 1 or 2 payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that it:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgment;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or one-off externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment. [Cumbria County Council would expect governing bodies to appropriately consult with professional associations if they chose to use this mechanism.]

A teacher cannot be awarded a TLR1 and TLR2 simultaneously, but may hold a concurrent TLR3.

13. Special Education Needs (SEN) Allowance

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the 2016 STPCD.

The value of SEN allowances to be paid at the school will be:

SEN Allowance	
SEN 1	£2,085
SEN 2	£4,116

14. Allowance Payable to Unqualified Teachers

The Governing Body/Centrally Employed Teachers Steering Group will pay an additional allowance of an amount between the minimum and maximum if an unqualified teacher (for example someone who has not yet obtained qualified teacher status, but could be qualified as a lecturer, coach or instructor) takes on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgment, or qualifications or experience which bring added value to the role being undertaken.

The number of unqualified posts needs to be identified in the school / LA staffing structure.

Unqualified Teacher Allowance	
Minimum	£523
Maximum	£6,450

15. Other Payments

The Governing Body may make such payments as they see fit to a teacher, in respect of:

- a) continuing professional development undertaken outside the school day which has been approved by the Headteacher.
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- c) participation in out-of-school hours learning activities agreed between the teacher and the Headteacher.
- d) additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

16. Recruitment and Retention Incentives and Benefits

The Governing Body will make a payment which it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. The duration/review date/end date of such payment will be clearly defined.

One benefit that a Governing Body may consider is paying a salary advance for a rental deposit in appropriate cases.

Headteachers and others on the Leadership range may not be awarded payments under this category except for reimbursement of reasonably incurred housing or relocation costs on appointment.

Such payments will be reviewed annually and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to the guidance within the 2016 STPCD.

17. Salary Sacrifice Arrangements

.....School makes provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- a) childcare vouchers
- b) cycle scheme

18. Safeguarding (Pay Protection)

The Governing Body/LA will operate salary safeguarding arrangements in line with the provisions of the 2016 STPCD.

19. Appeals

The arrangements for considering appeals on pay determination are set out in **Appendix 5** of this policy.

20. Other Payments

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Governing Body/LA may make discretionary additional payments to teachers who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

The Governing Body/LA recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Residential duties

The Governing Body/LA will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

The Governing Body/LA will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the 2016 STPCD for the payment of bonuses or honoraria in any circumstances.

21. Monitoring The Impact Of The Policy

The Governing Body/LA will monitor the outcomes and impact of this policy on an annual basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's/LA's continued compliance with equalities legislation.

Appendix One

REMIT FOR THE PAY COMMITTEE/ Centrally Employed Teachers Steering Group OF THE GOVERNING BODY/LA

The Pay Committee will comprise at least three governors/members of the Centrally Employed Teachers Steering Group. All governors/members of the Centrally Employed Teachers Steering Group, including those employed at the school/LA, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school/LA.

Establishment of the policy

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- establishing the policy, in consultation with the head teacher/Centrally Employed Teachers Line Managers, staff and trade union representatives, and submitting it to the Governing Body/Centrally Employed Teachers Steering Group for approval.

The Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- formal approval of the policy.

[Cumbria County Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Monitoring and review of the policy

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- reviewing the policy annually, in consultation with the head teacher/Centrally Employed Teachers Line Managers, staff and trade union representatives; and submitting it to the Governing Body/Centrally Employed Teachers Steering Group for approval.

The Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

[Cumbria County Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Application of the policy

The Head/Centrally Employed Teachers Line Manager is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee/CET Steering Group in accordance with the terms of the policy;
- advising the Pay Committee/CET Steering Group on these decisions
- ensuring that staff are informed of the outcome of the decisions and of the right of appeal.

The Pay Committee/Centrally Employed Teachers Steering Group is responsible for:

- reviewing recommendations and making a decision regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher/Centrally Employed Teachers Line Manager;
- reviewing recommendations and making a decision regarding the pay of the head teacher following consideration of the recommendations of the governors /LA Senior Managers responsible for head teachers' performance reviews;
- receiving reports of these decisions from the Governing Body/Centrally Employed Teachers Line Managers; and
- ensuring that head teachers are informed of the outcome of the decision and of the right of appeal.

The Appeals Committee of the Governing Body/Centrally Employed Teachers Steering Group is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

Appendix Two

Main Pay Range - 2016

Pay Point	Salary
1	£22,467
2	£24,243
3	£26,192
4	£28,207
5	£30,430
6	£33,160

Appendix Three

Upper Pay Range - 2016

Pay Point	Salary
1	£35,571
2	£36,889
3	£38,250

Appendix Four

Application to be paid on the Upper Pay Range - Academic Year 2016 / 2017

This form should be handled in confidence at all times

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - normally be at the top of the Qualified Teachers Pay Range; and
 - be able to demonstrate that you are highly competent in all elements of the relevant standards; and
 - be able to demonstrate that your achievements and contribution to the school are substantial and sustained.
 - In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
 - Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
 - Print, sign and date the form, keeping a copy and pass it to your head teacher / line manager by **31 October in the year of application.**
-

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number (this must be seven digits including zeros)

--	--	--	--	--	--	--	--	--	--

Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment to be paid on the Upper Pay Range.

Signed

Date

Part 2: Actions for the head teacher/ CET Line Manager

- Before carrying out the assessment the head teacher/ CET Line Manager must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards to a highly competent level as stated in section 6 a and b. If these conditions are not met, you must not proceed with the assessment, and must write to the teacher setting out the rationale for the judgement.
- Complete the head teacher's / CET Line Manager statement (see page 17)
- Sign, date and copy the form.
- Promptly inform the governing body of this decision, or the LA / HR Children's Services in the case of a centrally employed teacher, and inform the teacher, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome within 20 working days of informing the governing body/LA service of this decision.
- Notify the teacher in writing of the outcome of the assessment, provide written feedback and a copy of the attached form

To be completed by the head teacher / CET Line Manager

Name of teacher

School/LA service

Please record your overall judgements below.

Assessment

Please provide a detailed explanation why, in your judgement, all the relevant standards have been met / not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher if required.

Teachers' Standards met / not met (delete as applicable).

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name / LA Setting

Date

NB This page should be passed back to the teacher

PART 3: Acknowledgement of receipt of application to be paid on the Upper Pay Range

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your application to be paid on the Upper Pay Range and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and will be provided with written feedback within 15 working days of informing the Governing Body / CET Steering Group of the decision.

Signed

Head teacher / CET Line Manager

Appendix Five

Pay Appeals Procedure

The Governing Body/Centrally Employed Teachers Steering Group is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school/LA as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body/Centrally Employed Teachers Steering Group (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process 4. The teacher should formally set down in writing the grounds for questioning the pay decision within ten working days and send it to the chair of governors or Assistant Director of Early Help and Learning for centrally employed teachers (or committee) who made the determination.
5. The committee or person who made the determination should arrange a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision. There is no further right of appeal.
6. Any appeal should be heard by a panel of three governors/ LA Senior Managers who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the teacher is entitled to be accompanied by a colleague or trade union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Introductions will be made, the purpose of the meeting will be explained and an explanation will be given as to how the meeting will be conducted.

The approach will be formal but polite and the meeting will be a two way process with the objective of ascertaining the true facts of the case.

The employee will be given the opportunity to state his/her case.

- what is the evidence that supports their case
- introduces any witnesses/refers to witness statements

There will then be the opportunity for questions to be asked related to the evidence presented.

Management representative will then respond to the points raised and present evidence.

- what is the evidence that supports the disputed pay decision
- introduces any witnesses/refers to witness statements

There will then be the opportunity for questions to be asked related to the evidence presented.

Both parties will be given the opportunity to summarise their case with the employee summing up last..

End of hearing

The meeting will adjourn and a decision will be reached by the panel of Governors or LA Senior Managers.

Following the adjournment the employee will then be recalled and will be informed of the decision. The decision will be confirmed in writing within 5 working days.

There is no further right of appeal.

Appendix Six

Leadership Pay Range – 2016

Pay Point	Salary
1	£38,984
2	£39,960
3	£40,958
4	£41,978
5	£43,023
6	£44,102
7	£45,290
8	£46,335
9	£47,492
10	£48,711
11	£49,976
12	£51,127
13	£52,405
14	£53,712
15	£55,049
16	£56,511
17	£57,810
18	£59,264
19	£60,733
20	£62,240
21	£63,779
22	£65,363
23	£66,982
24	£68,643
25	£70,349
26	£72,089
27	£73,876
28	£75,708
29	£77,583
30	£79,514
31	£81,478
32	£83,503
33	£85,579
34	£87,694
35	£89,874
36	£92,099
37	£94,389
38	£96,724
39	£99,081
40	£101,554
41	£104,091
42	£106,699
43	£108,283

Appendix Eight

Lead Practitioner Pay Range 2016

Pay Point	Salary
1	£38,984
2	£39,960
3	£40,958
4	£41,978
5	£43,023
6	£44,102
7	£45,290
8	£46,335
9	£47,492
10	£48,711
11	£49,976
12	£51,127
13	£52,405
14	£53,712
15	£55,049
16	£56,511
17	£57,810
18	£59,264

Appendix Nine

Unqualified Teachers Pay Range - 2016

Pay Point	Salary
1	£16,461
2	£18,376
3	£20,289
4	£22,204
5	£24,120
6	£26,034

TEACHERS' MODEL PAY POLICY 2017

Adopted by

On (Date)

Signed

Date by which the procedure was last reviewed: September 2017

Anticipated review date: August 2018

Cumbria County Council
Children and Families Services

Purpose of the Model Pay Policy

All Professional Associations and the Local Authority (LA) believe that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination. It is entirely consistent and compliant with the revised statutory provisions for teachers' pay effective from 1 September 2017 and the pay policy checklist of all Professional Associations.

All Professional Associations and the LA are committed to securing a national pay structure in England and Wales which applies statutorily to all maintained schools and academies. This model policy has been updated to reflect the 2017 pay recommendations. It will be kept under review in the light of future School Teachers' Review Body (STRB) reports. It is recommended by the Director of Children and Families Services that this policy is adopted by all schools.

Interpretation

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated.

Pay Progression

Decisions about teachers' pay progression are linked to performance. Further information regarding this is provided in Section 3.

Model policy for determining teachers' pay

The Governing Body of _____ School adopted this policy on _____

Introduction

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) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school/LA.

In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at the school/LA;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Pay decisions at this school/LA are made by the Governing Body/Centrally Employed Teachers (CET) Steering Group which has delegated certain responsibilities and decision making powers to the Pay Committee as set out in **Appendix 1**. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body/LA, and shall have full authority to take pay decisions on behalf of the Governing Body/LA in accordance with this policy. The Head/CET Line Manager shall be responsible for advising the Pay Committee on its decisions.

1. Pay Reviews

The Governing Body/CET Steering Group will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (30 November for headteachers) each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay where this is appropriate. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of Safeguarding (pay protection), the Governing Body/LA will give the required notification as soon as possible and no later than one month after the date of the determination.

2. Basic Pay Determination On Appointment

The Governing Body/LA 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.

In making such determinations, the Governing Body/LA will take into account the following factors:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that range that is not detrimental to them unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

For positions on the leadership range this must be done with regard to the guidelines contained within the STPCD.

3. Pay Progression Based On Performance

In this school/LA all headteachers / teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's/ LAs appraisal policy.

Decisions regarding pay progression must be made with reference to the teachers' appraisal reports and the pay recommendations they contain. All appraisals must result in a pay recommendation being made, including recognition that a teacher is already at the top of their pay range (i.e. progression / no progression / top of range). It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. In all such eventualities the teacher will have been made aware of this possibility as outlined in the appraisal policy.

In the case of NQTs pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence that should be routinely available as part of the appraisal cycle. In this school/LA we will ensure fairness by headteachers undertaking a process of moderation for each appraisal cycle. This will be quality assured by the schools pay committee and will form part of a headteachers annual report to the governing body on appraisal.

The evidence to be used may include lesson observations, pupil performance data and appraisal outcomes properly rooted in evidence as part of the appraisal cycle.

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body/ Centrally Employed Steering Group, having regard to the appraisal report and taking into account advice from the Headteacher/ CET Line Manager. The Governing Body/LA will ensure that appropriate funding is allocated for pay progression at all levels when setting its budget.

For headteachers / teachers on the Leadership Pay Range, judgements of performance will be assessed against objectives relating to school leadership and management and pupil progress. This must be done with regard to the guidelines contained within the STPCD.

For teachers on all other pay ranges, judgements of performance will be assessed against objectives and the national teacher standards and teachers will be eligible for pay progression if they are effectively fulfilling the teacher standards and meeting the objectives they are set.

4. Main Pay Range from 1st September 2017 (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 2** for determining teacher pay]*

Main Pay Range	
Minimum	£22,917
Maximum	£33,824

5. Upper Pay Range from 1st September 2017 (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 3** for determining teacher pay.]*

The appendix shows the recommended pay points within the pay ranges that schools can use for determining teacher pay.

Upper Pay Range	
Minimum	£35,927
Maximum	£38,633

The Governing Body will pay a teacher on the upper pay range if:

- The teacher is employed in the school as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the school
- The teacher was previously employed as a member of the leadership group at the school, has continued to be employed without a break in their continuity of employment at the school, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the governors will determine where within the UPR range the teacher's annual salary will be fixed.

6. Movement to and on the Upper Pay Range

Applications and Evidence

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.

The Head/CET Line Manager should remind all teachers on the Qualified Teacher Pay Range (the Main Pay range) at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the Headteacher/Line manager in writing using the application form (as at **Appendix 4**) which should be submitted by the teacher to the Headteacher/Line manager prior to the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

The evidence to be used will be only that available through the performance management / appraisal process in accordance with the conditions outlined in Cumbria County Councils Teachers Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the expectation should be for the teacher to provide evidence before the pay decision is made by the appraiser – the appraisal document should then summarise the decision not then duplicate a process).

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. All applications should include evidence from the most recent two appraisal cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

The Assessment

An application from a qualified teacher will be successful as evidenced by two successful and consecutive performance management/appraisal reviews and where the Governing Body/LA is satisfied that:

- a) the teacher is highly competent in all elements of the national teachers' standards;
and
- b) the teacher's achievements and contribution to the school are substantial and sustained.

In making its decision, the Governing Body/LA will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy for progression to the Upper Pay Range.

- ‘highly competent’ means typically the standard of teaching should be at least good as may be evidenced through lesson observation/pupil performance data/appraisal outcomes
- ‘substantial and sustained’ will be evidenced by two successful performance reviews as documented on the application form (referenced within **Appendix 4**).

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

If successful, applicants will move to the Upper Pay Range and will be placed at the relevant point of that pay range with the award backdated to the 1st September of that school year.

If unsuccessful, feedback will be provided by the Head/CET Line Manager as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

The Pay Committee will decide where on the upper pay range a successful teacher is placed. This would normally be at UPR1. If the Pay Committee decides that a teacher should start further up the range, their position on the upper pay range will be decided in a fair and consistent way based on:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the model pay policy appeals procedure (see **Appendix 5**).

Progression through the Upper Pay Range will be in accordance with section 3.

7. Part-Time Teachers

Teachers employed on an ongoing basis at the school/LA but who work less than a full working week are deemed to be part-time. The Governing Body/LA will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school’s timetabled teaching week for a full-time teacher in an equivalent post.

8. 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 as outlined in paragraph 44 of the STPCD.

9. Leadership Teachers (Head Teacher, Deputy & Assistant Head Teachers) appointed on or after 1st September 2014 or whose responsibilities have significantly changed after that date

The Governing Body will set the pay level needed to attract a head teacher, deputy head teacher or assistant head teacher. Prior to advertising the post the following stages will be undertaken:

Stage 1: Define the role and determine the Headteacher Group (using the pupil unit calculations within the STPCD – paragraphs 5 - 9).

Stage 2: Set an indicative pay range within the statutory minimum and statutory maximum;

Leadership Pay Range	
Minimum	£39,374
Maximum	£109,366

then, when in a position to make an appointment:

Stage 3: Decide the starting salary and individual pay range for the appointee.

The governors have decided that this school is currently a Group school, based on the statutory requirements of the STPCD.

Recommended Leadership pay points within the Leadership pay range are shown in **Appendix 6**. Recommended Headteacher pay points within the Headteacher Group pay ranges are shown in **Appendix 7**.

10. Lead Practitioner Pay Range

Teachers paid as Lead Practitioners should be paid at a point as determined by the school within the Lead Practitioner Pay Range. Such appointments should be made with regard to the STPCD.

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 8** for determining teacher pay]*

Lead Practitioner Pay Range	
Minimum	£39,374
Maximum	£59,857

11. Unqualified Teacher Pay Range

The Governing Body/LA has established a pay range for unqualified teachers employed in classroom teacher posts. Unqualified Teachers should be paid at a point as determined by the school within the Unqualified Teacher Pay Range. Such appointments should be made with regard to the STPCD.

[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 9** for determining teacher pay]

Unqualified Teacher Pay Range	
Minimum	£16,626
Maximum	£26,295

12. Discretionary Allowances And Payments

Teaching and Learning Responsibility Payments – TLR 1, 2 & 3

The Governing Body may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time:

STPCD 2017 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£7,699	£13,027
TLR Band 2	£2,667	£6,515
TLR Band 3	£529	£2,630

The Governing Body of school will pay TLR payments within these ranges as follows:

Point	Amount
TLR 1a	£
TLR 1b	£
	£
TLR 2a	£
TLR 2b	£
	£

Before awarding any TLR 1 or 2 payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that it:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgment;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or one-off externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment. [Cumbria County Council would expect governing bodies to appropriately consult with professional associations if they chose to use this mechanism.]

A teacher cannot be awarded a TLR1 and TLR2 simultaneously, but may hold a concurrent TLR3.

13. Special Education Needs (SEN) Allowance

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the STPCD.

The value of SEN allowances to be paid at the school will be:

SEN Allowance	
SEN 1	£2,106
SEN 2	£4,158

14. Allowance Payable to Unqualified Teachers

The Governing Body/CET Steering Group will pay an additional allowance of an amount between the minimum and maximum if an unqualified teacher (for example someone who has not yet obtained qualified teacher status, but could be qualified as a lecturer, coach or instructor) takes on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgment, or qualifications or experience which bring added value to the role being undertaken.

The number of unqualified posts needs to be identified in the school / LA staffing structure.

Unqualified Teacher Allowance	
Minimum	£529
Maximum	£6,515

15. Other Payments

The Governing Body may make such payments as they see fit to a teacher, in respect of:

- a) continuing professional development undertaken outside the school day which has been approved by the Headteacher.
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- c) participation in out-of-school hours learning activities agreed between the teacher and the Headteacher.
- d) additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

16. Recruitment and Retention Incentives and Benefits

The Governing Body will make a payment which it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. The duration/review date/end date of such payment will be clearly defined.

One benefit that a Governing Body may consider is paying a salary advance for a rental deposit in appropriate cases.

Headteachers and others on the Leadership range may not be awarded payments under this category except for reimbursement of reasonably incurred housing or relocation costs on appointment.

Such payments will be reviewed annually and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to the guidance within the STPCD.

17. Salary Sacrifice Arrangements

.....School makes provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- a) childcare vouchers
- b) cycle scheme

18. Safeguarding (Pay Protection)

The Governing Body/LA will operate salary safeguarding arrangements in line with the provisions of the STPCD.

19. Appeals

The arrangements for considering appeals on pay determination are set out in **Appendix 5** of this policy.

20. Other Payments

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Governing Body/LA may make discretionary additional payments to teachers who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

The Governing Body/LA recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Residential duties

The Governing Body/LA will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

The Governing Body/LA will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

21. Monitoring The Impact Of The Policy

The Governing Body/LA will monitor the outcomes and impact of this policy on an annual basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's/LA's continued compliance with equalities legislation.

Appendix One

REMIT FOR THE PAY COMMITTEE/ Centrally Employed Teachers Steering Group OF THE GOVERNING BODY/LA

The Pay Committee will comprise at least three governors/members of the CET Steering Group. All governors/members of the CET Steering Group, including those employed at the school/LA, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school/LA.

Establishment of the policy

The Pay Committee/CET Steering Group is responsible for:

- establishing the policy, in consultation with the head teacher/CET Line Managers, staff and trade union representatives, and submitting it to the Governing Body/CET Steering Group for approval.

The Governing Body/CET Steering Group is responsible for:

- formal approval of the policy.

[Cumbria County Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Monitoring and review of the policy

The Pay Committee/CET Steering Group is responsible for:

- reviewing the policy annually, in consultation with the head teacher/CET Line Managers, staff and trade union representatives; and submitting it to the Governing Body/CET Steering Group for approval.

The Governing Body/CET Steering Group is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

[Cumbria County Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Application of the policy

The Head/CET Line Manager is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee/CET Steering Group in accordance with the terms of the policy;
- advising the Pay Committee/CET Steering Group on these decisions
- ensuring that staff are informed of the outcome of the decisions and of the right of appeal.

The Pay Committee/CET Steering Group is responsible for:

- reviewing recommendations and making a decision regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher/CET Line Manager;
- reviewing recommendations and making a decision regarding the pay of the head teacher following consideration of the recommendations of the governors /LA Senior Managers responsible for head teachers' performance reviews;
- receiving reports of these decisions from the Governing Body/CET Line Managers; and
- ensuring that head teachers are informed of the outcome of the decision and of the right of appeal.

The Appeals Committee of the Governing Body/CET Steering Group is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

Appendix Two

Main Pay Range - 2017

Pay Point	Salary
1	£22,917
2	£24,728
3	£26,716
4	£28,772
5	£31,039
6	£33,824

Appendix Three

Upper Pay Range - 2017

Pay Point	Salary
1	£35,927
2	£37,258
3	£38,633

Appendix Four

Application to be paid on the Upper Pay Range - Academic Year 2017 / 2018

This form should be handled in confidence at all times

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - normally be at the top of the Qualified Teachers Pay Range (the Main Pay Range); and
 - be able to demonstrate that you are highly competent in all elements of the relevant standards; and
 - be able to demonstrate that your achievements and contribution to the school are substantial and sustained.
 - In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
 - Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
 - Print, sign and date the form, keeping a copy and pass it to your head teacher / line manager by **31 October in the year of application.**
-

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number (this must be seven digits including zeros)

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Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment to be paid on the Upper Pay Range.

Signed

Date

Part 2: Actions for the head teacher/ CET Line Manager

- Before carrying out the assessment the head teacher/ CET Line Manager must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards to a highly competent level as stated in section 6 a and b. If these conditions are not met, you must not proceed with the assessment, and must write to the teacher setting out the rationale for the judgement.
- Complete the head teacher's / CET Line Manager statement (see page 17)
- Sign, date and copy the form.
- Promptly inform the governing body of this decision, or the LA / People Management Service in the case of a centrally employed teacher, and inform the teacher, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome within 20 working days of informing the governing body/LA service of this decision.
- Notify the teacher in writing of the outcome of the assessment, provide written feedback and a copy of the attached form

To be completed by the head teacher / CET Line Manager

Name of teacher

School/LA service

Please record your overall judgements below.

Assessment

Please provide a detailed explanation why, in your judgement, all the relevant standards have been met / not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher if required.

Teachers' Standards met / not met (delete as applicable).

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name / LA Setting

Date

NB This page should be passed back to the teacher

PART 3: Acknowledgement of receipt of application to be paid on the Upper Pay Range

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your application to be paid on the Upper Pay Range and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and will be provided with written feedback within 15 working days of informing the Governing Body / CET Steering Group of the decision.

Signed

Head teacher / CET Line Manager

Appendix Five

Pay Appeals Procedure

The Governing Body/CET Steering Group is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school/LA as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body/CET Steering Group (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should formally set down in writing the grounds for questioning the pay decision within ten working days and send it to the chair of governors or Assistant Director of Learning and Inclusion for centrally employed teachers (or committee) who made the determination.
5. The committee or person who made the determination should arrange a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision.
6. Any appeal should be heard by a panel of three governors/ LA Senior Managers who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. There is no further right of appeal.

For any formal meeting the teacher is entitled to be accompanied by a colleague or trade union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Introductions will be made, the purpose of the meeting will be explained and an explanation will be given as to how the meeting will be conducted.

The approach will be formal but polite and the meeting will be a two way process with the objective of ascertaining the true facts of the case.

The employee will be given the opportunity to state his/her case.

- what is the evidence that supports their case
- introduces any witnesses/refers to witness statements

There will then be the opportunity for questions to be asked related to the evidence presented.

Management representative will then respond to the points raised and present evidence.

- what is the evidence that supports the disputed pay decision
- introduces any witnesses/refers to witness statements

There will then be the opportunity for questions to be asked related to the evidence presented.

Both parties will be given the opportunity to summarise their case with the employee summing up last.

End of hearing

The meeting will adjourn and a decision will be reached by the panel of Governors or LA Senior Managers.

Following the adjournment the employee will then be recalled and will be informed of the decision. The decision will be confirmed in writing within 5 working days.

There is no further right of appeal.

Appendix Six

Leadership Pay Range – 2017

Pay Point	Salary
1	£39,374
2	£40,360
3	£41,368
4	£42,398
5	£43,454
6	£44,544
7	£45,743
8	£46,799
9	£47,967
10	£49,199
11	£50,476
12	£51,639
13	£52,930
14	£54,250
15	£55,600
16	£57,077
17	£58,389
18	£59,857
19	£61,341
20	£62,863
21	£64,417
22	£66,017
23	£67,652
24	£69,330
25	£71,053
26	£72,810
27	£74,615
28	£76,466
29	£78,359
30	£80,310
31	£82,293
32	£84,339
33	£86,435
34	£88,571
35	£90,773
36	£93,020
37	£95,333
38	£97,692
39	£100,072
40	£102,570
41	£105,132
42	£107,766
43	£109,366

Appendix Eight

Lead Practitioner Pay Range 2017

Pay Point	Salary
1	£39,374
2	£40,360
3	£41,368
4	£42,398
5	£43,454
6	£44,544
7	£45,743
8	£46,799
9	£47,967
10	£49,199
11	£50,476
12	£51,639
13	£52,930
14	£54,250
15	£55,600
16	£57,077
17	£58,389
18	£59,857

Appendix Nine

Unqualified Teachers Pay Range - 2017

Pay Point	Salary
1	£16,626
2	£18,560
3	£20,492
4	£22,427
5	£24,362
6	£26,295