



JIGSAW LEARNING TRUST
PAY POLICY 2021 - TEACHERS

Date of approval:
Review due:



Contents

- 1.0 Introduction
- 2.0 Legislation
- 3.0 Principles
- 4.0 September 2021 Pay Award
- 5.0 Pay Reviews
- 6.0 Basic Pay Determination on Appointment
- 7.0 Pay Progression based on performance
- 8.0 Appeals Procedure
- 9.0 Leadership Group Pay
- 10.0 Pay Progression - Leadership Group
- 11.0 Temporary Additional Payments to Headteachers
- 12.0 Main Pay Range
- 13.0 Pay Progression - Main Scale Teachers
- 14.0 Upper Pay Range
- 15.0 Progression to the Upper Pay Range
- 16.0 Progression within the Upper Pay Range
- 17.0 Leading Practitioner Roles
- 18.0 Unqualified Teachers
- 19.0 Pay Progression - Unqualified Teachers
- 20.0 Teaching and Learning Responsibility Payments
- 21.0 Special Educational Needs Allowance
- 22.0 Recruitment and Retention Incentive
- 23.0 Additional Payments
- 24.0 Acting Allowance
- 25.0 Part time Teachers
- 26.0 Short Notice/Supply Teachers
- 27.0 Newly Qualified Teachers
- 28.0 Salary Safeguarding

Appendix 1 - Appeal Hearing Procedure

Appendix 2 - Upper Pay Range Application Form

1.0 Introduction

- 1.1 This policy sets out the school's principles and arrangements for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the current School Teachers' Pay and Conditions Document (STPCD). The policy covers all areas where schools have discretion within the STPCD to make decisions. It is not intended to be a duplication of the areas of the STPCD where schools have no discretion and should therefore be used in conjunction with the STPCD to ensure full compliance.
- 1.2 The Trust Board has developed this policy with the objective of recruiting, retaining and motivating all teachers to ensure the best educational opportunities for pupils at the school.
- 1.3 Pay decisions at this school are made by the Personnel Committee of the Trust Board.

2.0 Legislation

- 2.1 The implementation of this pay policy will comply with:
- 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 2000 The Employment Rights Act 1996, the Employment Relations Act 1999, the Employment Act 2002 and the Employment Act 2008;
 - Agency Workers Regulations 2010
 - The current edition of the School Teacher's Pay and Conditions Document

3.0 Principles

- 3.1 The Trust Board will ensure its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, for example maternity leave or other long term absence. The exact adjustments will be made on a case by case basis.

4.0 September 2021 Pay Award

4.1 The Trust is committed to implementing the changes set out within the School Teachers' Pay and Conditions Document 2021:

- A consolidated award of £250 to be awarded to all teachers whose full-time equivalent basic earnings are less than £24,000.
- Any part-time teacher whose full-time equivalent basic earnings meet the eligibility criteria receive the award on a pro-rata basis according to their working hours.
- The award should be paid to all eligible teachers, whether located on a published pay point or not and should be independent of any progression considerations.

4.2 Changes will be backdated to 1st September 2021.

5.0 Pay Reviews

5.1 In line with its terms of reference, the Trust Board will review every teacher's salary annually, with effect from 1 September and this review will be completed by 30th November except for the Headteacher, where the review will be completed by 31 December. In exceptional circumstances the Trust Board may extend these timescales, for example due to maternity leave or other long term absence.

5.2 The employee should receive their written appraisal report with pay recommendation no later than 31st October and at least 5 working days before a pay determination is made ensuring that any objections have been discussed and recorded before any pay determination is made.

5.3 The Trust Board may review a teacher's salary 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 teacher's pay.

5.4 Teachers will be provided with a written pay statement no later than one month after their salary determination. This will include the information required by the STPCD. The reasons for declining any pay progression will be clearly specified in the individual pay statement.

6.0 Basic Pay Determination on Appointment

- 6.1 The Trust Board will determine the pay range for a vacancy prior to the post being advertised. The starting salary will therefore be by negotiation following consideration of previous experience.
- 6.2 In making such determinations, the Trust Board will take into account a range of factors including;
- the requirements and nature of the post;
 - the level of qualifications, skills, experience and specialist knowledge required;
 - market conditions;
 - the wider school context.
- 6.3 The Trust Board may also use its discretion to award a recruitment incentive to secure the candidate of its choice, in line with the STPCD.
- 6.4 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school although in practice this may be the norm in order to recruit able staff.

7.0 Pay Progression Based on Performance

- 7.1 The Trust recognises that the performance of a teacher is the most important factor in deciding on salary levels, but that high quality performance is achieved through high quality and successful experience and focused professional development.
- 7.2 In this Trust 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 future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Appraisal policy.
- 7.3 Decisions regarding all pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. All judgements will be rooted in evidence and the Trust Board will be able to justify its decision. Additional details regarding the evidence and other factors that will be taken into consideration are outlined further in the policy.
- 7.4 It will be possible for a 'no progression' determination to be made without recourse to the formal capability procedure. Where it is determined that a

teacher will not receive pay progression the decision will be fully explained and followed up in writing. Where a teacher disagrees with the decision they will have a right of appeal.

- 7.5 There will be meetings throughout the appraisal process so that all teachers are aware of their progress towards meeting the criteria for pay progression. In the event that a teacher is unlikely to meet the criteria for pay progression they can expect to be alerted to this and given support to improve their performance.
- 7.6 Teacher's appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Trust Board, having regard to the appraisal report and taking into account the appraiser's recommendation.
- 7.7 **Coronavirus (Covid 19)** - There remains a requirement to ensure all pay progression for teachers is linked to performance management. The school will ensure that teachers are not penalised in respect of any pay progression decision by any decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives. The school will apply discretion to adapt performance management arrangements to take account of the school's circumstances particularly in light of any local restrictions/lockdown measures.
- 7.8 **This does not mean that pay progression will be automatic**, rather that the Trust will adopt a robust and flexible approach to the appraisal of teachers in order to take into account the variables and challenges faced by teachers in meeting their objectives that are created by the Trust's response to coronavirus.

8.0 Appeals Procedure

- 8.1 The STPCD requires schools to have a pay policy in place that sets out the basis on which teacher's pay is determined and the procedures for handling appeals.
- 8.2 As part of the appraisal process, a pay recommendation is made by the appraiser/reviewer and discussed with the teacher prior to being submitted to the committee.
- 8.3 Where the teacher is not satisfied with a pay recommendation they should seek to resolve this informally in the first instance with the appropriate

appraiser/reviewer and at the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same, the appraisal report should be updated to reflect this discussion.

- 8.4 If a teacher remains unsatisfied with the final pay recommendation they may formally appeal against the decision within 10 working days to the Clerk to the Trust Board. Any appeal should include sufficient detail of the grounds of appeal.
- 8.5 Any appeal should be dealt with promptly, thoroughly and impartially.
- 8.6 Employees have the right to be accompanied at an appeal hearing. If the employees representative is not available at the time of the hearing it must be rescheduled so long as a reasonable alternative date is within five working days of the original date proposed.
- 8.7 The appeal will be heard by the Appeals committee consisting of a minimum of three governors who have not been previously involved in the pay determination and are not employees of the school. It is highly recommended that these governors have knowledge and experience of the schools appraisal and pay policies. The appeal hearing should be formally clerked. Both the person who made the recommendation and the decision maker will be required to attend the appeal.
- 8.8 The only grounds that will be accepted as the basis of an appeal are that the person who made the decision are claimed to have:
- Incorrectly applied the Trust's appraisal or pay policy;
 - incorrectly applied any provision in the STPCD;
 - failed to have proper regard to 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
- 8.9 In advance of the appeal hearing date, and at least 5 working days before the appeal hearing date, the appeal panel will, as a minimum, receive copies of:
- The teacher's written grounds of appeal;
 - The appraisal report;
 - Any other documentation the teacher will rely upon;

8.10 Appendix 1 of this policy sets out the procedure to be used during an appeal hearing.

9.0 Leadership Group Pay

9.1 To comply with the STPCD, the Trust Board will only review the pay of leadership group posts appointed prior to 1 September 2014 in the following circumstances:

- individual responsibilities have significantly changed on or after 1 September 2014;
- to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014 or with pay arrangements for a member(s) of the leadership group whose responsibilities have significantly changed on or after that date.

9.2 Any such review will be done so in accordance with the provisions of the STPCD.

9.3 For new appointments, the Trust Board will comply with the STPCD.

9.4 When determining a pay range, the Trust Board will allow at least 5 reference points for performance-related progression.

9.5 In this school, the Trust Board will use reference points to determine Leadership Group salaries. The pay range is:

Point	Salary	Point	Salary
1	£42,195	28	£81,942
2	£43,251	29	£83,971
3	£44,331	30	£86,061
4	£45,434	31*	£87,313
5	£46,566	31	£88,187
6	£47,735	32	£90,379
7	£49,019	33	£92,624
8	£50,151	34	£94,914
9	£51,402	35*	£96,310
10	£52,723	35	£97,273
11	£54,091	36	£99,681
12	£55,338	37	£102,159
13	£56,721	38	£104,687
14	£58,135	39*	£106,176

15	£59,581	39	£107,239
16	£61,166	40	£109,914
17	£62,570	41	£112,660
18*	£63,508	42	£115,483
18	£64,143	43	£117,197
19	£65,735		
20	£67,364		
21*	£68,347		
21	£69,031		
22	£70,745		
23	£72,497		
24*	£73,559		
24	£74,295		
25	£76,141		
26	£78,025		
27*	£79,167		
27	£79,958		

*Scale points apply to Headteachers at the top of the school group range in the academic year 2021/22.

9.6 The eight leadership bands are:

Band	Points	Salary Range
1	6 - 18*	£47,735 - £63,508
2	8 - 21*	£50,151 - £68,347
3	11 - 24*	£54,091 - £73,559
4	14 - 27*	£58,135 - £79,167
5	18 - 31*	£64,143 - £87,313
6	21 - 35*	£69,031 - £96,310
7	24 - 39*	£74,295 - £106,176
8	28 - 43	£81,942 - £117,197

9.7 Given that Leadership Group 1 starts above the minimum of the range, points 1-5 will only be used for Deputy and Assistant Headteachers.

10.0 Pay Progression - Leadership Group

10.1 The Trust Board will annually review the salaries of the members of the Leadership Group in accordance with the STCPD. All decisions regarding pay

progression will be related to the individual's performance and appraisal reports.

10.2 Where the evidence demonstrates sustained high quality of performance, the Trust Board will consider the award of one point. Where the evidence shows exceptional performance, the Trust Board may consider the use of its flexibilities to pay enhanced pay progression up to the maximum of two additional points.

10.3 If a member of the leadership group reaches the top of their pay range, they will continue to be paid at the top of that range until such time as the Trust Board is able to reassess the pay range using the new method stipulated in paragraph 9 of this policy and part 2 of the STPCD.

11.0 Temporary Additional Payments to Headteachers

11.1 In accordance with paragraph 10 of the STCPD, the Trust Board will consider awarding an additional payment to the Headteacher only for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined.

12.0 Main Pay Range

12.1 In this Trust, the Trust Board will use reference points to determine teacher salaries. The pay range is:

Point		Salary
Minimum	M1	£25,714
	M2	£27,600
	M3	£29,664
	M4	£31,778
	M5	£34,100
Maximum	M6	£36,961

13.0 Pay Progression - Main Scale Teachers

13.1 To be fair and transparent, assessments of performance will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show;

- a positive impact on pupil progress;

- an impact on wider outcomes for pupils;
- improvement in specific elements of practice identified to the teacher;
- a positive contribution to the work of the school;
- a positive impact on the effectiveness of staff and colleagues.

13.2 To move up the main pay range one point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers Standards.

13.3 If the evidence shows that a teacher has exceptional performance the Trust Board may consider the use of its flexibilities to pay enhanced pay progression up to the maximum of two additional points.

13.4 Upon successful completion of NQT year a teacher should progress one point.

14.0 Upper Pay Range

14.1 In this Trust, the Trust Board will use reference points to determine teacher salaries. The pay range is:

Point		Salary
Minimum	U1	£38,690
	U2	£40,124
Maximum	U3	£41,604

15.0 Progression to the Upper Pay Range

15.1 Any qualified teacher can apply to be paid on the Upper Pay Range and any 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.**

15.2 Where a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be on the upper pay range in that school. This school will not be bound by any pay decision made by another school.

15.3 Applications should be made to the Headteacher in writing once a year. The deadline for receipt is 31 October for progression from the start of that academic year.

- 15.4 All applications should include the results of the two most recent appraisals, including any recommendation on pay. Where such information is not available, for example, those returning from maternity or other long term absence a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.
- 15.5 Appendix 2 provides an Upper Pay Range Application Form to be used for this purpose.
- 15.5 An application will be successful where the Trust Board is satisfied that:
- the teacher is highly competent in all elements of the relevant standards;
 - the teacher's achievements and contribution to the school are substantial and sustained.
- 15.6 For the purposes of this policy:
- 'Highly competent' means the teacher's performance is assessed as 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 the teacher's achievements and contribution to the school are significant not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.
 - 'Sustained' means the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. Please note that a lesser period of time can be considered in situations such as maternity or other long term absence.
- 15.7 The Trust Board will make the final decision on applications advised by the Headteacher.

15.8 Where an application is successful, applicants will move to the upper pay range from the start of the academic year. Successful applicants will be placed on the minimum point of the upper pay range.

15.9 Where an application is unsuccessful, teachers will be provided with written feedback of the areas where it was felt the teacher's performance did not satisfy the relevant criteria as set out in this policy. Unsuccessful applicants have the right to request verbal feedback from the assessor within 10 working days of the date of determination by the Trust Board. Feedback should be given in a positive manner and include advice and support on areas for improvement in order to meet the relevant criteria.

16.0 Progression within the Upper Pay Range

16.1 In making a decision regarding pay progression, the Trust Board will take into account:

- the criteria set out in the STPCD;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- the evidence that the teacher has maintained the criteria set out in the STPCD, namely that the teacher is highly competent in all elements of the relevant standards and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria are set out in paragraph 15.6 of this policy.

16.2 Where the evidence shows the teacher has made good progress, the teacher will move to the next point on the upper pay range.

16.3 Where it is clear from the evidence that the teacher's performance is exceptional in relation to the criteria, and where the teacher has met or exceeded their objectives and teaching is 'outstanding' as defined by Ofsted the Governing Body may use its flexibility to decide on enhanced progression from the minimum to the maximum of the upper pay range.

16.4 Appendix 2 provides an 'Upper Pay Range Application Form' to be used when applying to move within the Upper Pay Range.

17.0 Leading Practitioner Roles

17.1 This school will not appoint to Leading Practitioner Roles.

18.0 Unqualified Teachers

18.1 In this Trust, the Trust Board will use reference points to determine unqualified teacher salaries. The pay range is:

Point		Salary
Minimum	1	£18,419
	2	£20,532
	3	£22,644
	4	£24,507
	5	£26,622
Maximum	6	£28,735

18.2 The Trust Board will determine where a newly appointed unqualified teacher will be placed on the pay range, having regard to any qualifications or experience he/she may have, which they consider of value. The Trust Board will consider whether it wishes to pay any additional allowances in line with the STPCD.

19.0 Pay Progression - Unqualified Teachers

19.1 In making a decision regarding pay progression, the Trust Board will take account of evidence to show:

- an improvement in teaching skills;
- a positive impact on pupil progress;
- an impact on wider outcomes for pupils;
- improvements in specific elements of practice identified to the teacher;
- a positive contribution to the work of the school;
- a positive impact on the effectiveness of staff and colleagues.

19.2 To move up the pay range one point at a time, unqualified teachers will need to have made good progress towards their objectives. If the evidence shows that an unqualified teacher has exceptional performance the Trust Board may consider the use of its flexibilities to pay enhanced pay progression up to the maximum of two additional points.

20.0 Teaching and Learning Responsibility Payments

20.1 In this Trust, the annual values of TLR payments are:

TLR	Salary
TLR 1 Min	£8,291
TLR 1 Max	£14,029
TLR 2 Min	£2,873
TLR 2 Max	£7,017
TLR 3 Min (Fixed term)	£571
TLR 3 Max (Fixed term)	£2,833

20.2 TLR payments will be awarded to qualified teachers in accordance with the STPCD. TLRs will be assigned to specific posts within the school's staffing structure.

20.3 The Trust Board will consider the award of a fixed term TLR 3, where appropriate, in line with the STPCD. In this school, the annual value of a TLR 3 will be no less than £571 and no greater than £2,833.

20.4 A teacher will not be awarded more than one TLR 1 and TLR 2 concurrently, but the Governing Body may consider the award of a concurrent TLR 3.

21.0 Special Educational Needs Allowance

21.1 Any teacher who meets the criteria set out the STPCD will be awarded an SEN allowance of no less than £2,270 and no greater than £4,479. The basis for determining whether the criteria are met will be the job description of the post and the contexts in which the post operates.

21.2 The Trust Board will determine the spot value of the allowance by taking into account the school's SEN provision and the additional factors stipulated in the STPCD.

22.0 Recruitment and Retention Incentive

22.1 In line with the STPCD, members of the Leadership Group will not be awarded such payments other than for housing or relocation costs.

22.2 The Trust Board may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

22.3 Where a Recruitment and Retention Incentive is awarded, the amount will be determined to meet the circumstances of the case. Written notification will be provided at the time of the award in line with the guidance within the STPCD.

22.4 The Trust Board will conduct an annual review of all awards.

23.0 Additional Payments

23.1 The Trust Board may make such payments as they see fit to a teacher in accordance with the provisions of the STPCD.

24.0 Acting Allowance

24.1 Determinations to pay an acting allowance will be made in accordance with the STPCD.

25.0 Part Time Teachers

25.1 Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part time. A part time teacher will be paid according to the proportion of the school's timetabled teaching week (STTW) that they work, as set out in the STPCD.

26.0 Short Notice/Supply Teachers

26.1 Teachers employed on a day to day basis or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 194 days; periods of employment for less than a day being calculated pro-rata.

27.0 Newly Qualified Teachers

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

27.2 After successfully completing the induction period, the trust will consider whether it is appropriate to award NQTs pay progression. NQTs should be treated in the same way as any other member of staff under the Trust's appraisal system.

28.0 Salary Safeguarding

28.1 Salary safeguarding will be paid to eligible teachers in line with the provisions of the STPCD.

28.2 Where safeguarding applies the required notification will be provided no later than one month after the date of the determination.

28.3 If the safeguarded sum is £500 or more the teacher must undertake additional duties that the Trust Board consider are appropriate and commensurate with the safeguarded sum. The Trust Board will consider the withdrawal of the safeguarded sum if the teacher unreasonable refuses to undertake these duties and will give one month's notice to the teacher.

Appeal Hearing Procedure

The following procedure should be followed at an appeal hearing:

1 Introductions

- The Chair introduces everyone and their role and then outlines the order of the hearing.

2 The employee case:

- Employee or their representative presents employee case providing any evidence to support their case including from witnesses (if any).
- Recommendation maker/decision maker have the opportunity to question the employee.
- The panel then have the opportunity to question the employee.

3 The management case:

- Recommendation Maker/Decision maker presents the management case, providing any evidence to support their case and any witnesses.
- The employee or their representative have the opportunity to question the recommendation maker/decision maker.
- The panel then have the opportunity to question the recommendation maker/decision maker.

4 Summarising and end of the hearing

- The Employee or their representative sum up their case
- The recommendation maker/decision make sums up the management case
- If appropriate the chair of the panel may sum up the key points from both sides
- The Chair will then end the hearing, advising the employee that they will receive the panel's decision in writing within a given timescale.

5 Decision making

- Panel meet to reach their decision obtaining professional HR advice.
- The Clerk to note the main points of the discussions and their decision.

6 Communication of Decision

- Employee is notified of the decision and the reasons for the decision in writing.

This process performs the function of the grievance procedure on pay matters and decisions cannot therefore be reopened under general grievance procedures.

Appendix 2: Upper Pay Range Application Form

(You will provide your Performance Management File as supportive evidence.)

TEACHERS DETAILS :		
Name:		
School:		
Job Title:		
Current Salary point:		
Application Purpose (please tick as appropriate):	Move to the Upper Pay Range	
	Move up within the Upper Pay Range	
EVIDENCE		
I attach a copy of my two most recent appraisals, including any recommendation on pay.	YES / NO	
The schools covered by planning/review statement(s) (if different to current employer):		
I am unable to provide a copy of my two most recent appraisals for the following reason:		
I therefore attach a written statement and summary of evidence to demonstrate how I have met the assessment criteria above.	YES / NO / N/A	
DECLARATION:		
I confirm that at the date of this request for assessment;		
➤ I meet the eligibility criteria as details below and		
➤ I attach the above required documents, covering the relevant period.		
Signature:		
Name:		
Date:		

NOTE: The deadline for receipt of this application is 31 October for progression from the start of the academic year.

CRITERIA:

To be successful in applying to be paid on the upper pay range/move through the upper pay range a teacher will be required to meet the criteria set out below:

- the teacher is highly competent in all elements of the relevant standards:
- the teacher's achievements and contribution to the school are substantial and sustained.

DEFINITIONS:

Highly Competent	The teacher's performance is assessed as 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	The teacher's achievements and contribution to the school are significant not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.
Sustained	The teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. Please note that a lesser period of time can be considered in situations such as maternity or long term sickness leave

To be completed by a representative of the **Trust Board** on consideration of application.

Date application considered:	
Application Successful	YES / NO
If unsuccessful - Date written feedback provided (within 10 working days):	