



Teachers' Pay Policy

Middlesex Learning Partnership Teachers' Pay Policy
Ratification Date: November 2017
Reviewed - Annually
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Governor/Director owner: Chair of Pay Committee
Lead Staff Member owner: HR Manager

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1. Scope

This policy applies to all teachers employed in the Trust. It does not apply to non-teaching staff. It covers pay arrangements for teachers who are being paid on the unqualified, main and upper pay ranges and the pay range for leading practitioners.

This document sets out how the Trust determines the salary of its teachers on the specified pay ranges and should be read in conjunction with the School Teachers' Pay and Conditions Document and the Performance Appraisal Policy for Teachers.

The School Teachers' Pay and Conditions Document (STPCD) ('The Document') requires schools to have a pay policy which sets out the basis on which they determine teachers' annual pay review; and the procedures for determining appeals. Schools must stay within the legal framework set out in the Document and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection).

All procedures for determining pay should be consistent with the principles of public life – objectivity, openness and accountability.

2. Equalities and Performance Related Pay

The Trust will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence or maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis. The Trust will monitor the equalities implications, outcomes and impact of decisions taken in the operation of this policy on an annual basis to assess its effect and the Trust's continued compliance with equalities legislation.

The Trust will review this policy each year in accordance with equalities and other relevant legislation and regulation and will consult with staff and relevant unions before adopting and implementing any changes to the policy.

3. Principles and Aims

The Trust is committed to the operation of an appraisal process for teachers and support staff, with the objective of supporting the maximum professional development of all staff and progress of pupils. The Trust will ensure that all staff in Trust have access to advice, training and development opportunities appropriate to their needs. The Trust agrees to pass on national pay awards as appropriate.

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 staff and recognised trade unions.

In the absence of this policy addressing a particular circumstance or situation the Trust will make a determination on any action to be taken through reference to the Document.

In adopting this pay policy the aim is to:

- Maximise the quality of teaching and learning at the Trust
- Support the recruitment and retention of a high quality teacher workforce
- Recognise and reward teachers appropriately for their contribution to the Trust

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- Help to ensure that decisions on pay are managed in a fair, just and transparent way

4. Pay Principles

4.1 Pay Reviews

The Trust will ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than 30th November 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 the end of the Autumn Term.

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.

4.2 Basic Pay Determination on Appointment

The Trust 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 Trust may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider Trust context
- in exceptional circumstances the Trust have the discretion to award outside the advertised scale following interview
- awarding a recruitment incentive benefit to secure an appointment

There is no automatic assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

Under normal circumstances, NQTs will receive 1 point for each year of relevant experience and 1 point for each three years of indirect relevant experience to a maximum of M3. Final decision by Executive Head Teacher.

4.3 Pay Progression based on Performance

Pay decisions made will be linked to assessments of performance.

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 Trust's appraisal policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain.

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

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

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4.4 Assessment against Performance

To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be ensured through consistent assessment which is quality controlled through a system of moderation and recourse to appeal.

The evidence we will use will include:

- Pupil progress and attainment
- Achievement of objectives
- Appraisal against the Teacher Standards
- Lesson observation reports

Moderated teachers' appraisal reports will contain a recommendation on pay progression for the teacher appraised. All appraisal reports will be moderated by the Head Teacher and Senior Team.

4.5 Teachers on Maternity Leave

If a teacher is away from the Trust because of maternity leave, the Trust will take a flexible, common sense and practical approach to conducting appraisals and making pay decisions, including where a teacher has been absent for part or all of the reporting year. For example, the Trust may consider conducting appraisals prior to the teacher departing on maternity leave.

4.6 Teachers on Long Term Sickness Absence

If a teacher is away from the Trust because of long term sickness absence, the Trust will take a flexible, common sense and practical approach to conducting appraisals and making pay decisions, including where a teacher has been absent for part or all of the reporting year. For example, the Trust may take account of the mid-year review.

5. Teachers Pay

5.1 Main Pay Range

5.1.1 Main Pay Range Banding

This Trust has retained the previous Main Pay Scale points and has created 3 bands of practitioner within this range to aid development, progression and appraisal:

- Band A – New Teacher M1 / M2
- Band B – Developing Teacher M3 / M4
- Band C – Accomplished Teacher M5 / M6

Level of Practice	Band	Pay Point	Salary
New Teacher	Band A	MPR 1	£26,662
		MPR 2	£28,036
Developing Teacher	Band B	MPR 3	£29,772
		MPR 4	£31,615
Accomplished Teacher	Band C	MPR 5	£34,296
		MPR 6	£37,645

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5.1.2 Main Pay Range Progression

Progression through the pay points and bands will be as follows:

Main Pay Range Point 1 (NQT) to Main Pay Range Point 2

On successful completion of their Induction Year NQT's will move to Main Pay Range Point 2 within Band A (if a NQT is salary assessed to start at a higher salary point, upon successful completion of their Induction Year they will move to the next point on the scale).

Main Pay Range Point 2 (Band A) to Main Pay Range Point 3 (Band B)

To move to Main Pay Range Point 3 in Band B a teacher will

- Have met their performance appraisal objectives, including their pupil progress and attainment targets in the context of any mitigating circumstances

Main Pay Range Point 3 to Main Pay Range Point 4 within Band B

To move to Main Pay Range Point 4 in Band B a teacher will

- Have met their performance appraisal objectives, including their pupil progress and attainment targets in the context of any mitigating circumstances

Main Pay Range Point 4 (Band B) to Main Pay Range Point 5 (Band C)

Any qualified teacher who can demonstrate sustained performance at Band B (2 years) may apply to be paid on Band C and any such application will 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 Band C.

Applications on the appropriate form may be made by the specified date in the first half of the Autumn term. This date will be no later than October 31 and will be notified to all Staff. Applicants will be advised of the outcome of their application before the end of Autumn Term.

The application will be assessed by the appropriate Leadership Group Line Manager, Head of School and/or Executive Head.

The applicant will need to

- Demonstrate that the 8 teacher standards are met/surpassed
- 2 previous year's Performance Appraisal reviews have been successful
- lesson observation data over the previous 2 years is "above the line"
- student progress for all classes over the previous 2 years is at least "in line with expectations"

If the applicant is successful, the pay increase will be effective from 1st September of that year.

Unsuccessful applicants will be provided with comprehensive feedback as to why they were not successful and the areas where further professional development is required.

Main Pay Range Point 5 to Main Pay Range Point 6 within Band C

To move to Main Pay Range Point 6 in Band C a teacher will

- Have met their performance appraisal objectives, including their pupil progress and attainment targets in the context of any mitigating circumstances

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5.2 Upper Pay Range (Band D)

Qualified teachers who have been assessed by this Trust as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the Trust's upper pay range, Points 1 to 3.

Upper Pay Range	Salary
Point 1	£39,517
Point 2	£40,980
Point 3	£42,497

5.2.1 Applications

Any qualified teacher who can demonstrate sustained performance at Band C (2 years) may apply to be paid on the upper pay range and any such application will 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.

Applications on the appropriate form may be made by the specified date in the first half of the Autumn term. This date will be no later than October 31 and will be notified to all Staff. Applicants will be advised of the outcome of their application before the end of Autumn Term.

The Trust will not be bound by any pay decision regarding the Upper Pay Range made by another school.

5.2.2 Criteria

An application from a qualified teacher will be successful where the Trust is satisfied that:

- a) The teacher is **highly competent** in all elements of the Teacher Standards; and
- b) The teacher's achievements and contribution to the Trust are **substantial** and **sustained**

For the purposes of this pay policy:

- **'highly competent'** means
 - An experienced teacher whose lessons are observed as good or outstanding and who is able and willing to provide high quality mentoring and coaching to other teachers
 - to support other teachers to achieve a high level of competence in all of the Teacher Standards
 - to engage in stretching professional development to support their practice and their role in supporting others.
- **'substantial'** means
 - To make a wide contribution to the work of the Trust and to the development and outcomes of the School Improvement Plan. This means making a contribution beyond the teacher's own classes.
 - To be a role model for teaching and learning.
 - To consistently demonstrate exemplary levels of professional conduct.
- **'sustained'** means
 - To demonstrate over a period of at least 2 years the ability to fulfil the highest expectations of the Teacher Standards

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- To demonstrate over a period of at least 2 years that he/she has made a substantial contribution to the Trust and its pupils as described above.

5.2.3 Assessment

The application will be assessed by the Leadership Group Line Manager and the Head of School.

The applicant will need to

- Demonstrate that the 8 teacher standards are met / surpassed
- 2 previous year's Performance Appraisal reviews have been successful
- lesson observation data over the previous 2 years is "above the line"
- student progress for all classes over the previous 2 years is at least "in line with expectations"

If the applicant is successful, the pay increase will be effective from 1st September of that year.

Unsuccessful applicants will be provided with comprehensive feedback as to why they were not successful and the areas where further professional development are required.

5.2.4 Upper Pay Range Progression

Teachers can progress to the next point in the Upper Pay Range by following the same process as progressing from M6 to UP1:

The applicant will need to

- Demonstrate that the 8 teacher standards are met
- 2 previous year's Performance Appraisal reviews have been successful
- lesson observation data over the previous 2 years is "above the line"
- student progress for all classes over the previous 2 years is at least "in line with expectations"

In addition, the applicant will need to demonstrate that they have continued to develop their practice over the previous 2 years.

If the applicant is successful, the pay increase will be effective from 1st September of that year.

Unsuccessful applicants will be provided with comprehensive feedback as to why they were not successful and the areas where further professional development are required.

Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this Trust and while they are able to fulfil the wider responsibilities of the role of an Upper Pay Range teacher.

5.3 Leading Practitioner Posts

The Trust will take account of paragraph 56 of the Document when determining the role of leading practitioner in this Trust. Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the Trust that contribute to School improvement;
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas of need as identified within the School Development Plan

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5.3.1 Leading Practitioner Range

The Trust has established a pay scale for leading practitioner teaching posts, Points 1 to 8.

Point	Salary
Scale Point 1 (Minimum)	£42,496
Scale Point 2	Tbc
Scale Point 3	Tbc
Scale Point 4	Tbc
Scale Point 5 (Maximum)	£ 63,256

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.

5.3.2 Leading Practitioner Pay Progression

The Trust will consider awarding one pay point on the individual range for the post having regard to evidence provided as part of the Performance Appraisal review, the appraisal report, the relevant teachers' standards and taking into account advice from senior leaders.

The evidence should show the leading practitioner:

- has made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within Trust and within the wider school community, as appropriate;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

The definitions of 'highly competent' and 'substantial' are set out under the 'Assessment' section for progression to the Upper Pay Range

The Trust will be advised by the Head Teacher in making all such decisions.

A Leading Practitioner is not eligible for a teaching and learning responsibility payment or a special educational needs allowance.

5.4 Unqualified Teachers

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

5.4.1 Unqualified Teachers Scale

The Trust's pay range for an unqualified teacher is Points 1 to 6

Unqualified Teachers Scale	Salary
Point 1	£19,748
Point 2	£21,682
Point 3	£23,617
Point 4	£25,552
Point 5	£27,484
Point 6	£29,420

5.4.2 Unqualified Teacher Progression

Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Decisions not to progress up the pay spine will be made in circumstances where concerns about standards of performance have been raised in writing as part of the performance management/appraisal process.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this Trust.

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The Trust will not determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

5.4.3 Unqualified Teachers' Allowance *(Paragraph 28, STPCD 2012)*

The Trust has the discretion to award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure the teacher has taken on a sustained additional responsibility which is focussed on teaching and learning and requires the exercise of a teachers' professional skills and judgement, or where the teacher holds qualifications or experience which bring added value to the role being undertaken.

5.5 Part-time Teachers

Teachers employed on an ongoing basis at the Trust but who work less than a full working week are deemed to be part-time. The Trust 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 Trust's timetabled teaching week for a full-time teacher in an equivalent post.

Pay progression related to performance for the relevant levels of expectation at similar pay grades will apply taking account of their part-time status and responsibilities.

5.6 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. The rate will be agreed with the individual/supply agency.

5.7 Leadership Group

5.7.1 Tier 1: Executive Head Teacher

The Executive Head Teacher must demonstrate high quality of performance with particular regard to Leadership, Management and pupil progress at the Trust.

S/He will be subject to a review of performance against performance objectives by his/her Performance Management Appraisal that will include advice from an External Advisor. Any pay recommendations by this panel will be decided on by the MAT Directors.

5.7.2 Tier 2: Head of School/Deputy Head Teacher/Operations Director

All staff in Tier 2 must demonstrate high quality of performance with particular regard to Leadership, Management and pupil progress at the Trust.

S/He will be subject to a review of performance against performance objectives by his/her Performance Management Appraisal Any pay recommendations by this panel will be decided on by the MAT Directors.

5.7.3 Tier 3: Assistant Head Teachers

Assistant Head Teachers must demonstrate high quality of performance with particular regard to Leadership, Management and pupil progress at the school.

S/He will be subject to a review of performance against performance objectives by his/her Line Manager. Any pay recommendations will be approved by the Executive Head Teacher and Head of School (in appropriate cases). These approved recommendations will be decided upon by the MAT Pay Committee.

6. Pay increases arising from changes to the Document

All teachers will be paid in accordance with the statutory provisions of the Document as updated from time to time.

7. Safeguarding

The Trust will operate salary safeguarding arrangements in line with the provisions of the 2017 Statutory Teacher's Pay & Conditions Document (STPCD).

8. Discretionary Allowances and Payments

8.1 Teaching & Learning Responsibility Payments (TLRs)

8.1.1 TLR 1 & 2 Payments

The Trust will pay TLR 1 and 2 payments to teachers as indicated in the Trust staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time.

TLR 1 or 2 payments must 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.

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

Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

8.1.2 TLR 3 Payments or "Bursaries"

TLR3 payment must

- meet a, b and d of the above criteria
- be awarded for clearly time limited school improvement projects or externally driven responsibilities
- be for responsibilities that are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

For any TLR3 payments, the level of payment (within the published range of £500 and TLR2A) and the duration of payment will be set out clearly. Each role will have milestones set out on a termly basis agreed by the Leadership Group Line Manager. The same Line Manager will assess whether the milestones have been met, and will authorise payment where this is the case.

The Trust 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.

8.2 Special educational needs (SEN) allowances

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

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8.3 Acting allowances

Where any teacher is required to act as Head teacher, Deputy Head teacher, Assistant Head teacher, or TLR holder for a period in excess of four weeks, they will receive an additional allowance in order that the total pay received is within the pay range of the substantive post holder.

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.

8.4 Recruitment and retention incentives and benefits

Where the Trust wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly before awarding such payments and these payments will be reviewed annually.

9. Appeals against Pay Progression decisions

9.1 Appeals Procedure

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Where staff consider that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider. The appeal should be in writing to the Executive Head Teacher; their appeal should include sufficient details of its basis.

Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

The Executive Head Teacher will reconsider the decision and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Trust. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Trust at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely. This will invoke the Formal Stage of the Appeal Procedure.

9.2 Formal Stage

On receipt of the written appeal, the Clerk to the Trust will establish an Appeal Committee that should consist of three governors, none of whom are employees in the Trust or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. The Executive Head Teacher will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. The Executive Head will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

9.4 Appeals Procedure for teachers leaving the Trust

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the Trust.

Where a teacher has, whilst employed at the Trust, lodged an appeal against a pay decision but has then subsequently left the Trust's employment before any appeal hearing is held, the following steps will be observed:

- 1) The teacher must have set out details of their appeal in writing;
- 2) The teacher must have sent a copy of their appeal to the Chair of the Trust;
- 3) The Chair of the Trust will consult with relevant Trust personnel and provide the teacher with an appropriate written response on behalf of the Trust.