



# Pay & Reward Policy

## September 2017

Office use

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<p><b>Associated documents:</b></p>			
<p>DALP policies</p> <ul style="list-style-type: none"> <li>▪ Appraisal Policy</li> <li>▪ Recruitment Policy</li> <li>▪ Succession Policy</li> <li>▪ Training and Development Policy</li> <li>▪ General principles underlying all employment policies and procedures</li> </ul>			
<p><b>Links to:</b></p>			
<ul style="list-style-type: none"> <li>▪ School Teachers' Pay and Conditions Document (STPCD) – Burgundy Book</li> <li>▪ National Agreement on pay and conditions of service for local government services (Green Book)</li> </ul>			

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## 1. Policy Statement and Introduction

- 1.1 This policy sets out the framework for making decisions in relation to pay and reward. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) (Burgundy Book - BB) and the National Agreement on pay and conditions of service for local government services (Green Book - GB). Nothing in this policy should be interpreted as contradicting or overriding the provisions of the STPCD, GB and BB which currently applies to all staff employed within Diverse Academies Learning Partnership (DALP).

In adopting this pay policy, the aim is to:

- Assure high quality of staff in Academies and Operational areas
- Support recruitment, retention and reward of staff appropriately
- Ensure accountability, transparency, objectivity and equality of opportunity of pay
- Provide an accountable and transparent structure

In line with the Diverse Academies Learning Partnership approach to supporting each Academy and Operational area, there are 'tight' and 'loose' principles and practices which apply in ensuring pay and reward decisions across the Trust are managed in a fair and transparent way.

### 1.2 **Tight Principles:**

- Criteria and Payment of additional responsibility awards (i.e. TLR and SSR's)
- Pay progression being reviewed by Local Academy Board pay committees in respect of all academy staff and DALP Board pay committee in respect of all corporate/executive staff
- Succession, promotion and development across the trust is open and transparent

### 1.3 **Loose Principles:**

- 1.3 It is the responsibility of each academy and operational area to determine the necessity and viability of its own structure in relation to:

- Teaching and leadership roles, lead practitioners and issuing TLRs within the budget available
- Determine and review the mix between teaching and leadership levels with those of standards, achievements and student numbers.
- Determine the structures for operational areas in line with requirements across the trust and in line with budgets available

## 2 Pay Reviews

- 2.1 Pay decisions and progression at each academy will be made by the Principal/Executive Principal and ratified by the Local Academy Board Pay Committee, except in the cases of the Principal and Executive Principal pay which will be made by the Acting Chief Executive Officer in conjunction with the Performance Management Governors.
- 2.2 Pay decisions and progression for all corporate staff will be made by the Chief Operating Officer and ratified by the DALP Board Pay Committee.
- 2.3 The Principal/Executive Principal will ensure that every member of staff's salary is reviewed annually; this will take place no later than 31<sup>st</sup> October each year. Following

this all staff will be given a written statement setting out their salary of the current year and any other financial benefits to which they are entitled.

Reviews may take place at other agreed 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.

### **3 Pay Scale**

3.1 All teachers will be reviewed against the pay scales and pay structure set out in Appendix two. All support staff will be reviewed against the pay scales and pay structure set out in Appendix three.

### **4 Roles and Responsibilities Basic Pay Determination on Appointment**

4.1 The Principal/Executive Principal/Operational Lead will determine the pay range for staff vacancies prior to advertising. The pay range advertised will not be restricted other than the minimum of the pay scale.

4.2 On appointment the Principal/Executive Principal/Operational Lead or nominated deputy will determine the starting salary within that range. In assessing the starting salary, the following factors will be taken into account;

- The principle of pay portability
- The scope and responsibilities of the role in comparison to the same or similar roles
- The level of skills, knowledge and expertise of the successful candidate

### **5 Pay Progression Based on Performance**

5.1 The arrangements for appraisal are set out in the DALP 'Appraisal Policy'.

5.2 Staff will be awarded pay progression, if available, (not including movement from main scale to upper pay scale) following successful appraisal reviews. It is expected that all staff will progress unless significant concerns about standards of performance have been raised in writing.

5.3 Appraisal reviews will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Principal/Executive Principal/Chief Operating Officer following moderation of all decisions made.

5.4 To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

5.5 Staff who are already receiving pay at the top of their pay range will remain at that level. It will be expected that they will continue to sustain successful appraisal reviews.

5.6 In the case of progression on the Upper Pay range, Teachers will be awarded progression following two successful appraisal reviews.

5.7 In the case of Newly Qualified Teachers (NQT's), pay progression will be made by means of the statutory induction process.

5.8 In accordance with the provision outlined in this Policy and based on successful appraisal reviews the following groups will be awarded pay progression in accordance with the provisions outlined in this Policy.

- Lead Practitioner Teachers
- Unqualified Teachers
- Qualified Teachers
- Leadership Roles (Executive Principal, Principal, Vice Principal(s) and Assistant Principal(s)
- Support and Operational staff

## **6 Movement To The Upper Pay Range**

6.1 Any qualified teacher who is able to demonstrate threshold standards over a sustained period of time may apply to be paid on the 'Upper Pay' range. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the 'Upper Pay' range.

6.2 Where teachers wish to be assessed, they should notify their appraiser in writing using the application form, (Appendix One) which should be submitted by the teacher to the appraiser at the beginning of the performance management appraisal. The teacher's application will be appended to their performance management/appraisal planning statement.

6.3 Qualified teachers may apply to be paid on the upper pay range at least once a year. Relevant bodies shall assess any such application received and make a determination, on whether the teacher meets the criteria determined under 'The Assessment'. Where a teacher is subject to the 2011 Regulations or the 2012 Regulations, the relevant body shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

### **The Assessment**

6.4 An application will be successful where the Principal/Executive Principal and Governors Pay Committee are satisfied that:

- The teacher is highly competent in all elements of the relevant standards
- The teacher's achievements and contribution to an educational setting or settings are substantial and sustained

The evidence to be used will be only that available through the appraisal process.

6.5 The teacher will be notified as soon as is reasonable practicable but no later than 10 working days following the conclusion of the appraisal process.

### **6.7 Part-Time Staff**

Staff employed on an ongoing basis but who work less than a full working week are deemed to be part-time. They will be given the 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 arrangements and by comparison with the full time staff in an equivalent post. Any additional hours worked will be paid at the same rate.

### **6.8 Casual/Supply Teachers and Support Staff**

Staff employed on a day-to-day or other short notice basis will be paid on a daily basis calculated as follows:

- Teachers: on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata

- Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 1265 to arrive at the hourly rate
- Support Staff: as a pro rata of 37/52.143

## **7 Pay**

### **7.1 Pay Increases**

Diverse Academies Learning Partnership is committed to awarding pay uplifts in line with School Teachers' Review Body (STRB) and STPCD recommendations.

### **7.2 Discretionary Allowances and Payments**

#### **Teaching and Learning Responsibility Payments (TLRs)**

- TLRs will be awarded to teachers undertaking additional duties in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within the individual academy staffing structure, the role and associated responsibilities will be transparent within each academy.
- Fixed term TLRs may be awarded for timed specific projects.
- The values of TLRs are set out in Appendix two

### **7.3 Special Educational Needs (SEN) allowances**

SEN allowances will be paid in accordance with the criteria and provisions set out in the STPCD.

### **7.4 Acting Allowances**

Where it is necessary for staff to act-up to a post carrying a higher salary than the staff members substantive post, then a rate of pay and duration of "acting up" will be agreed with the staff member.

## **8. Other Payments**

The Academy will make additional payments in line with the provisions of the STPCD and Green Book to all staff where this is agreed and appropriate.

## **9. Safeguarding**

The Principal/Executive Principal will operate salary safeguarding arrangements in line with the provisions of the STPCD

## **10. Appeals**

In the event that a staff member wishes to review or challenge any decision made within the scope of this policy, they are entitled to appeal against the decision, details regarding the appeal process is outlined in the academies grievance procedure.

**11. Monitoring and Impact of the Policy**

The Principal/Executive Principal, Academy Governing Body and DALP Board Pay Committee will monitor the outcomes and impact of this policy on an annual basis. This will include the payments relating to progression against the overall performance of the Academy and trends in progression relating to all protected characteristics of teachers to assess its effect and the academies continued compliance with equalities legislation.

**12. Review of the Policy**

This policy will be reviewed annually, no later than the end of August each year.

- 12.1 General principles underlying all employment policies and procedures are contained in a separate document.

## Appendix One.

### Upper Pay Range Application Form

#### Teacher's Details:

Name: \_\_\_\_\_

Post: \_\_\_\_\_

#### PM/Appraisal Details:

Years covered by planning/review statements:

Academy covered by planning/review statements:

#### Declaration:

I confirm that at the date of this request for assessment to progress to Upper Pay Range, I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant's signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_



## Appendix Two -Teachers Pay Scales – 2017/2018

**Teacher Pay Scales 2017/2018**

Unqualified	
UQT1	£16,626
UQT2	£18,560
UQT3	£20,492
UQT4	£22,426
UQT5	£24,361
UQT6	£26,294
Qualified	
M1	£22,916
M2	£24,728
M3	£26,716
M4	£28,771
M5	£31,039
M6	£33,823
Upper Pay Scale	
UPS1	£35,927
UPS2	£37,258
UPS3	£38,633

**TLR Rates 2017 / 2018**

TLR	
1a	£7,697
1b	£9,472
1c	£11,247
1d	£13,027
2a	£2,665
2b	£4,441
2c	£6,216
2d	£6,515
3a	£527
3b	£1,547
3c	£2,057
3d	£2,629

Leadership Pay Scales	
L1	£39,374
L2	£40,360
L3	£41,368
L4	£42,398
L5	£43,453
L6	£44,543
L7	£45,743
L8	£46,798
L9	£47,967
L10	£49,198
L11	£50,476
L12	£51,638
L13	£52,929
L14	£54,249
L15	£55,599
L16	£57,076
L17	£58,388
L18	£59,857
L19	£61,340
L20	£62,862
L21	£64,417
L22	£66,017
L23	£67,652
L24	£69,329
L25	£71,052
L26	£72,810
L27	£74,615
L28	£76,465
L29	£78,359
L30	£80,309
L31	£82,293
L32	£84,338
L33	£86,435
L34	£88,844
L35	£90,773
L36	£93,020
L37	£95,333
L38	£97,691
L39	£100,072
L40	£102,570
L41	£105,132
L42	£107,766
L43	£109,366

### Appendix Three – Support Staff Pay Scales and Pay Structure 2017/2018

	Old Pay Point		2017 / 2018
	10	<b>DALP MW</b>	£15,246
<b>GRADE 2</b>	11	<b>2.1</b>	£15,662
	12	<b>2.2</b>	£15,981
	13	<b>2.3</b>	£16,353
<b>GRADE 3</b>	14	<b>3.1</b>	£16,646
	15	<b>3.2</b>	£16,781
	16	<b>3.3</b>	£17,341
	17	<b>3.4</b>	£17,722
	18	<b>3.5</b>	£18,070
<b>GRADE 4</b>	19	<b>4.1</b>	£18,746
	20	<b>4.2</b>	£19,430
	21	<b>4.3</b>	£20,138
	22	<b>4.4</b>	£20,661
	23	<b>4.5</b>	£21,268
<b>GRADE 5</b>	24	<b>5.1</b>	£21,962
	25	<b>5.2</b>	£22,658
	26	<b>5.3</b>	£23,398
	27	<b>5.4</b>	£24,174
	28	<b>5.5</b>	£24,964

	Old Pay Point		2017 / 2018
<b>BAND A</b>	29	<b>A.1</b>	£25,951
	30	<b>A.2</b>	£26,822
	31	<b>A.3</b>	£27,668
	32	<b>A.4</b>	£28,485
	33	<b>A.5</b>	£29,323
	34	<b>A.6</b>	£30,153
<b>BAND B</b>	34	<b>B.1</b>	£30,153
	35	<b>B.2</b>	£30,785
	36	<b>B.3</b>	£31,601
	37	<b>B.4</b>	£32,486
	38	<b>B.5</b>	£33,437
	39	<b>B.6</b>	£34,538
<b>BAND C</b>	39	<b>C.1</b>	£34,538
	40	<b>C.2</b>	£35,444
	41	<b>C.3</b>	£36,379
	42	<b>C.4</b>	£37,306
	43	<b>C.5</b>	£38,237
	44	<b>C.6</b>	£39,177

#### APPRENTICE

<b>1st Year</b>	£5.00 per hour
<b>2nd Year</b>	Age appropriate rate as defined by Government
<b>3rd Year</b>	DALP MW or rate applicable for the role