



LINCOLN ANGLICAN
ACADEMY TRUST
DIOCESE OF LINCOLN

LAAT Teachers Pay Policy

Status Consulted - Not agreed

Schools serving their communities through excellence, exploration and encouragement within the love of God.

The Diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

This policy has been implemented following consultation with the recognised trade unions. The application of this policy will be monitored and reviewed annually by the Trust and recognised trade unions.

Policy Owner: LAAT CEO
Policy Date: September 2019
Policy Review Date: September 2020

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SECTION A – GENERAL INTRODUCTION

1. Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life – objectivity, openness and accountability.
- 1.2 In adopting this pay policy the aim is to:
- (a) support the recruitment and retention of a high-quality workforce
 - (b) complement the Trust's appraisal policy which [is/are] supportive and developmental and ensures employees have the skills and support to do their job effectively
 - (c) enable us to recognise and pay staff appropriately for their contribution to the Trust
 - (d) help to ensure that decisions on pay are managed in an equitable, just and transparent way that complies with all relevant employment legislation, including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
 - (e) ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be objectively justified
- 1.3 Pay decisions at this Trust are made by the Local Board based on evidence which will be linked to appraisal outcomes.

2. Monitoring the impact of the policy

The Board of Directors will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the school's continued compliance with equalities legislation. A written copy of this will be shared with the recognised trade union representatives.

3. Review of policy

This policy is reviewed annually by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

SECTION B – DETERMINING TEACHERS’ PAY

1. Basic pay determination on appointment

- 1.1 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.
- 1.2 In making such determinations, the Trust may take into account a range of factors, including:
 - (a) the nature of the post
 - (b) the level of qualifications, skills and experience required
 - (c) market conditions
 - (d) the wider Trust context and strategic priorities
 - (e) Current Salary

2. Pay reviews

- 2.1 The Local Board will ensure that each teacher’s salary is reviewed annually by no later than 31 October each year or by no later than 31 December each year for Headteachers. Pay increases will be backdated to 1 September of the same academic year.
- 2.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date.
- 2.3 All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded, any safeguarding, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

3. Assessment of pay progression

- 3.1 In this Trust all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in our Appraisal Policy.
- 3.2 Decisions regarding pay progression will be made with reference to the LAAT appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence gathered as part of the appraisal cycle. Teachers will be awarded pay progression following a successful performance management/appraisal review. This is defined as the member of staff meeting their agreed objectives or making significant progress towards them.
- 3.3 In this Trust, judgements of performance will be made in relation to appraisal outcomes, meeting objectives or making significant progress towards them and, where applicable, the Teachers’ Standards.

- 3.4 The evidence we will use may include but not be limited to appraisals, peer review, tracking pupil progress and lesson observations and as agreed as part of the appraisal process.
- 3.5 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed for the purposes of moderation across the school by the senior leadership team and/or the Headteacher. In the case of the Headteacher, the pay recommendations will be reviewed by the Local Board and the CEO of the LAAT.
- 3.6 Final decisions about whether or not to accept a pay recommendation will be made by the Local Board in accordance with the Scheme of Delegation, having regard to the appraisal report containing the pay recommendation and the moderation exercise by the senior leadership team and/or Headteacher.
- 3.7 Additional progression may be considered in accordance with the criteria set out in this policy.
- 3.8 Reviews will be deemed to be successful unless there have been concerns about standards of performance which have been raised with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school. The appraiser and appraisee will determine and agree if and what level of support and training is required, including the timescales required for improvement. When a teacher is away from school because of maternity, adoption or shared parental leave we will ensure that when he or she returns from leave he or she will receive pay increase that he or she would have received following appraisal had he or she not been on his or her leave.
- 3.9 Teachers in their induction year will be awarded pay progression on the successful completion of induction.
- 3.10 The Board of Directors will ensure that appropriate funding is allocated for pay progression at all levels.

4. Main pay range for teachers

- 4.1 The main pay range within this trust is a six point range with reference the points detailed in annex A. (these pay scales are reviewed annually):

Pay progression for main pay range teachers

- 4.2 Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 4.3 Teachers will progress by one or two points until they reach the top of their range if in the professional judgement of the Headteacher they can demonstrate and the Local Board is satisfied that there is evidence that they have met all of their objectives, or made significant progress towards them.

5. Upper pay range for teachers

- 5.1 The upper pay range within this trust is a [three point] range with the reference points detailed in Annex A. (the upper pay scales are reviewed annually):
- A qualified teacher's progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards, but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

Threshold Considerations:

It is the responsibility of individual teachers to decide whether or not they wish to be considered to be paid on the upper pay range

- 5.2 Threshold application forms are available from The Headteacher. The application will be made to and will initially be assessed by the Headteacher who will moderate all applications.
- 5.3 For an application to be successful, the Headteacher must be satisfied that:
- (a) the teacher is highly competent in all elements of the relevant standards; and
 - (b) the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.
- 5.4 The Headteacher is responsible for giving written feedback to all teachers eligible to move to UPR including advice on aspects of their performance which might benefit from further development as part of the normal performance management cycle. If a teacher is unsuccessful, the Headteacher is required to provide written feedback by the end of the Autumn Term.
- 5.5 The Headteacher will then make recommendations to the Local Board who will make the final decision.
- 5.6 The assessment will usually be made within 15 working days of the submission date of 31 October each year.
- 5.7 Eligible teachers are only permitted to be considered once during the course of an academic year for Upper Pay Range assessment as part of the performance appraisal cycle.
- 5.8 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Headteacher having taken HR's advice may recommend a higher salary based on:
- (a) the nature of the post and the responsibilities it entails
 - (b) the level of qualifications, skills and experience of the teacher
 - (c) market forces

Pay progression for teachers within the upper pay range

- 5.9 Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression no more than once every year based on a successful performance review and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 5.10 Upper pay range teachers will progress by one point, until they reach the top of the range, if they continue to perform in line with the expectations and requirements of para 5.1.
- 5.11 Reviews will be deemed to be successful unless there have been significant concerns about standards of performance which have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school. The appraiser and appraisee will determine and agree if and what level of support and training is required, including the timescales required for improvement.
- 5.12 Additional progression may be considered for upper pay range teachers where performance is judged to be exceptional taking in to consideration the criteria at 5.8 and where all objectives have been exceeded.

6. Pay range for unqualified teachers

- 6.1 The unqualified teacher pay range within this trust is a six point range with the reference points detailed in Annex A.

Pay progression for unqualified teachers

- 6.2 Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 6.3 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is all objectives met.
- 6.4 Additional progression will be considered for unqualified teachers who demonstrate:
 - (a) All objectives exceeded
 - (b) Progress targets exceeded in the majority of groups or pupils

7. Pay ranges for members of the leadership group

- 7.1 Pay ranges for Headteachers, Deputy Headteachers and Assistant Headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change or if this trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

Leadership Group - Headteachers

- 7.2 The school will be assigned to a Headteacher group calculated using its total unit score, in accordance with STPCD.
- 7.3 A pay range will be determined for the Headteacher which will not normally exceed the maximum of the Headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.
- 7.4 Additional payments may be made to a Headteacher for temporary responsibilities that are in addition to the duties taken in to account for the determination at 8.1-8.3. The total sum of any temporary payments will not normally exceed 25% of the Headteacher's annual salary.
- 7.5 In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the Headteacher group calculated, by more than 25%. Where this, or exceeding the limits set out are being considered by the governing body, there must be wholly exceptional circumstances and that committee must make a business case to the Board of Directors who will seek external independent advice.
- 7.6 Consideration should be given to the scale of differential between the various members of the Leadership Group; and between those members and other staff within the Academy/Trust.

Deputy Headteachers and Assistant Headteachers

- 7.7 A pay range will be determined for any Deputy Headteacher and Assistant Headteacher, considering how the role fits within the wider leadership structure of the Academy. The pay range will not exceed the maximum of the Headteacher group for the Academy and will not normally overlap with the pay range of the Headteacher, except in exceptional circumstances.

Pay progression for members of the leadership group

- 7.8 Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the appraisal process.
- 7.9 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Governing Body and/or Deputy Director (LAAT) is satisfied that there is evidence of sustained high quality of

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performance in academy leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.

- 7.10 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional and where all objectives have been exceeded. This will be a maximum movement of two points and must be approved by the Board of Directors.

8. Teaching and Learning Responsibility (TLR) payments

- 8.1 In this Trust we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.

- 8.2 Current values are as follows in accordance with the staffing structure:

TLR1 £7,853 - £13,288

TLR2 £2,721 - £6,646

- 8.3 In addition, we may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities that are:

- (a) 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 group of pupils; and
- (e) involves leading, developing and enhancing the teaching practice of other staff.

The annual value of a TLR3 will be no less than £540 and no greater than £2,683. Clear criteria for the award, level and duration of a TLR3 will be set out.

9. Special Educational Needs (SEN) allowances

- 9.1 A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,149 and £4,242 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

10. Newly qualified teachers (NQTs)

- 10.1 In the case of NQTs, teachers who successfully complete their induction year will be awarded pay progressions.

11. Part time teachers

- 11.1 Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. The pay of part time teachers will be determined in the same way as full time teachers and any increase in pay will be paid pro rata (save for TLR3) to full time equivalent salary rates.

12. Short notice/supply teachers

- 12.1 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. They will be paid the agreed rate for the job and are not subject to the appraisal process.
- 12.2 The LAAT is committed to paying supply teachers the equivalent daily rate that is commensurate with their experience and expertise as calculated by the STPCD.

13. Pay protection

- 13.1 Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

14. Absence and pay progression

- 14.1 Employees who are absent long term (including but not limited to maternity leave and long term sick leave due to a disability) are still eligible to be considered for pay progression.
- 14.2 The Trust will take into account the criteria set out in this policy, but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

15. Appeals

- 15.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the school grievance procedure following conclusion of a pay appeal.
- 15.2 Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. Employees will be provided with 2 copies of

relevant paperwork for this purpose. The teacher should inform the chair of the appeals panel who their chosen companion is, in good time before the hearing.

Informal discussion

- 15.3 As part of the normal salary review process, the Headteacher will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied, they should first discuss the decision with the Headteacher within 5 working days of receipt of the notification.
- 15.4 This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

Stage One

- 15.5 If, following discussion with the Headteacher, the teacher remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Headteacher to the committee who made the decision. The possible grounds for appeal are:
- (a) incorrectly applied the LAAT pay policy
 - (b) incorrectly applied any provision of the STPCD;
 - (c) failed to have proper regard for statutory guidance;
 - (d) failed to take proper account of relevant evidence;
 - (e) took account of irrelevant or inaccurate evidence;
 - (f) was biased; or
 - (g) unlawfully discriminated against the teacher.
- 15.6 Appeals against pay decisions should be made in writing and addressed to the Governing Body stating the grounds of their appeal in accordance with 15.5 above.
- 15.7 The panel who made the decision (or a representative from) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.
- 15.8 The teacher will have the opportunity to make representations to the local Governing Board and a school representative will also attend to present the management case. A note taker will be present.
- 15.9 The panel or their representative will review their decision and will confirm the outcome in writing to the teacher within 10 days.

Stage Two

- 15.10 If a teacher wishes to appeal against the decision made at Stage One, they may do within 5 working days of the written decision on the grounds that the committee who made the decision:
- (a) incorrectly applied the LAAT pay policy
 - (b) incorrectly applied any provision of the STPCD;
 - (c) failed to have proper regard for statutory guidance;
 - (d) failed to take proper account of relevant evidence;
 - (e) took account of irrelevant or inaccurate evidence;
 - (f) was biased; or
 - (g) unlawfully discriminated against the teacher.
- 15.11 Appeals against the decision at Stage One should be made in writing and addressed to the Board of Directors stating the grounds of their appeal in accordance with 15.10 above.
- 15.12 Upon receipt an appeals panel of three different Directors who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of five days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.
- 15.13 The teacher will have the opportunity to make representations to the appeals panel. A representative of the original decision making panel will also attend. A note taker will be present.
- 15.14 The decision of the panel will be confirmed in writing to the teacher within 10 working days of the meeting. The appeal panel's decision is final; there is no further right of appeal.

16. Review of this policy

- 16.1 This policy is reviewed and amended every year by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively

Annex A

Main Scale

Point	Annual FTE salary
1 (main pay range minimum)	£24,373
2	£26,298
3	£28,413
4	£30,599
5	£33,010
6 (main pay range maximum)	£35,971

Upper Pay Scale

Point	Annual FTE salary
1 (upper pay range minimum)	£37,654
2	£39,050
3 (upper pay range maximum)	£40,490

Unqualified Teacher pay scale

Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£17,682
2	£19,739
3	£21,794
4	£23,851
5	£25,909
6 (unqualified teacher pay range maximum)	£27,965

Leadership Scales

School leadership scale	
L1	41,065
L2	42,093
L3	43,144
L4	44,218
L5	45,319
L6	46,457
L7	47,707
L8	48,808
L9	50,026
L10	51,311
L11	52,643
L12	53,856
L13	55,202
L14	56,579
L15	57,986
L16	59,527
L17	60,895
L18	62,426
L19	63,974
L20	65,561
L21	67,182
L22	68,851
L23	70,555
L24	72,305
L25	74,102
L26	75,935
L27	77,818
L28	79,747
L29	81,722
L30	83,757
L31	85,825
L32	87,959
L33	90,145
L34	92,372
L35	94,669
L36	97,012
L37	99,424
L38	101,885
L39	104,367
L40	106,972
L41	109,643

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L42	112,391
L43	114,060