

# PAY POLICY 2021 (Applicable to staff employed under School Teachers' Terms and Conditions)

## Mission Statement

WeST holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all of the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Person(s) responsible for updating the policy:	Jocelyn Davis
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Status:	Statutory

## WeST Core Values

WeST holds four core values which underpin the engagement, motivation and retention of employees, no matter what their role in the organisation.

- **Collaboration**  
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others. Building and securing value from relationships, developing self and others to achieve positive outcomes.
- **Aspiration**  
Having high expectations, modelling the delivery of high-quality outcomes. Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence.
- **Integrity**  
Acting always with the interests of children and young people at our heart, and with a consistent and uncompromising adherence to strong moral and ethical principles. Communicating with transparency and respect, creating a working environment based on trust and honesty.
- **Compassion**  
Recognising need in others and acting with positive intention to promote well-being and improve outcomes.

## Providing Accessible Formats

If you are unable to use this document and require it in a different format, please contact Human Resources.

## WeST Policy Suite

All Trust HR Policies are accessible via the WeST Staff Portal. Please contact your local administrative office or Human Resources for log-in details.

HR Helpline: 01752 891754 ext. 1765  
HR Email: [HR@westst.org.uk](mailto:HR@westst.org.uk)

## Contents

1. Delegation of Authority	3
2. Pay Determination and Appeal Flow Chart	4
3. Introduction	5
4. Pay Reviews and Determinations	5
5. Pay Determinations on Appointment	6
6. Pay Ranges for Leaders	7
7. Main Pay Range for Teachers	7
8. Upper Pay Range for Teachers	8
9. Pay Range for Leading Practitioners	8
10. Pay Range for Unqualified Teachers	9
11. Pay Progression Based on Performance	9
12. Pay Progression for Starters/Leavers Absent Teachers/Leaders	10
13. Pay Progression for Leaders	10
14. Pay Progression for Teachers on the Upper Pay Range	11
15. Pay Progression for Teachers on the Main Pay Range	11
16. Pay Progression for Unqualified Teachers	11
17. Movement on to the Upper Pay Range	11
18. Safeguarding	13
19. Teaching and Learning Responsibility (TLR) Payments	13
20. Special Educational Needs (SEN) Allowance	13
21. Allowances Payable to Unqualified Teachers	13
22. Safeguarding for Unqualified Teachers	14
23. Acting Allowances	14
24. Performance Payments to Seconded Teachers	14
25. Additional Payments	14
26. Recruitment and Retention Incentives and Benefits	14
27. Part Time Teachers	15
28. Short Notice / Supply Teachers	15
29. Monitoring the Impact of the Policy	15
Appendix 1 – Pay Appeals Process	16
Appendix 2 – Annual Salary Review Letter/Statement Template	18
Appendix 3 – Part Time Teachers Working Time Statement Template	19
Policy History	20

# 1. Delegation of Authority

## Purpose

The Trust is committed to ensuring a consistent, fair, and equitable approach in all staffing matters, and will not discriminate either directly or indirectly on the grounds of an employee's gender, age, disability, gender re-assignment, marital or civil partnership status, pregnancy, maternity status, race (including colour, nationality and ethnic or national origins), religion or belief, sex and sexual orientation.

In order to achieve this aim, there needs to be a clear delegation of authority throughout the structure of the Trust.

## Responsibilities

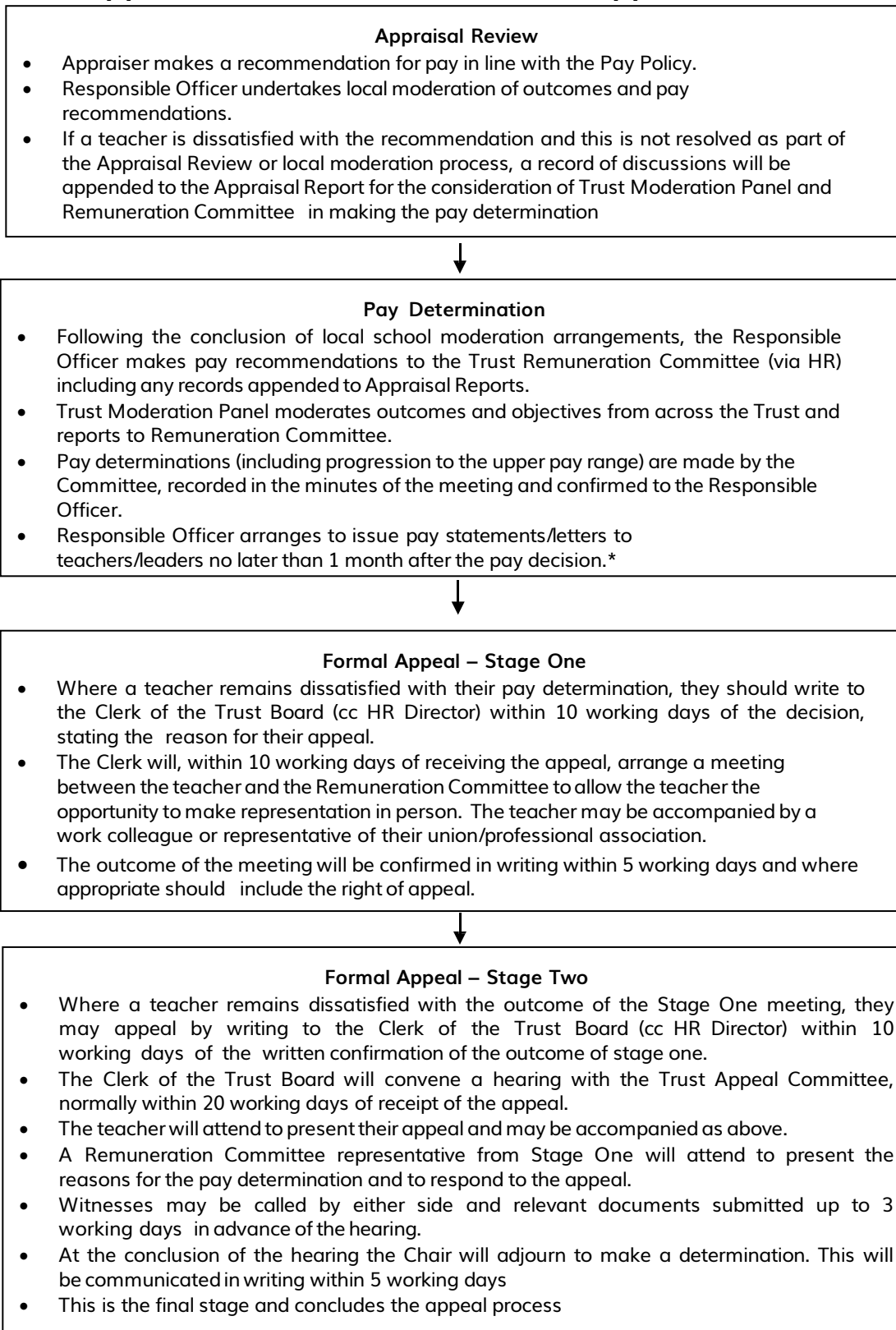
- **The Trust Board via the delegated authority of the Remuneration Committee is responsible for the pay determinations of the CEO and all Trust teaching staff.**
- In making the pay determinations for Trust teaching staff, the Remuneration Committee will receive an annual report from the **Trust Moderation Panel** whose responsibility is to conduct Trust-wide moderation of appraisal objectives and recommendations. **The Trust Moderation Panel** is formed of the **CEO, Directors of Education, Director of Inclusion and Director of People.**
- **The CEO is responsible for making the recommendations for the pay determinations of the Directors of Education.**
- **The Directors of Education are responsible for making the recommendations for pay determinations for Secondary and Primary Headteachers/Principals and their direct reports within the Trust's central School Improvement function.**
- **Secondary and Primary Principals/Headteachers are responsible for making the recommendations for pay determinations for all teaching staff in their school.**

For the purpose of this Policy the term **"Responsible Officer"** will refer to the relevant post holders who will make recommendations for pay determinations as detailed above.

Responsibilities for the Appeal Stage are outlined in **Appendix 1 – Pay Appeals Process**

## 2. Pay Determination and Appeal Flow Chart

(See Appendix 1 for full information on Appeal Process)



### 3. 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) 2021 (the Document) and statutory guidance.

The intention is that this policy does not erode contractual terms protected under TUPE.

For all staff paid under the STP&C document pay progression, where relevant, takes place on 1st September each year and is determined by the individual's totality of performance as assessed through the appraisal process. This policy will be used in conjunction with the adopted Appraisal Policy and with the Document and guidance. In the event of any inadvertent contradictions, the Document and guidance will take precedence.

This policy will be reviewed each year, or when other changes occur to the Document, to ensure that it reflects the latest legal position.

The recognised Trade Unions/Professional Associations have been consulted on this policy at regional level. The Trust will ensure that the final adopted policy has been through appropriate consultation with both staff and their local representatives.

All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability. All pay related decisions are taken in compliance with the Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

In adopting this policy, the aim of Trust is to:

- maximise the quality of teaching and learning
- support the relevant improvement/development plans and self-evaluations
- support the recruitment and retention of a high-quality teacher workforce
- enable the appropriate recognition and reward of teachers for their performance and contribution to the school
- ensure that decisions on pay are managed in a fair, just and transparent way.

Pay recommendations will be made by the Responsible Officer (see **Section 1**) and determination/approval will be made by the Trust Remuneration Committee.

### 4. Pay Reviews and Determinations

The Responsible Officer will ensure that every teacher's salary is reviewed (and that a pay recommendation is made) annually with effect from 1 September and no later than 31 October each year (or by 31<sup>st</sup> December each year for headteachers) and that, following determination, all teachers and leaders are given a written statement setting out their salary, and any other financial benefits to which they are entitled, no later than 1 month after the date of determination\*. A template is provided at **Appendix 2**.

\*Subject also to the conclusion of the annual pay award process as confirmed by the STPCD. In the event this process is not concluded, pay statements may held for late issue following the publication of the Document

The responsible officer will make appropriate arrangements at school-level for the local moderation of annual appraisal and associated pay recommendations.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that led to a change in the basis for calculating an individual's pay. A written statement will be given within 5 working day of any review and where applicable will give information about the basis on which it was made.

The responsible officer will provide the Trust with all teachers' pay recommendations by the agreed date each year; this date to be agreed and notified in the summer term.

The Trust's moderation panel will moderate appraisal objectives and outcomes (including movements to the upper pay range) across the Trust and will report to the Trust Remuneration Committee. The Trust Board, via the delegated authority to the Remuneration Committee, will make pay determinations by 31<sup>st</sup> October each year, and by 31<sup>st</sup> December each year for headteachers.

If a teacher is dissatisfied with their pay recommendation and this is not resolved as part of their Appraisal Review or the local moderation process, a record of discussions will be appended to the Appraisal Report for the consideration of the Remuneration Committee in making the pay determination

Where a pay determination leads to or may lead to the start of a period of safeguarding, those affected will receive the required notification as soon as possible and no later than one month after the date of the determination.

## **5. Pay Determinations on Appointment**

Where a position within the Trust becomes vacant the Responsible Officer will determine the pay range for the vacancy prior to advertising it and, on appointment, will determine the starting salary within that range to be offered to the successful candidate.

The Trust will apply the principle of pay portability in making pay determinations for all new appointees, unless terms included in the STCPD require otherwise. The values of previous TLR allowance payments are not portable.

## 6. Pay Ranges for Leaders

The Pay Range will be calculated in accordance with paragraphs 4-10 of the 2020 document.

1 (min)	£42,195	16	£61,166	31	£88,187
2	£43,251	17	£62,570	32	£90,379
3	£44,331	18	£64,143	33	£92,624
4	£45,434	19	£65,735	34	£94,914
5	£46,566	20	£67,364	35	£97,273
6	£47,735	21	£69,031	36	£99,681
7	£49,019	22	£70,745	37	£102,159
8	£50,151	23	£72,497	38	£104,687
9	£51,402	24	£74,295	39	£107,239
10	£52,723	25	£76,141	40	£109,914
11	£54,091	26	£78,025	41	£112,660
12	£55,338	27	£79,958	42	£115,483
13	£56,721	28	£81,894	43 (max)	£117,197
14	£58,135	29	£83,971		
15	£59,581	30	£86,061		

Headteachers will be assigned a pay range of 7 points. Executive Directors, Deputy and Assistant Headteachers will be assigned a pay range of 5 points. The Pay Range will be reviewed whenever there is a proposal to appoint a new Trust or school leader, where it becomes necessary to amend the Headteacher Group (because of a change in student numbers or where a school leader becomes responsible or accountable for more than one school on a permanent basis), or where it is necessary in order to reflect a significant change in responsibilities of the post, market conditions or wider school context.

On appointment the relevant body will take into consideration the individual's prior knowledge and experience when determining where on the pay range to position them whilst also allowing for performance related progression over time.

## 7. Main Pay Range for Teachers

The main pay range within the trust consists of:

Point 1 (minimum)	£25,714
Point 2	£27,600
Point 3	£29,664
Point 4	£31,778
Point 5	£34,100
Point 6 (maximum)	£36,961

## 8. Upper Pay Range for Teachers

The upper pay range within the Trust consists of:

Point 1 (minimum)	£38,690
Point 2	£40,124
Point 3 (maximum)	£41,604

A teacher will be paid on the upper pay range where they:

- were employed as a post-threshold (upper pay spine) teacher in the Trust and there has been no break in the continuity of employment; or
- applied to be paid as a post-threshold teacher in this Trust, that application was successful, and the teacher is still employed in this Trust with no break in their continuity of employment; or
- were employed since 1 September 2000 as a member of the leadership group in this Trust for an aggregate period of at least one year and has continued to be employed in this Trust without a break in their continuity of employment

and the teacher will not be paid on the pay range for leading practitioners or as a member of the leadership group.

## 9. Pay Range for Leading Practitioners

The individual post range for Leading Practitioners will be set in accordance with paragraph 16 of the 2020 Document.

The pay range for Leading Practitioner has been set at:

Reference Points	Annual Salary
1 (minimum)	£42,402
2	£43,465
3	£44,550
4	£45,658
5	£46,796
6	£47,969
7	£49,261
8	£50,397
9	£51,656
10	£52,983
11	£54,357
12	£55,610
13	£57,000
14	£58,421
15	£59,875
16	£61,467
17	£62,878
18 (maximum)	£64,461



## 10. Pay Range for Unqualified Teachers

The pay range for Unqualified Teachers within this Trust consists of:

Reference Points	Annual Salary
1	£18,419
2	£20,532
3	£22,644
4	£24,507
5	£26,622
6	£28,735

## 11. Pay Progression Based on Performance

The following arrangements will be applicable to any pay determinations relating to progression effective on or after 1 September 2021.

At WeST all teachers can expect to receive regular, constructive feedback on their performance and an 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 Trust's Appraisal Policy.

Decisions regarding pay progression will be made only with reference to teachers' appraisal reports, which will contain pay recommendations. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

Pay progression is not automatic and it will be possible for a 'no progression' determination to be made without recourse to the capability policy. However, those subject to formal capability proceedings, who have not met and sustained the expected level of improvement during the appraisal review period, will be deemed unsatisfactory performers and will not therefore meet the requirements for pay progression.

The Trust recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and ensures that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

Pay decisions take account of the resources available to the Trust; each school's staffing structure supports its improvement plans. The Trust exercises its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in pay decisions.

In this Trust, assessment of performance will be properly routed in evidence against objectives and the relevant teachers' standards, whilst being proportionate to be able to support robust decisions.

The evidence that will be used to inform pay progression, or otherwise, is detailed in the Appraisal Policy.

We will minimise the impact on workload for individual teachers, line managers and responsible officers throughout the process. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for single groups of pupils. Responsible officers may choose to agree performance management targets with teachers in relation to robust assessment data, but these targets should not be used in isolation and other factors should be considered when making recommendations for pay progression.

Each school will ensure fairness by conducting local quality assurance/moderation of teachers' appraisal reports including objectives, evidence and pay recommendations.

Final decisions about whether to accept a pay recommendation will be made by the Trust Remuneration Committee having regard to the Trust panel moderation process and considering advice from Responsible Officers. The Trust will ensure that appropriate funding is allocated for pay progression at all levels.

## **12. Pay Progression for Starters/Leavers Absent Teachers/Leaders**

Teachers who have recently moved post are entitled to be assessed for pay progression. The Trust advocates both the seeking/verification of evidence from the teacher's previous head teacher (for new starters) and the provision and verification of evidence to the teacher's new head teacher (for leavers) to inform pay progression decisions. Where such evidence supports pay progression, this should be accepted. Where information is not forthcoming, the decision should be based on such information as is available or deferred to allow information to be obtained relating to the present post.

Teachers on maternity, extended sick leave or otherwise absent during the period are entitled to consideration for pay progression in the same way as other teachers, whether or not they have returned to service at the date of the annual pay determination. However, it is recognised that appraisal meetings and/or reviews may not have been completed.

In such cases pay decisions should be taken by reference to such information as is available. This might include information from the most recent appraisal review or any part of the appraisal period when the teacher was present.

For an employee on maternity leave, or long-term sickness absence, where appraisal did not take place before their leave/absence, account can be taken of all available evidence of the individual's performance to inform the decision on pay progression. Where there is very little evidence from the current year, account can be taken of performance during previous appraisal periods and the decision on pay progression taken on the basis that the individual's performance might have been expected to have been maintained throughout the appraisal year in question.

## **13. Pay Progression for Leaders**

The Leader must demonstrate sustained high quality of performance in respect of Trust and/or school leadership and management and student progress and is subject to a review of the totality of their performance as agreed with their appraiser(s) as part of their annual appraisal before any discretionary pay increases can be awarded.

Annual pay progression within the leadership pay range is not automatic. The Trust may decide to award one reference point for sustained, high quality performance in line with the Trust's expectations where this has been satisfied.

Alternatively, the Trust may consider progression of more than one reference point where performance has substantially exceeded expectations for the level of post and/or where all objectives have been exceeded as part of the appraisal review.

#### **14. Pay Progression for Teachers on the Upper Pay Range**

For teachers on the Upper Pay Range, progression of one reference point is normally considered after two successful appraisals which demonstrate that 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 (see 'The Assessment' for appropriate definition of these terms).

Pay progression within the pay range for these posts is not automatic. The Trust may consider progression of more than one reference point and/or progression after one year where performance has substantially exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

#### **15. Pay Progression for Teachers on the Main Pay Range**

Pay progression takes into account the totality of a teacher's performance and not just whether appraisal objectives have been met. Progression depends on:

- Successfully meeting and sustaining the relevant Teacher Standards
- Demonstrating sustained good performance via the appraisal process, at a level of performance and contribution which meets the Trust's expectations for the level of post.

Annual pay progression within the pay range for these posts is not automatic. The Trust may decide to award progression of one reference point for sustained, high quality performance in line with the school's expectations. Alternatively, the Trust may consider progression of more than one reference point where performance has substantially exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

#### **16. Pay Progression for Unqualified Teachers**

Unqualified teachers must demonstrate sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

Annual pay progression within the pay range for these posts is not automatic. The Trust may decide to award one reference point for sustained, high quality performance in line with the Trust's expectations where the above conditions have been satisfied. Alternatively, the Trust may consider progression of more than one reference point where performance has substantially exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

#### **17. Movement on 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 and should indicate this as part of their appraisal preparations and review.

Applications for movement on to the upper pay range will only be accepted once a year and where requested will be considered as part of the annual appraisal process and within that timetable. Applications must be submitted to the Headteacher/Principal.

If a teacher is simultaneously employed at another Trust, they may submit separate applications if they wish to apply to be paid on the upper pay range at WeST. WeST will not be bound by any pay decision made by another Trust.

All applications should include the results of reviews or appraisals, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications must contain evidence from the previous two years in the form of completed appraisals. All staff are responsible for retaining copies of their own appraisal paperwork.

### The Assessment

An application from a qualified teacher will be successful where the Responsible Officer, the Trust moderation panel and Remuneration Committee is satisfied that:

- 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.

For the purposes of this Pay Policy:

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

**'substantial'** means of real importance, validity or value to the school; playing a critical role in the life of the school; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning; and

**'sustained'** means maintained continuously over a period of two school years.

The application will be assessed by the Appraiser and Responsible Officer and the final determination will be made by the Remuneration Committee.

### Processes and Procedures

Applications will be processed as part of the annual appraisal process and within that timetable.

If successful, the applicant will move to the upper pay range from 1 September in the relevant year, with pay backdated as appropriate.

If unsuccessful, verbal confirmation of the decision will be given and written feedback will be provided within 10 working days of the decision. Feedback will be supportive and developmental.

Any appeal against a decision not to move the teacher to the upper pay range will be considered in line with the **Pay Appeal Procedure in Appendix 1** of this policy.

## 18. Safeguarding

Safeguarding will apply for up to a maximum of three years in line with Part 5 of the 2021 Document.

Where the safeguarded sum exceeds £500, the relevant body will review the teacher's duties and allocate responsibilities appropriate and commensurate with the safeguarded sum.

## 19. Teaching and Learning Responsibility (TLR) Payments

All TLRs will be awarded in line with the paragraph 20 of the 2021 document.

Within this Trust the values of the TLRs to be awarded are set out below:

	TLR1	TLR2	TLR3
Minima	£8,291	£2,873	£571
Maxima	£14,030	£7,017	£2,833

## 20. Special Educational Needs (SEN) Allowance

A Special Education Needs Allowance will be awarded to a classroom teacher where the conditions detailed in paragraph 21 of the 2021 Document are met.

Note that the role of SENCO, as a managerial responsibility, is not one that meets the conditions for a SEN allowance under the Document and may be more appropriately rewarded by a TLR payment. If the SENCO also meets the criteria for a SEN allowance, they may be awarded both.

	SEN
Minima	£2,270
Maxima	£4,479

## 21. Allowances Payable to Unqualified Teachers

The Trust may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher, where it considers, in the context of its staffing structure and Pay Policy, that the teacher has:

- taken on a sustained additional responsibility which:
  - is focused on teaching and learning; and
  - requires the exercise of a teacher's professional skills and judgement; or
- qualifications or experience which bring added value to the role being undertaken.

Where an unqualified teacher is in receipt of an additional allowance awarded under a previous document, the relevant body must re-determine that allowance in accordance with the above criteria.

Unqualified Teachers may not hold a TLR or SEN allowance.

## **22. Safeguarding for Unqualified Teachers**

Any safeguarded sum applied to an unqualified teacher will be paid in accordance with Part 5 of the 2021 Document.

## **23. Acting Allowances**

Acting allowances will be determined in accordance with paragraph 23 of the 2021 Document.

## **24. Performance Payments to Seconded Teachers**

A lump sum performance payment may be paid in accordance with paragraph 24 of the 2021 Document.

## **25. Additional Payments**

The Trust may make such payments as they see fit to a teacher, other than the Headteacher, in respect of:

- continuing professional development undertaken outside of the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-hours learning activity agreed between the teacher and the headteacher;
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

Additional temporary payments to headteachers will be determined in accordance with paragraph 10 of the 2021 Document.

## **26. Recruitment and Retention Incentives and Benefits**

The Trust may consider making appropriate payments or provide appropriate financial assistance, support or benefits to a teacher as considered necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

Those appointed on the leadership scale may not be awarded recruitment and retention incentives and benefits other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention incentives (including non-monetary benefits) will be taken into account when determining the pay range for each leadership post. Where a recruitment and retention allowance has been awarded under a previous Document to an individual on the leadership range, this may continue at the existing value, until such time that their pay range is determined under the 2021 Document.

The Trust will specify clearly the basis on which such incentives may be paid, the duration of the payment and the review date after which it may be withdrawn, and a review of such payments will be made annually.

## **27. Part Time Teachers**

Teachers employed on an on-going basis but who work less than a full working day or week are deemed to be part time.

The salary and any allowances, except for TLR3s, of a part-time teacher must be determined in accordance with the pro rata principle, unless agreed otherwise with the HR Team.

Part-time teachers will be provided with 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. A template is provided at **Appendix 3**. **Appendix 4** provides further information on specified working hours.

## **28. Short Notice/ Supply Teachers**

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. The calculation will assume that a full working year will consist of 195 working days (194 days for the school year beginning September 2021). Therefore, remuneration for those engaged to work less than a day will be paid pro-rata.

Teachers engaged on short notice or supply within the Trust throughout a 12-month period (beginning September) must not be paid more by way of remuneration in respect of that period than they would have been paid had the teacher been in regular employment throughout the year.

## **29. Monitoring the Impact of the Policy**

The Trust Board, via the delegated authority of the Remuneration Committee, will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the Trust's continued compliance with equalities legislation.

## **Appendix 1 – Pay Appeals Process**

### **Stage One – Informal Discussion**

Any recommendations regarding pay will be clearly communicated and recorded on the Appraisal Report.

Where a teacher or leader is dissatisfied with their pay recommendation, they should seek to resolve this by discussing the matter as part of the Appraisal Review process before the responsible officer forwards the recommendation to the Trust for moderation and the consideration of the Remuneration Committee.

A record of this discussion will be made and appended to the teacher's Appraisal Report. This record will be provided to the moderation panel and Remuneration Committee responsible for making the formal pay determination.

**The timescales quoted in the following process can be varied by mutual agreement and where possible should allow for appeals to be fully heard within and before the end of term.**

### **Stage Two – Formal Representation**

A teacher may seek a review of any determination in relation to their pay or any other decision that affects their pay if they believe that the person or committee by whom the decision was made:

- Incorrectly applied the trust's Pay Policy
- Incorrectly applied a provision of the STPCD
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased or;
- unlawfully discriminated against the teacher.

If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation/determination has been made, they may make representation to the Remuneration Committee.

To begin the process the teacher should set down in writing to the Director of Human Resources (CC to HR Director) (within 10 working days of the decision) the grounds for their disagreement with the pay determination.

The teacher will be given the opportunity to make representations, including presenting evidence, calling witnesses, and the opportunity to ask questions at a meeting with the Remuneration Committee, which should be convened within 10 working days of receipt of the written disagreement.

The teacher is entitled to be accompanied by a work colleague or recognised Trade Union/Professional Association representative at the meeting. A member of the HR Team may be present to provide professional guidance to the decision maker(s).

Following the meeting the teacher will be informed in writing, within 5 working days, of the decision of the Committee and their right of appeal.



## Stage Three – Formal Appeal

If a teacher wishes to appeal against the decision made at Stage Two, they should notify the Clerk to the Trust Board (CC to HR Director), in writing, within 10 working days of the written decision.

The appeal should be heard by three trustees (the Appeal Committee), who have not been involved in the original determination, normally within 20 working days of the receipt of the written appeal.

The teacher will be given the opportunity to present their appeal in person is entitled to be accompanied by a work colleague or recognised Trade Union/Professional Association representative at the meeting. A member of the HR Team may be present to provide professional guidance to the decision maker(s).

The timing and location of the formal meeting must be reasonable. 5 working days' notice should be given of the appeal hearing and the notification of the appeal hearing will include:

- the date, time and place of the hearing
- the name(s) of the person(s) who will hear the case, and the representative of Human Resources who will be advising the Appeal Committee
- who will respond to the appeal (the representative of the Remuneration Committee)
- copies of documents and any other written material or evidence that is relevant
- the names of any witnesses to be called
- confirmation of the teacher's right to call witnesses
- the teacher's right to submit any documentation within three working days prior to the appeal hearing, to Clerk to the Trust Board
- a copy of the Pay Policy
- the fact that the appeal hearing may take place in the teacher's absence if they are unable to attend without a satisfactory explanation

At least one attempt will be made to rearrange the hearing if exceptional reasons are offered in advance as to why the teacher is unable to attend, so that that the teacher may be present. Other than in exceptional circumstances, a teacher unable to attend should arrange representation and/or provide written submissions to the appeal hearing.

An accurate account of the hearing will be made.

During the hearing, the parties will be able to question each other, and the Appeal Committee is permitted to ask exploratory questions. Either side will be entitled to request an adjournment for consultation and any reasonable request should be allowed. Witnesses will attend only for the part of the hearing where they are required to give evidence and answer questions.

No conclusion should be reached until representations from all parties have been considered. The decision will be given in writing within 5 working days and include detail of the evidence considered and the reasons for the decision.

## Appendix 2 – Annual Salary Review Letter/Statement Template

Name  
Address

Date

Dear (Name),

### Annual Salary Review Determination

Following your annual appraisal review and pay recommendation, and the conclusion of Trust moderation and Remuneration Committee pay determinations, I am writing to confirm your pay decision with effect from 1 September 2021:

Current	Revised
Pay range point e.g. MPR4, UPR2, L10, unqualified	
Full time equivalent salary	
Recruitment/retention incentives and benefits (where applicable)	cessation date:
SEN allowance (where applicable) *	
TLR (where applicable)**	cessation date (TLR3):
Salary safeguarded sum (where applicable)	cessation date:
Unqualified teacher's allowance (where applicable)	

#### \*For SEN allowances (delete if not applicable):

The nature/reason for the allowance	
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#### \*\*For TLRs (delete if not applicable):

The nature of the significant responsibility being rewarded and (in the case of an award made to cover absence) the date and circumstances under which the TLR will cease	
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Please be aware that upon cessation any TLR3 payment will not be safeguarded.

#### For leadership or leading practitioner posts only (delete if not applicable):

The basis on which remuneration has been determined and the criteria (including performance objectives on which salary will be reviewed in future	
Where the appointment is fixed term, the date or circumstance under which the fixed term contract will cease	

You have the right of appeal in respect of this pay decision, which you should exercise within 10 working days of receiving this letter. Further details may be found in the WeST Pay Policy.

Thank you for your continued contribution and hard work.

Yours sincerely

Responsible Officer Name

Responsible Officer Job Title

## Appendix 3 – Part Time Teachers Working Time Statement Template

Teachers employed on an ongoing basis but who work less than a full working week are deemed to be part-time. A full timetabled teaching week is classed as 32.5 hours as per STPCD. Part-time teachers must be paid the pro rata percentage of the appropriate full-time equivalent salary as calculated under the provisions of the STPCD and outlined below.

Part-time teachers cannot be required to work or attend non-pupil days, or parts of days, on days they do not normally work, but it should be open to the teacher to attend by mutual agreement with the responsible officer and the pay calculation below should be applied to any resultant hours.

The same percentage must be applied to any allowances awarded to a part-time teacher (excluding a TLR 3).

The standard mechanism for determining a part-time teachers' working obligations and pay is as follows and is to be used to determine the appropriate pay rate for all part time teachers, including part time leadership group teachers and leading practitioner teachers:

<b>School Name</b>	
<b>Teacher's Name</b>	
<b>School's timetabled teaching week (STTW) (1)</b>	
<b>Part-Time Teacher's total teaching time per week (2)</b>	
<b>% of full time pay to be paid (3)</b>	

### Notes:

#### 1. School's Timetabled Teaching Week (STTW)

The STTW refers to school sessions hours that are timetabled for teaching, including PPA time and other non-contact time, but excluding break times, registration and assemblies. The STTW of a full-time teacher is used as the basis for calculating the pro-rata percentage of the STTW for which a part-time teacher is employed and the proportion of pay to which they are entitled is to calculate the "school's timetabled teaching week" (STTW).

#### 2. Part-Time Teacher's Total Teaching Time per Week

The STTW represents 100%/1FTE for a full-time teacher and is used as the benchmark to determine a part-time teacher's pay and working time. A part-time teacher's total teaching time per week includes the hours that they are timetabled for teaching, including PPA time and other non-contact time, but excluding break times, registration and assemblies (i.e. exactly as per the determination for the STTW).

#### 3. % of Full Time Pay to be Paid

Is calculated by dividing (2) by (1) x 100. This percentage should also be applied to any allowances awarded (with the exception TLR3s)

For further and more detailed information please refer to the STPCD 20209, paragraphs 40, 41 and 51.1 to 51.12 and Section 3 Guidance paragraphs 41 to 45.

## Appendix 4 – Specified Working Hours (WeST)

A teacher employed full-time must be available for work for 195 days (194 days for the school year beginning in 2021), of which: a) 189 days (188 days for the school year beginning in 2021) must be days on which the teacher may be required to teach pupils and perform other duties; and 6 days must be days on which the teacher may only be required to perform other duties; and those 195 days (194 days for the school year beginning in 2021) must be specified by the employer/headteacher. These provisions do not apply to headteachers, deputy headteachers, assistant headteachers, teachers on the pay range for leading practitioners or teachers in receipt of an acting allowance for such roles.

A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the Trust/headteacher for 1265 hours (1258.5 hours for the school year beginning in 2021), those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work. For part-time teachers the number of hours the teacher must be available for work must be that proportion of 1265 hours (1258.5 hours for the school year beginning in 2021), which corresponds to the proportion of total remuneration the teacher is entitled to be paid in accordance with **Appendix 3**. In addition to the hours a teacher is required to be available for work as outlined above, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils. The Trust does not determine how many additional hours must be worked or when these hours must be worked.

No teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment (whether it is for the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties).

A part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available for work (whether the teacher is normally required to be available for work for the whole of that day or for only part of that day).

The total amount of time that the teacher may be required to be available to carry out duties, other than teaching pupils, outside school sessions under paragraph 51.10, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, must not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid under **Appendix 3**.

No teacher may be required under their contract of employment as a teacher to undertake midday supervision. A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Deputy headteachers, assistant headteachers and teachers on the pay range for leading practitioners are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

Governing bodies and headteachers, in carrying out their duties, must have regard to the need for the headteacher and teachers at the school to be able to achieve a satisfactory balance between

the time required to discharge their professional duties and the time required to pursue their personal interests outside work. In having regard to this, governing bodies and headteachers should ensure that they adhere to the working limits set out in the Working Time Regulations 1998(21).

All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours (1258.5 hours for the school year beginning in 2021) or pro rata equivalent, to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. A teacher must not be required to carry out any other duties during their PPA time.

A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Teachers should be required to provide cover only rarely, and only in circumstances that are not foreseeable (this does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

A teacher should not be required routinely to participate in any administrative, clerical and organisational tasks which do not call for the exercise of a teacher's professional skills and judgment, including those associated with the arrangements for preparing pupils for external examinations such as invigilation.

A teacher serving an induction period under the Induction Regulations(22) must not teach for more than 90% of the time that a teacher at the school not subject to those regulations would be expected to teach, for the first three school terms of their induction period and for 95% of the time for the remainder of their induction period.

## Policy History

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
September 2016	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – September 2016	HR ONE	September 2016 for September 2016 implementation	June 2017
September 2016	Adoption by Ivybridge Academy Trust	IAT HR	September 2016 for September 2016 implementation	June 2017
April 2017	Update with MAT delegation of authority. Rebranding for Westcountry Schools Trust	WeST HR	April 2017 for April 2017	June 2017
August 2017	Updated in line with STPCD 2017 & Joint Advice on School Teachers' and to reflect Executive Teaching roles	WeST HR	1 September 2017	August 2018
August 2018	Updated in Line with STPCD 2018	WeST HR	1 September 2018	August 2019
September 2019	Updated in line with STPCD 2019 and DfE non-statutory guidance 'Implementing your school's approach to pay' revised March 2019. Delegation of Authority	WeST HR	1 September 2019	August 2020
September 2020	Updated in line with STPCD 2020	WeST HR	1 September 2020	August 2021
September 2021	21. Appendix 4 added to assist with working time provisions	WeST HR	1 September 2021	August 2022