

PAY POLICY FOR TEACHING STAFF

DRAFT

JANUARY 2008

Pay policy approved by governor committee pending approval of new draft items. (17th Jan 2008)

1 PRINCIPLES

The governing body of School seeks to ensure that all teaching staff are valued and receive proper recognition and remuneration for their work and their contribution to school life.

This policy will be applied to the pay of all **teaching** staff employed to work in the school, excluding any staff whose pay is not determined by the governing body. The prime statutory duty of governing bodies, as set out in the Education Act 2002, is to “conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.

2 AIMS

To maintain and improve the quality of education provided for pupils in the school by having a pay policy that supports the school's stated aims and improvement plan.

To show all staff that the governing body is implementing its pay policy in a fair, consistent and responsible way.

3 RESPONSIBILITY

In exercising its functions, the governing body will adhere to:

- the School Teachers' Pay and Conditions and Guidance document currently in force;
- Conditions of Service for School Teachers in England and Wales (Burgundy Book, August 2000);
- Relevant employment legislation

The governing body has responsibility for establishing the school's pay policy and for seeing that it is followed, having taken advice from the headteacher on all matters with the exception of his/her own salary. It considers and approves the staffing structure for the school (a copy of which is appended to this policy). The governing body delegates authority to the Committee to administer the pay policy on its behalf, including the determination of gradings and salaries.

This committee will review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased. As part of its deliberations, the committee will consider recommendations from the headteacher. Committee members are required to treat information about each individual's earnings as confidential.

These responsibilities are exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans.

4 CONSULTATION

It is recommended that the governing body's Committee consult members of staff when drawing up the pay policy and during each annual review of the policy. The governing body may also consult with the Local Authority^① where appropriate. All members of staff and governors will be given clear access to copies of the pay policy.

5 EQUAL OPPORTUNITIES AND EMPLOYMENT LEGISLATION

The governing body will abide by all relevant legislation and, in particular, will not discriminate on grounds of age, gender, sexuality, race, religion or disability. The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, induction, training and staff development.

6 RACIAL EQUALITY

The governing body will follow the statutory code of practice on the duty to promote race equality as per the Race Relations Amendment Act 2000.

7 JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

The headteacher will provide job descriptions for all members of staff, on behalf of the governing body. Job descriptions and person specifications need to be in place at the time of appointment and job descriptions should be reviewed as part of the performance management process to check that they are still appropriate. Any changes will be made in consultation with staff. Job descriptions will identify key areas of responsibility and line management structures.

8 PERFORMANCE MANAGEMENT

All members of the teaching staff are required to participate in arrangements made for their appraisal, in accordance with their conditions of employment and the Education (School Teacher **Performance Management**) (England) Regulations 2006, and any subsequent amendments, and the school's performance management policy.

^① **VOLUNTARY AIDED SCHOOLS:** Advice and guidance is available from the Group Director (School Improvement and Planning) or appropriate LA staff and also from the Diocesan Director of Education or appropriate Diocesan Board of Education staff.

9 PAY RELATIVITY

The governing body will seek to ensure that there is pay relativity between jobs within the school. Where possible, appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

10 RECORDS

Salary records will be confidential to the individual concerned, the headteacher and the Committee.

11 HANDLING SALARY QUERIES

If a member of staff has a query about her/his salary, s/he should in the first place seek to resolve the matter informally with the headteacher (or, in the case of a headteacher, with the Chair of the Committee). If the matter remains unresolved, the Pay Appeal procedure could, if necessary, be followed.

12 GENERAL

The governing body will follow the requirements of the current School Teachers' Pay and Conditions Document in implementing the pay policy for teaching staff. The discretions allowed by this document and explained in the accompanying guidance will be used according to identified school needs and based on clearly laid down criteria, subject to annual review.

The Committee will assess a teacher's salary whenever s/he takes up a new post (whether it is on initial appointment to the school, promotion to a new post or a transfer from another school), at the annual salary review on **1 September and no later than 31 October**, or at any other appropriate time to reflect a change in circumstances or job description.

The Committee will review every teacher's salary annually. This will include teachers who are absent on maternity leave or as a result of long term sickness. Staff will be given a formal statement informing them of their salary with effect from 1 September and an explanation of how it has been arrived at. A copy of the Annual Review Statement is attached as Appendix 1.

The salary of the headteacher will be reviewed **no later than 31 December** following a performance review, with any resulting increase being paid with effect from the preceding 1 September. A copy of the Leadership Group Notification is attached as Appendix 2.

In the case of staff who are absent on maternity leave or long term sick leave, arrangements will be made for a performance review and subsequent salary review to take place no later than three months after their return to work.

13 LEADERSHIP GROUP PAY

13.1 Headteacher Pay

For new appointments

- the Committee will review the school's headteacher group and the headteacher's individual salary range (ISR) in accordance with the School Teachers' Pay and Conditions document (the document);
- the Committee will set a seven point ISR that takes account of the school size. The committee will ensure that there is no overlap between the ISR and the pay ranges for other members of the leadership group. Where it becomes necessary to increase the ISR to avoid overlap with other leadership group members, the increase will not be more than is necessary to avoid overlap. Where the school is causing concern, the governing body may set an ISR up to two groups above the school group maximum;
- the Committee will record its reasons for the determination of the ISR, in accordance with the document;
- where relevant circumstances apply, the Committee will determine the ISR in accordance with the need of the school to attract and appoint an appropriate candidate;
- the Committee will exercise its discretion to pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.

For headteachers already in post

- governing bodies may change the individual school range (ISR) at any time in order to retain a headteacher. They will also be able to set an ISR which extends up to two groups above the school group maximum in order to retain an existing head;
- the Committee will agree performance objectives relating to school leadership and management and pupil progress with the headteacher, taking account of the advice of the external adviser or School Improvement Adviser (SIP). The objectives will be agreed as early as possible in the autumn term;
- the Committee will review the performance of the headteacher annually against the performance objectives and may award **one or two points within the ISR** where objectives have been met and where the headteacher has demonstrated sustained high quality of performance, with particular regard to leadership, management and pupil progress;
- where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

13.2 Deputy Headteacher Pay

For new appointments

- the Committee will determine a five point deputy headteacher pay range in accordance with the document, ensuring that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Committee will record its reasons for the determination of the deputy headteacher pay range, in accordance with the document;
- the Committee will exercise its discretion to pay any of the bottom three points on the deputy headteacher pay range, in order to secure the appointment of its preferred candidate.

For deputy headteachers already in post

- the Committee delegates to the headteacher the agreement of performance objectives relating to school leadership and management and pupil progress with the deputy headteacher. Objectives will be agreed and reported to theCommittee as early as possible in the autumn term;
- the Committee, on the advice of the headteacher, will review the performance of the deputy headteacher against the performance objectives and may award **one or two points within the 5 point range**, where objectives have been met and where the deputy headteacher has demonstrated sustained high quality of performance and has made a strong contribution to school leadership and management, and pupil progress;
- where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

13.3 Assistant Headteacher Pay

For new appointments

- the Committee will determine a five point assistant headteacher pay range in accordance with the document, ensuring that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Committee will record its reasons for the determination of the assistant headteacher pay range, in accordance with the document;
- the Committee will exercise its discretion to pay any of the bottom three points on the assistant headteacher pay range, in order to secure the appointment of its preferred candidate.

For assistant headteachers already in post

- the Committee delegates to the headteacher the agreement of performance objectives relating to school leadership and management and pupil progress with the assistant headteacher. Objectives will be agreed and reported to theCommittee as early as possible in the autumn term;
- the Committee, on the advice of the headteacher, will review the performance of the assistant headteacher against the performance objectives and may award **one or two points** where objectives have been met and where the assistant headteacher has demonstrated sustained high quality of performance and has within the 5 point range made a strong contribution to school leadership and management, and pupil progress;
- where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

NOTE: The governing body will determine the pay range for deputy heads and assistant heads when making new appointments or where there is a significant change in the responsibilities of serving staff. Account will be taken of the responsibilities of the post, the background of the pupils and whether the post is difficult to fill. This may be undertaken at any time if the governing body considers it necessary to retain a deputy or assistant head.

13.4 Acting/Interim Allowances

Acting allowances may be paid to teachers who are assigned and carrying out the duties of headteacher, deputy headteacher or assistant headteacher. **The Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.** In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

If the Committee determines that an allowance will be paid, any teacher who carries out the duties of headteacher, deputy headteacher or assistant headteacher will be paid at an appropriate point of the headteacher's ISR, deputy headteacher range or assistant headteacher range, as determined by the Committee. Payment may be backdated to the commencement of the duties.

14 CLASSROOM TEACHERS

All qualified teachers, other than Advanced Skills Teachers or Excellent Teachers, will be placed on the appropriate point of the main or upper pay scale.

14.1 Experience

In accordance with the requirements of the document, teaching experience will be rewarded on the basis of one point for each year of service up to a maximum of five. The Committee will also count as service any period of absence approved by the headteacher and governing body during which experience relevant to teaching is acquired.

The Committee may award additional points for years of experience other than employment as a teacher which the relevant body considers of value to his or her performance.

The governing body may award an additional point at the annual salary review in a year where the teacher's performance was "excellent, having regard to all aspects of her/his professional duties but, in particular, classroom teaching." The governing body will exercise this discretion on the recommendation of the headteacher where the outcomes of the performance review demonstrate that such an award is clearly merited.

Experience points may be withheld in a year when a teacher has performed unsatisfactorily. Normally the Committee will exercise this discretion only where formal competency procedures have begun. Such teachers should be given suitable support and training to help their performance improve and the relevant body may decide to award an experience point for the year's service at any later date.

14.2 Threshold and Post-Threshold Teachers

Staff seeking to cross the threshold and progress through the upper pay spine will need to demonstrate that they have met the relevant professional standards for teachers, which are designed to be cumulative and progressive. The core standards underpin all the subsequent standards and continue to apply at all subsequent career stages. Each set of standards builds on the previous set, so that a teacher being assessed against the post threshold standards must also meet the core standards.

Eligible teachers may apply at any time during the academic year for threshold assessment. Teachers at school who wish to do so should apply to the headteacher by(date).

The Committee will pay teachers who are successful at the threshold in accordance with the document.

Progression through the upper pay scale is not automatic. Teachers can only progress following two successful performance reviews and having made a substantial and sustained contribution to the school. Appendix 3 sets out the statutory guidance for progression through the upper pay scale.

Teachers will normally spend two years on a specific upper pay scale point before moving up the scale, unless there are exceptional circumstances, determined by the Committee.

The Committee will pay former members of the Leadership Group or Advanced Skills Teachers who have stepped down from their posts to become a classroom teacher on the upper pay scale in accordance with the document.

14.3 Safeguarding Management Allowances

From 1 January 06 all management allowances became a safeguarded sum -whether or not the school has implemented the new staffing structure – for a period of up to 3 years, to 31st December 2008, subject to the safeguarding regulations.

Safeguarding will cease at the earliest of the following dates:

- The end of a fixed period management allowance;
- If the teacher ceases to be a classroom teacher. (For example, moves to the leadership pay spine);
- If the teacher is awarded a TLR at any point in the safeguarded period which equals or is higher than the safeguarded sum;
- If the total increase due to movement on the main or upper pay scale (including achieving threshold) equals or exceeds the safeguarded sum;
- Where the teacher is receiving more than £500 as a safeguarded sum and unreasonably refuses to carry out any additional duties that the governing body reasonably assigns to her/ him for the duration of the safeguarding period.

Management allowance safeguarding can only be eroded at the start of or during the three-year period where the teacher is awarded a TLR which is less than the safeguarded sum.

14.4 Teaching and Learning Responsibility Payments (TLRs)

TLRs may be awarded from 1 January 06 and introduced in school as set out in the implementation plan.

TLRs will only be awarded in the context of the school staffing structure and pay policy where a classroom teacher undertakes a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning, that is not required of all classroom teachers and:

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

TLRs will be awarded to the holders of the posts as indicated in the attached staffing structure.

The values of the TLRs are set out below, and have been increased by 2.5% on 1

September 2007 as set out in paragraphs 24 and 25 of STPCD 2007.

(School to insert level (TLR1 or TLR2), value of the award in £s and title of the post as identified in the staffing structure).

14.5 Safeguarding Teaching and Learning Responsibility Payments

If the governing body determines, whether as a result of a change to the school's pay policy or to the school's staffing structure, or otherwise that the teacher's duties are no longer to include the significant responsibility for which the TLR was awarded; or that the significant responsibility merits a TLR of lower value, the governing body will pay the teacher a safeguarded sum, for a period of up to three years in accordance with the School Teachers' Pay and Conditions Document.

14.6 Special Educational Needs

The Committee shall award one special educational needs allowance to a classroom teacher:

- in a special school; or
- in an ordinary school where s/he is engaged wholly or mainly in teaching pupils with statements of special educational needs, whether in designated special classes or otherwise; **or** where s/he is taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.

Subject to the above, the Committee may award one special educational needs allowance to a classroom teacher in an ordinary school who is engaged wholly or mainly in teaching children with special educational needs, none or not all of whom have statements.

The Committee may award a second special educational needs allowance to a classroom teacher who would otherwise be entitled to, or eligible for, a first special education needs allowance and who has experience or qualifications or both which the Committee considers are particularly relevant to the teacher's work.

14.7 Unqualified Teachers

The governing body will not employ an unqualified teacher unless no suitably qualified teacher, graduate teacher or registered teacher is available for appointment. Any such unqualified teacher will normally be employed on a fixed term contract, subject to termly or annual review.

The Committee will pay any unqualified teacher in accordance with the document.

Unqualified teachers are paid on single 10-point incremental scale. It is for the governing body to decide where each newly appointed unqualified teacher enters the scale.

The governing body may at any time allocate an extra increment to an unqualified

teacher until the maximum of the scale is reached. The allocation of such an increment shall not preclude the payment of a further increment if one would otherwise be payable on 1st September following the date of the allocation.

The governing body may determine that such additional allowance as it considers appropriate shall be paid to an unqualified teacher where they consider that her/his salary is not adequate, having regard to her/his responsibilities or to any qualifications or experience relevant to her/his specialised form of teaching.

15 ADVANCED SKILLS TEACHERS

Either

The governing body will employ Advanced Skills Teachers (ASTs) if decided appropriate. In this case the Committee will determine a five-point range on the advanced skills teacher pay spine in accordance with the document. A newly appointed AST shall be placed on the lowest point on her/his pay range.

The Committee delegates to the headteacher the agreement of performance objectives with any AST. Objectives will be agreed and reported to the Committee as early as possible in the autumn term.

The Committee will review, on the advice of the headteacher, the performance of any AST annually against the performance objectives and may award one or two points where objectives have been met, with effect from 1 September.

or

The governing body will not employ Advanced Skills Teachers.

16 EXCELLENT TEACHERS

Either

The governing body may on or after 1 September 2006 appoint to an Excellent Teacher post provided the teacher has held an excellent teacher post, or is a post-threshold teacher having completed at least two years of employment on point U3 of the upper pay scale and has been certified as meeting the Excellent Teacher standards.

or

The governing body will not employ Excellent Teachers.

17 SUPPLY TEACHERS

The governing body accepts that it is the local authority's responsibility to assess the pay rate for individuals who take up a post as a supply teacher. The governing body will follow the assessment criteria established by the Authority for teaching staff employed at this school on a supply basis.

18 ADDITIONAL PAYMENTS

TheCommittee reserves its right to exercise discretion to make additional payments to a teacher, including the headteacher, in respect of:

- a continuing professional development undertaken outside the school day;
- 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, or between the headteacher and the governing body.

These payments will be calculated on the basis of a daily rate of 1/195th or 1/365th of either a fixed point, e.g. M6, or the teacher's actual spinal column point.

or

The Committee will exercise its discretion not to make additional payments to a teacher or headteacher in respect of the activities outlined in the document.

Recruitment and Retention Incentives and Benefits

The Committee reserves its right to exercise its discretion to award recruitment and retention incentives and benefits.

Incentives and benefits may be awarded as a lump sum or for a fixed period of up to three years for recruitment and retention purposes. In exceptional circumstances an award for retention may be extended for a longer period.

The Committee will determine what payments, financial assistance, support or benefits will be awarded to recruit and retain teachers and any conditions attached to them. The governing body's scheme for making recruitment and retention awards is attached as Appendix 4.

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

or

The Committee will exercise its discretion not to award recruitment and retention incentives and benefits.

General Teaching Council's fee allowance

The governing body will pay the sum of £33 per year to a teacher who is required to be

registered with the General Teaching Council for England, and will take reasonable steps to establish that the teacher has not received a payment in respect of that year from any other governing body.

Honoraria

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

19 APPEALS AGAINST PAY DETERMINATION

A teacher may appeal against a decision relating to his/her pay and the governing body has adopted a policy for dealing with pay appeals which is attached as Appendix 5.

20 REVIEW

This pay policy was agreed by the governing body on It will be reviewed by the governing body in and annually thereafter.

Signed:
(Chair of Governors)

TEACHER'S SALARY NOTIFICATION

To: _____ Name of Establishment: _____
 (Name of Teacher)

Effective Date: _____

I am writing to notify you of the Governing Body assessment of your salary under current Pay and Conditions Regulations. Part-time teachers should note that the salaries quoted below are the full-time rates: actual salary will be calculated on a pro-rata basis. The school pay policy and staffing structure may be viewed in the

Criteria	Number of points/allowances	Value	Expiry Date
Main pay scale (M1 – M6)			
Upper pay scale (U1 – U3)			
Perm Management (safeguarded sum)			31/12/08 subject to safeguarding regulations
Temp Management (safeguarded sum)			Fixed term end date
TLR(2) £2364 - £5778 (1) £6829 -£11557			
Special Needs allow (1) £1866 (2) £3687			
R&R Incentive/benefit (Para 56 STPCD)			
Safeguarding (General/Assimilation)			
Total Salary		£	

Management/TLR responsibilities:

Signature _____

Designation _____ Date _____

.....

....
 COPY TO: ANN LAWRENCE, TEACHERS' SALARIES AND PENSIONS OFFICER

TEACHER'S SALARY NOTIFICATION

To: _____ Name of Establishment: _____
 (Name of Teacher)

Effective Date: _____

I am writing to notify you of the Governing Body assessment of your salary under current Pay and Conditions Regulations. Part-time teachers should note that the salaries quoted below are the full-time rates: actual salary will be calculated on a pro-rata basis. The school pay policy and staffing structure may be viewed in the

ADVANCED SKILLS TEACHER

	Salary point	Value	Range (5 point)
Advanced skills pay scale (1 – 18)			

EXCELLENT TEACHER SCHEME

Start date		Salary wef 01/09/07
		£36771

UNQUALIFIED TEACHER

	Number of points	Value	Expiry date
Unqualified pay scale (1 – 10)			
Allowance awarded para 39 STPCD			
Total Salary			

Signature _____

Designation _____ Date _____

.....
 COPY TO: ANN LAWRENCE, TEACHERS' SALARIES AND PENSIONS OFFICER

NOTES

Review of the salary of post-threshold teachers

Governing Bodies should ensure that they review the performance of post-threshold teachers who are eligible for consideration for movement up the upper pay scale in the light of paragraphs 33 & 34, section 3 of the School Teachers' Pay and Conditions Document, and the criteria which are set out in the school pay policy.

Management allowances

Management allowances ceased to exist on 1st January 06 and became safeguarded sums. Safeguarding of any management allowance scheduled to continue after 31st December 05 commences on 1st January 06, for a maximum of three years. All management allowance safeguarding will end by 31st December 08 or earlier subject to regulations. Any TLR awarded during the period of the safeguarding will remove the safeguarding (if the TLR exceeds the safeguarding) or reduce it by the value of the TLR (if the TLR is less than the safeguarding).

Teaching and Learning Responsibility Payments (TLRs)

Teaching and Learning Responsibility payments (TLR payments) are available from 1st January 06, as published in the school's staffing structure and implementation plan attached to the pay policy.

Recruitment or Retention

Recruitment or retention incentives and benefits may be awarded under paragraph 53 of the Document, either as 'one-off' or for a fixed period of up to three years.

Staff should receive written notification of:

- whether the award is for recruitment or retention;
- the nature of the award;
- when and how it will be paid;
- the date on which the award starts and its duration (up to a maximum of three years).

Consideration should also be given to what uplifts (if any) will be applied during the period of the award.

Advanced Skills Teachers

Salary is based on an 18-point pay spine equivalent to points 1 to 18 of the Leadership Pay Spine.

Excellent Teacher Scheme

Excellent Teachers may be appointed from 1st September 2007 on a spot salary of £36771

Unqualified Teachers

TLR payments and SEN allowances are not available to unqualified teachers under STPCD.

New appointments following a break in service

Please contact Ann Lawrence or Christine Speed on 01908 253296/253864 for advice

on salary assessment of teachers returning after a break in service.

Appendix 2

LEADERSHIP GROUP SALARY NOTIFICATION FORM

Name of School: Group size:.....

Name of Headteacher:

ISR for Headteacher (7 points) L..... to L

Date range determined: _____

Headteacher's salary from 1.9.2007 L..... £_____

Name of Deputy Headteacher:

Five point range : L..... to L.....

Date range determined: _____

Deputy Headteacher's salary from 1.9.2007 L..... £_____

Name of Assistant Head:

Five point range L..... to L.....

Date range determined: _____

Assistant Head's salary from 1.9.2007 L..... £_____

Signed :

Chair of Governors

Date:

Please return to Ann Lawrence, Teachers' Salaries and Pensions Officer, School Support, Learning & Development.

Application of Upper Pay Scale Progression Criteria – Clarification

The following paragraphs refer to all teachers seeking to progress on the Upper Pay Scale.

To achieve progression, the School Teachers' Pay and Conditions Document (STPCD) requires that the achievements of post-threshold teachers and their contribution to school(s) should have been substantial and sustained. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

Progression on UPS should be based on two successful consecutive performance management reviews, other than under the exceptional circumstances as set out in the STPCD.

A successful performance review, as prescribed by the Regulations, involves a performance management process of

- performance objectives
- classroom observation
- other evidence.

To ensure that the achievement and contribution have been substantial and sustained, that performance review will need to assess that the teacher has:

- continued to meet post-threshold standards; and
- grown professionally by developing their teaching expertise post threshold.

UPS3 teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Recruitment and Retention Incentives and Benefits

Governing bodies are required to determine the recruitment and retention benefits and incentives they wish to make (if any) and specify them in this Appendix.

These are some examples of the types of awards that governing bodies may wish to consider in exercising their discretion to award incentives and benefits.

The governing body has determined that for the school year 2007/2008, it will exercise its discretion to award recruitment and retention benefits and incentives.

Staff will receive written notification of:

- whether the award is for recruitment **or** retention;
- the nature of the award;
- when and how it will be paid;
- the date on which the award starts and its duration (up to a maximum of three years).

The governing body may make the following awards under its policy:

- 1 A recruitment incentive of £..... will be paid for a period of three years to newly appointed staff/staff who take up an appointment in a shortage subject (mathematics/physics/music) or to staff who are recruited following a second or subsequent national advertisement.
- 2 The recruitment allowance will be paid in two instalments, one when taking up the appointment and a further instalment when the teacher has completed three years' service.
- 3 As a recruitment incentive, newly qualified teachers who commence work at the school in September will receive a salary payment for the preceding month of August.
- 4 As a recruitment incentive, newly appointed teachers may claim relocation expenses. The maximum payment will be £ and is subject to the terms and conditions outlined for submitting a claim.
- 5 As a recruitment/retention incentive, teachers will be allocated a laptop computer for their professional and personal use for the duration of their employment at the school.
- 6 As a retention incentive, the governing body will provide the cost of health club membership/healthcare plan for all staff in post.

Please note:

Paragraph 53 of the School Teachers' Pay and Conditions Document and Paragraphs 121 to 123 of the guidance contained in Section 3 of the Document set out full details of the application of these incentives and benefits.

Appeals Against Pay Decisions

In accordance with the School Teachers' Pay and Conditions Document, the governing body has adopted a procedure for dealing with appeals against pay decisions.

The grounds for appeal are that the headteacher or committee making the decision:

- a) incorrectly applied any provision of the Document;
- 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;
- f) unlawfully discriminated against the teacher.

Procedure

Any teacher seeking a re-consideration of a pay decision should first seek to resolve the matter informally through discussion with the headteacher (or chair of governors in the case of the headteacher) within ten working days of the notification of the decision.

If the matter remains unresolved, the teacher should set out his/her concerns in writing and submit them to the headteacher (or chair of governors) within ten working days of the confirmation of the decision. The headteacher (or chair of governors) will arrange a meeting within ten working days to give the teacher an opportunity to make representations in person and to consider the teacher's concerns formally. The teacher will be informed in writing of the decision and the right to appeal.

Appeals against pay decisions must be notified in writing to the headteacher within ten working days of the decision being given to the teacher. If the appellant is the headteacher, the notification should be sent to the chair of governors.

The headteacher (or chair of governors) will make arrangements to convene a hearing by the governing body's Appeal Committee within twenty working days of the notification of the appeal.

The appellant will be given at least ten working days' written notice of the hearing and will be required to submit her/his case in writing at least five working days before the scheduled hearing.

The appellant will be invited to attend the hearing and has the right to be accompanied by a work colleague or union representative.

The headteacher or committee who made the original decision on pay will be required to submit her/his/their case in writing at least five working days before the scheduled hearing. The headteacher or chair of the committee may request to attend the hearing in person.

Copies of the documentation relating to the hearing will be provided to both parties prior to the hearing.

The decision of the Appeal Committee will be given in writing to the appellant within five working days of the hearing.

Where an appeal is rejected, the Appeal Committee will inform the appellant in writing of the evidence the committee considered and its reasons for the decision.

The person or committee who made the original decision will also be notified of the outcome of the hearing.

The decision of the Appeal Committee will be final and binding on both parties.

DRAFT

Governing Body Discretions and Decisions to be resolved when adopting the pay policy:

After inserting the name of the school in paragraph 1, delegation of authority to a named committee is required in paragraph 3 which will also feature in the following paragraphs/appendices:

- 4
- 10
- 11
- 12
- 13
- 14
- 15
- 18

Paragraph 20 requires the pay policy agreement and review dates.

Appendix 4 provides an example of a possible policy on awarding recruitment and retention incentives. It requires the governing body to specify values if it decides to exercise its discretion to award these incentives, or other benefits such as relocation expenses, laptops, or health insurance.