



Whole School Model Pay Policy

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1. Scope

This policy applies to all employees employed in the Middlesex Learning Partnership.

1.1 Teachers

The School Teachers' Pay and Conditions Document (STPCD) 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 STPCD 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.

1.2 Support Staff

The Academy Trust recognise that the pay and conditions of employment for support staff will come from a number of sources; the National Joint Council for Local Government Services (National Agreement on Pay & Conditions of Service), local agreements and conditions of service agreed/negotiated by the Local Authority, including a framework for grading posts through a job evaluation process, and also terms and conditions of employment set by the Academy Trust itself.

2. Introduction

The policy aims to enable pay decisions to be made in compliance with the following employment legislation as amended: The Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The policy aims to be consistent with the principles of public life – objectivity, openness and accountability.

In adopting this pay policy the aim is to:

- Maximise the quality of teaching and learning at the school
- Support the recruitment and retention of a high quality teaching and support staff workforce
- Enable the school to recognise and reward staff appropriately for their contribution to the school
- Help to ensure that decisions on pay are managed in a fair, just and transparent way

Pay decisions at this school are made by the Academy Trust.

3. Determining Teachers' Pay

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/or recognised trade unions.

3.1 Pay Reviews

The Academy Trust will ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than 31st October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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.

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

3.2 Basic Pay Determination on Appointment

The Academy 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 Academy 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 school context
- In exceptional circumstances the Academy Trust have the discretion to award outside the advertised scale following interview
- Awarding a recruitment incentive benefit to secure an appointment

There is no 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 Head of School.

3.3 Pay Progression based on Performance

In this school 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

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development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school'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.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this Academy Trust we will ensure fairness by consistent assessment which is quality controlled through a system of moderation and recourse to appeal.

The evidence we will use will include:

- Student progress and attainment
- Achievement of objectives
- Appraisal against Teacher Standards
- Lesson observation Reports

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Academy Trust, having regard to the appraisal report and taking into account advice from the senior leadership team. The Academy Trust will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

3.4 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.

3.5 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.

3.6 Teachers on the Main Pay Range

The Academy 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 MPS1/MPS2
- Band B – Developing Teacher MPS3/MPS4
- Band C – Accomplished Teacher MPS5/MPS6

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Level of Practice	Band	Pay Point	Salary
New Teacher	A	MPS1	£26,662
		MPS2	£28,036
Developing Teachers	B	MPS3	£29,772
		MPS4	£31,615
Accomplished Teacher	C	MPS5	£34,296
		MPS6	£37,645

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

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

On successful completion of their Induction Year, NQTs will move to Main Pay Scale 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 Scale Point 2 (Band A) to Main Pay Scale Point 3 (Band B)

To move to Main Pay Scale 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 Scale Point 3 to Main Pay Scale Point 4 within Band B

To move to Main Pay Scale 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 Scale Point 4 (Band B) to Main Pay Scale 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.

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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

3.7 Movement to the Upper Pay Range

The school's Upper Pay Range is as given below:

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

3.7.1 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 31 October and will be notified to all staff. Applicants will be advised of the outcome of their application before the end of the Autumn Term.

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

3.7.2 Criteria

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

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

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

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- ‘substantial’ means
 - To make a wide contribution to the work of the Academy 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
 - To demonstrate over a period of at least 2 years that he/she has made a substantial contribution to the Academy Trust and its students as described above.

3.7.3 Process and Procedures

The applicant 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 1 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.

Upper Pay Range Progression

Teachers can progress to the next point in the Upper Pay Range by following the same process as progressing from MPS6 to UPR1:

The applicant needs 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 1 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 Academy Trust and while they are able to fulfil the wider responsibilities of the role of an Upper Pay Range Teacher.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Academy Trust's general appeals arrangements.

3.8 Leading Practitioners

The Academy Trust has discretion to create posts for qualified teachers whose primary purpose is modelling and leading improvement of teaching skills.

Teachers on the pay range for leading practitioners must be an exemplar of teaching skills, lead the improvement of teaching skills in the school and carry out the professional responsibilities of a teacher other than a Head of School, including those responsibilities delegated by the Head of School.

A teacher on the pay range for leading practitioners must take a leadership role in developing, implementing, and evaluating policies and practice in the school that contribute to school improvement. This may include:

- a) Coaching, mentoring and induction of teachers, including trainees and NQTs
- b) Disseminating materials and advice on practice, research and continuing professional development provision
- c) Assessment and impact evaluation, including through demonstration lessons and classroom observation
- d) Helping teachers who are experiencing difficulties

Where the school decides to appoint a Leading Practitioner, it will advertise the vacancy and appoint in the same way as for other vacancies, satisfying itself that the successful candidate can demonstrate excellence in teaching and will be able to contribute to leading the improvement of teaching skills.

Where the school creates more than one such post, the individual post ranges for each post will be determined separately and can differ to reflect the different demands and challenges of each post.

The Academy Trust has established a pay scale for Leading Practitioner teaching posts, Points 1 to 18

1	£42,497
2	£43,485
3	£44,488
4	£45,524
5	£46,580
6	£47,666
7	£48,868
8	£49,922
9	£51,090
10	£52,324
11	£53,595
12	£54,765
13	£56,057
14	£57,368

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15	£58,719
16	£60,199
17	£61,512
18	£62,983

Leading Practitioner Pay Progression

The Academy 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 Teacher 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 student progress, within the Academy 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 the workplace that contribute to school improvement.

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

The Academy Trust will be advised by the Head of School in making all such decisions.

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

3.9 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.

The Trust Unqualified Teachers Pay Range is as below:

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

Unqualified teachers will be paid on a point within the above Range as determined by the Academy Trust and subject to the appropriate performance appraisal process.

The Trust will not determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

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Upon obtaining qualified teacher status, an unqualified teacher will be transferred to a salary within the Main Pay Range which is the same or higher than the sum of salary paid on the Unqualified Teachers Pay Range.

3.10 Part-time Teachers

Teachers employed on an ongoing basis at the Academy Trust but who work less than a full working week are deemed to be part-time. The Academy 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 school's timetabled teaching week for a full-time teacher in an equivalent post. The salary of any pay allowances, except TLR3's for part time staff will be pro rata.

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.

3.11 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.

3.12 Leadership Teacher Posts

3.12.1 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.

3.12.2 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.

3.12.3 Determination of Discretionary Payments to Head of Schools

Where the Academy Trust makes a determination to pay the Head of School additional payments, the total sum of these payments in any school year must not exceed 25% of the amount that corresponds to the Head of School salary.

The Academy Trust may make a determination to pay an additional payment where the Head of School has reached the maximum point of their pay range, the Academy Trust can consider a pay increase within the 25% discretionary amount.

3.12.4 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.

3.13 Allowances

3.13.1 Teaching and Learning Responsibility (TLR) Payments

The Academy Trust can award a TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of its staff structure to ensure the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

The values of the TLRs to be awarded are set out below:

TLR1 Range: £7,697 to £13,026

TLR2 Range: £2,665 to £6,514

A teacher cannot be in receipt of a TLR1 and TLR2 at the same time; however, they can receive a TLR3 in addition to either TLR1 or TLR2.

Before awarding any TLR the Academy Trust must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

For payment of TLR1, the significant responsibilities must include line management responsibility for a significant number of people.

Posts attracting the level of TLR1 or TLR2 will be identified in the school's staffing structure.

In establishing appropriate values for TLR allowances, the Academy Trust will ensure that values chosen are properly positioned between the established minimum and maximum values.

TLR3 Payments or “Bursaries”

A TLR3 will be awarded to a classroom teacher undertaking a clearly time-limited school improvement project or one-off externally driven responsibilities and meeting a, b and c of the TLR criteria.

The annual value of the TLR3 will be between £529 and £2,665 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.

3.13.2 Special Educational Needs (SEN) Allowance

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

3.13.3 Allowances payable to Unqualified Teachers

The Academy Trust may award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure, the teacher has:

- a) taken on a sustained additional responsibility which :-
 - i. is focused on teaching and learning; and
 - ii. requires the exercise of a teachers’ professional skills and judgement; or
- b) qualifications or experience which bring added value to the role being undertaken

Unqualified teachers may not hold TLRs or SEN allowances.

3.13.4 Acting Allowance

Subject to the provisions set out in the 2017 Document, an acting allowance may be paid to a teacher who is assigned and carries out duties of a Head of School, Deputy Head Teacher or Assistant Head Teacher but has not been appointed as an acting Head of School, Deputy Head Teacher or Assistant Head Teacher.

3.14 Additional Payments

Where a member of Trust staff undertakes Continued Professional Development opportunities with an external provider and the Trust is reimbursed, the payment will be divided equally between the Trust School and the individual. Payment will be made via payroll.

3.15 Contractual Performance Related Bonus Payments

Where agreed by the Board and the CEO, contractual Performance Related bonus payments can be made available for senior staff at Deputy Head Level and above. All contractual Performance Related

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bonus payments will be subject to clear and convincing evidence through Performance Management reviews. Any contractual bonus payment will be reviewed annually.

3.16 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.

3.17 Safeguarding

The Academy Trust will operate salary safeguarding arrangements in line with the provisions of the 2017 Document.

3.18 Pay increases arising from changes to the Document

All teachers are paid in accordance with the statutory provisions of the 2017 Document as updated from time to time.

3.19 Monitoring the impact of the policy

The Academy Trust will monitor the outcomes and impact of this policy on a regular basis (yearly) including trends in progression across specific groups of teachers to assess its effect and school's continued compliance with equalities legislation.

3.20 Pay Appeals Procedure

The Academy Trust is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

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

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Academy Trust (or a committee or individual acting with delegated authority) that affects their pay.

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

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

- a) incorrectly applied any provision of the School Teachers' Pay and Conditions 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; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within **10 working days** of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, they may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to some above the person who made the determination e.g., if the Head of School made the determination, then the matter should be addressed to the Chair of Governors, within **10 working days** of the notification of the decision being appealed against or of the outcome of the informal discussion referred to above.
5. The person should provide a hearing, within **10 working days** of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. At this stage it would be appropriate to invite the person who made the determination and possibly the appraiser who would have made the initial recommendation to provide evidence. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. If the teacher remains dissatisfied they can lodge an appeal within **10 working days** of being notified of the outcome of the hearing.
7. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within **20 working days** of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

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

4 Determining Pay for Support Staff

The Academy Trust, in conjunction with the Head of School, will undertake an annual review of the pay and duties performed by support staff. If as a result of any review it is necessary to consider a change in the duties of any member of the support staff, consultation will take place with the member/s of staff concerned and Union representatives to ensure appropriate changes are made to job descriptions.

The policy aims to enable pay decisions to be made in compliance with the following employment legislation as amended: the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The policy aims to be consistent with the principles of public life – objectivity, openness and accountability.

4.1 Pay Rates and Allowance

a) Increments

Where a performance linked incremental scheme is in operation, the starting salary and performance related increases to pay will be determined in accordance with that scheme.

Where a performance linked incremental scheme does not apply and staff are employed on scales that permit annual incremental progression, increments are payable only within the grade range applicable to the post concerned unless otherwise stated in the employee's contract of employment or an authorised contractual variation. Increments will be reviewed on 1 April each year.

An increment may be withheld following an adverse performance appraisal report on an employee.

Probationers will be judged on the progress they have made during their probationary period.

The school may decide to pay a previously withheld increment if the employee's performance is deemed to have reached the required level within the following 12 month period with effect from a date determined by the school.

Increments may be accelerated at the discretion of the Trust on the grounds of special merit or ability as documented in one to one supervision meetings or at an appraisal subject to the maximum of the scale not being exceeded.

On appointment or promotion employees will normally be appointed to the minimum point of the grade.

An employee who for any reason other than the annual leave of an employee is required to undertake the full duties of a higher graded employee for a continuous period is entitled to receive a higher salary in accordance with the LA conditions of service or in accordance with locally agreed arrangements.

An employee may seek a review, through the school's Grievance Procedure, of any determination in relation to their pay or any other decision taken that affects their pay.

b) Overtime Payments

Overtime payment will be paid in accordance with locally agreed terms and conditions.

Where an employee is asked to work additional hours or is asked to attend an activity (e.g. staff meeting, parents' evening) the Governors undertake to pay overtime or to allow time off in lieu (TOIL). All records of overtime and TOIL will be agreed with the Line Manager. To claim overtime, staff will be required to complete an overtime form that is paid at the end of the month following the receipt of the claim. The Finance Office needs to be notified of TOIL at least two weeks in advance of time being taken or this may be recorded as unpaid leave. Support Staff carrying out additional hours without the prior agreement of their Line Manager will not be paid overtime or be eligible for TOIL.

c) Part and Term Time Employees

The above should be paid within the salary scale for the post and paid proportionately with regard to the hours actually worked and additionally, in respect of term-time only staff, the number of weeks worked. Overtime rates where applicable would only be paid in respect of those hours worked over and above 36 hours in any week.

4.2 Job Evaluations

Employees are entitled to be paid the rate for the role provided that they are fulfilling the full duties and responsibilities of the grade. All non-teaching posts should have up to date job descriptions and person specifications and have been evaluated under a recognised job evaluation scheme. Where an employee disputes the evaluated grade of the post they would need to progress this through the schools' Grievance Procedure.

4.3 MAT Posts

Where MAT Directors feel that there are posts across the MAT they are able to draw up appropriate job description/person specification and use market forces to determine pay. Pay progression for these posts will relate to performance.

4.4 Pay Appeals Procedure

The Trust is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with dispute resolution provisions of employment law and has been adopted by the Trust as the means by which appeals against pay decisions are considered.

A member of the Support Staff may seek a review of any determination in relation to his/her pay or any other decision taken by the Trust (or a committee or individual acting with delegated authority) that affects his/her pay.

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

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

Middlesex Learning Partnership Whole School Pay Policy

Ratification Date:

Reviewed - Annually

Next Ratification:

Governor/Director owner: Chair of Pay Committee

Lead Staff Member owner: HR Manager

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

The order of proceedings is as follows:

- 8. The staff member receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- 9. If the staff member is not satisfied, they should seek to resolve this by discussing the matter informally with the Pay and Salaries Committee through the Operations Director or Head of School within **10 working days** of the decision.
- 10. Where this is not possible, or where the member of staff continues to be dissatisfied, they may follow a formal appeal process.
- 11. The staff member should set down in writing the grounds for questioning the pay decision and send it to some above the person who made the determination e.g., if the Head of School made the determination, then the matter should be addressed to the Chair of Governors, within **10 working days** of the notification of the decision being appealed against or of the outcome of the informal discussion referred to above.
- 12. The person should provide a hearing, within **10 working days** of receipt of the written appeal, to consider the appeal and give the staff member an opportunity to make representations in person. At this stage it would be appropriate to invite the person who made the determination and possibly the appraiser who would have made the initial recommendation to provide evidence. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
- 13. If the staff member remains dissatisfied they can lodge an appeal within **10 working days** of being notified of the outcome of the hearing.
- 14. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within **20 working days** of the receipt of the written appeal notification. The staff member will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

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

Middlesex Learning Partnership

School: _____

Name

Date of Birth: xx

NI Number: xx

Teacher No: xx

Employment Start Date: xx

Contract – Basic Details

Service Term	Start Date	End Date	Origin	Destination	Role	Employment Type	FTE Hrs / Wk	Hrs / Week	Weeks / Year	Safeguarded Salary

Contract – Pay Information

Service Term	Payscale	Region	Point	Amount

Allowance Information

Allowance	Category	Amount

Signed: _____

Chair of Governors

Date: _____

Signed: _____

Head Teacher

Date: _____

Signed: _____

Teacher

Date: _____