

South Bank Multi Academy Trust

Pay Policy

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2 INTRODUCTION

- 2.1 The Schoolteachers' Pay and Conditions Document (the Document) places a statutory duty on all schools and academies to have a pay policy in place which sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.
- 2.2 In the South Bank Multi Academy Trust (SBMAT), this Pay Policy also determines the pay of support staff for the same reasons.
- 2.3 Schools, when taking pay decisions, will have regard both to this pay policy and the staffing structure.
- 2.4 All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002, all as amended.
- 2.5 The policy should be reviewed each year, or when other changes occur to the Document, to ensure that it reflects the latest legal position.
- 2.6 The Governing Body and Board of Trustees will review the operation of this policy on an annual basis. Staff will be notified of any changes which may affect their future pay progression. The Governing Body 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.
- 2.7 This policy is based on a whole school approach to pay issues. Pay decisions affecting the whole staff or specific groups of staff will take account of the resources available to the school. The school staffing structure will support the improvement plan. The governing body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in pay decisions.

Teacher Pay

3 ANNUAL DETERMINATION OF PAY

- 3.1 This Pay Policy includes the pay scales for teachers from 1 September 2020 to 31 August 2021.
- 3.2 All teaching staff salaries will be reviewed annually to take effect from 1 September. The Governing Body will endeavour to complete teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay and any changes in pay will be backdated to 1 September.
- 3.3 Decisions about teachers' pay progression are now linked to performance. The SBMAT Teacher Appraisal Policy contains details of how this will be done.
- 3.4 For the avoidance of doubt, the teacher pay scales in this policy have been uplifted between 2.75% and 5.5% in comparison with the previous pay scales for 2019-20-.
- 3.4 Notification of pay determination
- 3.4.1 Decisions will be communicated to each member of staff by the Headteacher in writing and will set out the reasons why decisions have been taken. Decisions on the pay of the Headteacher will be communicated to the Headteacher by the Pay Review Committee, in writing.
- 3.4.2 Pay statements will be given to teachers annually as part of their regular review process, or when other pay increases are taken.

4 PAY REVIEWS FOR TEACHERS AND PROGRESS WITHIN A PAY SPINE

- 4.1 These procedures apply equally to teachers on the Unqualified Teacher Scale, the Main Professional Scale, and the Upper Pay Spine including any teachers receiving Teaching and Learning Responsibility Payments. They also apply to teachers on the Leadership Spine. There are separate procedures for the Headteacher laid out in the Appraisal Policy.
- 4.2 From 1 September in each academic year each teacher will have their pay reviewed by the Pay Review Committee following the appraisal process. The terms of reference for the Pay Review Committee are in Appendix 1.
- 4.3 The Pay Review Committee will make decisions on teachers' pay based on this pay policy and the SBMAT Teacher Appraisal Policy. It is therefore important that this policy is read in conjunction with the SBMAT Teacher Appraisal Policy.
- 4.4 In particular, the appraisal policy will seek to ensure that to secure pay progression, there is evidence from:
- 4.4.1 assessment of performance against the Teachers' Standards;

- 4.4.2 assessment of quality of teaching in accordance with the school's protocols;
- 4.4.3 assessment of performance against individual objectives as determined within the SBMAT Teacher Appraisal Policy.
- 4.5 The Pay Review Committee will:
- 4.5.1 receive recommendations and advice on pay progression for each teacher from the Headteacher. (NB. The Headteacher will also act as moderator of pay recommendations where teacher appraisals, and hence individual pay recommendations, are conducted by staff other than the Headteacher);
- 4.5.2 make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher in question, with decisions being rooted and justifiable in evidence;
- 4.5.3 ensure that arrangements are made for all teachers to be provided with a written statement from the Headteacher setting out their salary and any other financial benefits to which they are entitled.
- 4.5.4 this annual Pay Statement (see appendix 7) shall:
- be provided no later than one month after the determination
 - state their spine point, together with their actual salary, plus any other remuneration to which they are entitled (including specific amounts of any safeguarded pay, any TLRs or additional hours and the additional responsibilities that relate to these payments) NB it should specify that any TLR3s are not safeguarded upon termination, to make it clear that these are temporary and time-specific payments
 - state the end date of any additional remuneration, where this is not permanent
 - state where a copy of the SBMAT's Pay Policy and Staffing Structure can be found
 - state (for leadership posts) how the salary has been determined
- 4.6 In each school the Pay Committee will examine in detail each pay recommendation:
- 4.6.1 that would result in no increase in pay; or
- 4.6.2 where the Appraiser is the Headteacher.
- 4.7 For other pay recommendations where the Headteacher has acted as the moderator, the Pay Committee will examine in detail a minimum of a 10% sample of recommendations.
- 4.8 This sampling by the Pay Committee and their detailed review of other recommendations will also serve as an equality impact assessment to ensure that there is no direct or indirect discrimination taking place in relation to pay determination.
- 4.9 To warrant an increase in pay of one point, recommendations for pay progression should be based on evidence that shows:

- 4.9.1 the teacher has been assessed as having met the Teachers’ Standards. (NB. this includes the teacher having no *live disciplinary warnings and meeting the expectations Teachers’ Standards (for Unqualified Teachers, this is restricted to Section 2: “Personal and Professional Conduct”);
- 4.9.2 the quality of their teaching has been assessed in accordance with the school’s monitoring protocol as “good” or better as defined by Ofsted;
- 4.9.3 the teacher has met or, in appropriate circumstances, made good progress towards their individual performance objectives.

(* this refers to a warning under the disciplinary procedure that is or has been live during the year under review, in this regard the warning may have ended within the year under review or may still be live. There is no expectation that if a one year warning straddles two performance pay periods that it would apply to both pay reviews; it would only apply once. If for example a warning was issued in June 2018 for a year it would have been considered to be in place at the point of the pay review in September 2018 and may impact on pay progression. By September 2019 it would have lapsed; in such a case the action in relation to pay would have been determined at the first pay review after the warning had been issued and although the warning would, have technically still been live during the second performance management period under review, it would not be counted twice for pay decision purposes).

See summary table below:

Criterion	Assessment	Progression
Teachers’ Standards	Met	If all 3 criteria met then progress by 1 full point on the main pay range
Quality of Teaching	Good or better	
Performance Management / Professional Development	Met / Good progress made	

- 4.10 If evidence shows that a teacher’s performance has failed to meet, fully, the criteria set out in the table above, the Pay Review Committee will consider use of its discretion to award no pay progression. In such circumstances the Pay Review Committee will provide the reasons why the decision was made to award no pay progression.
- 4.11 The Pay Review Committee will also consider use of its discretion to award no progression up the pay range in the following circumstances:
 - 4.11.1 where the teacher’s performance is causing concern, or has, during the period under review, caused concern to the extent that action has been taken in

accordance with the section of the SBMAT Teacher Appraisal Policy entitled “Dealing with Concerns about a Teacher’s Performance” (Section 16);

4.11.2 where the Teacher’s performance is being dealt with, or has, during the period under review been dealt with under the SBMAT’s Teacher Capability Policy.

4.12 In addition, for progression on the Upper Pay Spine, the criteria below for admittance to the Upper Pay Spine must have continued to be achieved during the previous two years. Teachers are only eligible for progression on the Upper Pay Spine when at least two years have elapsed since the last progression within or onto the Upper Pay Spine.

Criteria for UPS Progression	Explanation
Teacher is Highly competent	The teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the teachers’ Standards in the particular role they are fulfilling and the context in which they are working.
Contribution is 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.
Contribution is 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. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

5 REQUIREMENT TO PAY ON THE UPPER PAY SPINE

5.1 A teacher on the upper pay range **must** be paid such a salary within the minimum and maximum of the upper pay range published in the Document. Payment will be made on one of the three points published in Appendix 3 as the pay review committee determines.

5.2 The Pay Review Committee **must** pay a teacher on the upper pay range if:

5.2.1 the teacher is employed in the school as a post-threshold teacher, for as long as the teacher is so employed at the school without a break in the continuity of their employment;

5.2.2 the teacher applied to the school (it is the responsibility of individual teachers to decide whether or not to apply) to be paid on the upper pay range in accordance

with the school's application process (set out below), that application is successful, the teacher is still employed at the school and there has been no break in their continuity of employment, or;

5.2.3 the teacher was employed as a member of the leadership group in the school, has continued to be employed at the school without a break in the continuity of their employment, was first appointed as such on or after 1 September 2000, and occupied such a post or posts for an aggregate period of one year or more;

5.2.4 and the teacher will not be paid on the pay range for leading practitioners or as a member of the leadership group.

5.3 The Pay Review Committee **may** pay a teacher on the upper pay range if:

5.3.1 the teacher is defined as a "post-threshold teacher" but was not employed as a post-threshold teacher in an school of the Trust or was employed as a post-threshold teacher in an school in the Trust prior to a break in their continuity of employment;

5.3.2 the teacher applied to another education setting to be paid on the upper pay range in accordance with the Document, and that application process was successful;

5.3.3 the teacher was formerly paid on the pay range for leading practitioners; or

5.3.4 in the case of an unattached teacher, the teacher previously applied to be paid on the upper pay range (either to an educational setting or to an authority) and that application was successful.

6 APPLICATION TO BE PAID ON THE UPPER PAY RANGE:

6.1 Qualified teachers may apply to be paid on the upper pay range at least once a year in line with the application process determined by the School.

6.2 The application process for the schools is set out in detail in Appendix 5.

7 UNSUCCESSFUL APPLICATIONS TO MOVE TO THE UPPER PAY SPINE

7.1 Unsuccessful applicants can appeal the decision. The appeals process is set out at the end of this pay policy.

7.2 The Pay Review Committee will make the final decision, advised by the Headteacher.

7.3 The Pay Review Committee shall assess any such information received and make a determination, in line with the SBMAT's pay policy, on whether the teacher meets the criteria set out below in the following paragraph.

8 LEADERSHIP PAY – NEW APPOINTMENTS

- 8.1 For new appointments, the Governing Body will determine the pay range to be advertised and agree pay on appointment taking into account the Document, and the Recruitment and Selection Procedures for Headteachers and members of the wider leadership team.
- 8.2 The procedures for determining the pay range of the Headteacher, and rules about the relative pay of other leadership members are set out in the Document and will be followed. There is sufficient discretion within the Document for Governing Bodies to be able to meet the wide variety of individual school circumstances.

9 LEADERSHIP PAY – REVIEWS ON CHANGE OF CIRCUMSTANCES

- 9.1 The Pay Scales for a member of the Leadership Team may be reviewed at any time by the Governing Body in consultation with the Trust Board if it is considered that any responsibilities have significantly changed or if the school's Headteacher Group has changed.
- 9.2 When determining an appropriate pay range for a leadership position, the Governing Body will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the Governing Body will consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant pay range. The Governing Body will ensure that there is appropriate scope within the range to allow for performance related progress over time.
- 9.3 Some specific provisions of the Document:
 - 9.3.1 Pay ranges for Headteachers will not normally exceed the maximum of the Headteacher group. However, this is permitted where the Governing Body, with the prior approval of the Trust Board, determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Pay Review Committee will ensure that the maximum payments in relation to taking on temporary responsibilities or duties that are in addition to the post, does not exceed the maximum of the Headteacher Group by more than 25%, other than in exceptional circumstances; in such circumstances, the governing body must first seek permission from the Trust, supporting its recommendation with a business case.
 - 9.3.2 The maximum of a Deputy or Assistant Headteacher's pay range must not exceed the minimum of the Headteacher, calculated in accordance with the Document. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances and with prior approval of the Trust.

9.3.3 Where the Headteacher is appointed to be permanently responsible and accountable for more than one school, the Trust Board advised by the Governing Body should base the determination of the Headteacher group on the total number of pupil units across all schools, which will give a group size for the federation in accordance with the Document.

10 HEADTEACHER PAY – TEMPORARY PAYMENTS

10.1 The Pay Review Committee may determine that payments made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the Pay Review Committee must not have previously taken such reason or circumstance into account when determining the Headteacher's pay range.

10.2 The total sum of the temporary payments made to a Headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteachers group, except in wholly exceptional circumstances, with the prior approval of the Trust Board, as per the Document; in such circumstances the Governing Body must first seek permission from the Trust, supporting its recommendation with a business case.

11 HEADTEACHERS ON FIXED TERM CONTRACTS

11.1 The Governing Body may appoint a Headteacher on a fixed-term contract where it is determined that the circumstances of the school require it. In establishing such a contract the Governing Body should consider how reward should be structured and whether achievement of objectives should be assessed over a shorter or longer timescale than would normally be the case. In these circumstances the Governing Body will seek advice from the Trust.

12 CLASSROOM TEACHER PAY SCALES

12.1 The pay reference points applicable to classroom teachers are published in Appendix 3.

12.2 A teacher on the Unqualified Teacher Scale, the Main Professional or the Upper Pay Spine will be paid on one of the points of the relevant scale salary within the minimum and maximum of the main pay range as set out in Appendix 3.

13 TEACHING & LEARNING RESPONSIBILITY (TLR) PAYMENTS

13.1 The Governing Body will apply the values provided in the table at Appendix 3 for posts it identifies in the school that warrant a TLR payment. TLRs are awarded for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award may be while a teacher remains in the same

post or occupies another post in the absence of a post-holder. Unqualified teachers may not be awarded TLRs.

- 13.2 With the exception of sub-paragraphs 13.3 and 13.4, which do not have to apply to the award of TLR3s, before awarding any TLR the relevant body 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 teacher's assigned classes or groups of pupils; and
 - e) involves leading, developing and enhancing the teaching practice of other staff.
- 13.3 In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility referred to in paragraph 13.2 includes line management responsibility for a significant number of people.
- 13.4 The Pay Review Committee may award a TLR to a classroom teacher in accordance with the Document. TLR posts in this are shown on the school staffing structure and are for clearly defined and sustained additional responsibilities for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded.
- 13.5 TLR3 payments may be awarded where the school requires a teacher to take on additional responsibilities for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in the Document. The Governing Body will set out in writing to any teacher appointed to such a post the duration of the fixed term, and the amount of the award that will be paid. The TLR 3 payments available in the school are as set out in the pay table at Appendix 3. Note: TLR3 payments are not subject to salary safeguarding upon their removal.

14 RECRUITMENT AND RETENTION PAYMENTS

- 14.1 The Governing Body may make such payments or provide such other financial assistance, support and benefits to a teacher as it considers necessary, as an incentive for the recruitment of new teachers and the retention of existing teachers in the school. These payments should be time-specific and should continue for no more than three years maximum. This should be indicated at the point of the award, noted on any instructions for the school and confirmed by the school's Pay Committee when it next meets.

- 14.2 Where the Governing Body is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, the Pay Review Committee will conduct a regular formal review of all such awards. The Pay Review Committee will make it clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.
- 14.3 Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded payments relating to the above two paragraphs (in accordance with the Document) other than as reimbursement of reasonably incurred housing and relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher and Assistant Headteacher – including non-monetary benefits – will be taken into account when determining the pay range.
- 14.4 Where the Governing Body pays a recruitment or retention incentive or benefit awarded to the Headteacher, Deputy Headteacher or Assistant Headteacher under the previous Document, subject to review, the Pay Review Committee may continue to make that payment at its existing value until such time as the respective pay range is determined under the Document.

15 PART-TIME TEACHERS' PAY

- 15.1 The proportion of time a part-time teacher works is calculated against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding;
- a) break times
 - b) registration; and
 - c) assemblies
- 15.2 The STTW of a full-time classroom teacher is used as the figure for calculating the percentage of the STTW for a part-time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part-time teacher.
- 15.3 Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.
- 15.4 A part-time teacher may be requested (but not required) to voluntarily work on a day or part of a day they do not normally work and, if agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.

16 SALARY SAFEGUARDING FOR TEACHERS

- 16.1 Safeguarding applies where teachers holding TLR payments are affected by changes in the school's staffing structure (being moved to new posts or given revised responsibilities with lower or no TLR payments) or by changes in the school's pay policy which cut the

value of TLR payments. This does not apply to TLR3s, which are awarded on a temporary basis.

- 16.2 Safeguarding will be for a maximum of 3 years from the “relevant date” following the decision affecting pay. It will be removed entirely at the end of the 3-year period and can be removed earlier in the following circumstances:
- 16.2.1 at the end of the period for which payments were originally made, for example, at the end of fixed-period payments;
 - 16.2.2 where teachers move to a higher point on the pay scale or higher level of allowance and the combined value of the new point and/or allowance is higher than the combined value of the old point and any safeguarding;
 - 16.2.3 where teachers leave the school, unless general safeguarding applies;
 - 16.2.4 where teachers are moved to a different pay scale or spine, except threshold progression or in cases of general safeguarding/internal school reorganisation;
 - 16.2.5 where teachers “unreasonably” refuse to carry out additional duties that governing bodies “reasonably” consider appropriate and commensurate with the safeguarded sum.
- 16.3 The Governing Body is required to review the duties of any teachers who are entitled to safeguarded sums which in total exceeds £500 (excluding generally safeguarded recruitment and retention payments) and allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the period of safeguarding. The Governing Body will ensure that appropriate notice is given of any new duties which are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities allocated will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those duties.
- 16.4 The teacher shall not be paid any safeguarded sums if the teacher unreasonably refuses to carry out such additional duties, provided that the teacher is notified of the governing body decision to cease paying the safeguarded sums at least one month before it is implemented.
- 16.5 Safeguarded sums will not be payable in the event that the removal of the TLR is at the request of the Teacher or through mutual agreement.
- 16.6 There will be no safeguarding of any temporary TLR3 payments.

Support Staff Pay

17 INTRODUCTION

17.1 Support staff will be appointed to a post at one of the Grades set out in Appendix 4. Each post will have a designated job description and grade. Annual incremental progression will take place within the salary grade on 1st April or 1st October (whichever occurs first after the anniversary of appointment) each year until the top of the grade is reached. The grade will normally remain static unless a significant increase in the duties and responsibilities attached to the post takes place. Other payments, such as overtime, standby, call out will be payable as agreed with the postholder. The pay points for support staff will be reviewed annually.

18 ACTING UP

18.1 Acting up is where an employee temporarily takes on the full range of duties of a more senior member of staff, normally within the same line management structure. Acting up usually occurs while recruitment arrangements are taking place. Where an employee undertakes the full duties of a higher level post, they will be entitled to be paid the minimum level of the grade for that post.

19 TRAINING DAYS

19.1 All support staff are required to attend for work on the 5 days of the school academic year that are designated as training days, i.e. when pupils are not required to attend school. Part time staff are required to attend a pro rata number of hours / days.

20 TEACHING ASSISTANTS

- 20.1 Staff employed as Teaching Assistants at levels 3 and 4 should be aware of the following:
- 20.1.1 Staff at levels 3 and 4 are paid for the full 52 weeks per year with no abatement of salary in recognition of the fact that they may be contractually required to carry out work during school closure periods as a normal part of their role. This work will be specifically in support of teaching and learning and delivery of the curriculum.
 - 20.1.2 Work at levels 3 and 4 will be output driven, with staff working in co-operation with teachers and the school's Senior Management Team to ensure all necessary tasks are completed in a timely fashion to fulfil the requirements of the role, specifically in relation to implementing and delivering work programmes for pupils.
 - 20.1.3 The spirit of this agreement aims to recognise that TA staff at levels 3 and 4 will work as professionals that are complementary to teachers and will, to a degree, have freedom to plan their own workload in areas outside of the pupil contact periods. It is in this context that this agreement provides for staff at levels 3 and 4 to work outside of the normal school term time pattern. It is expected that work

outside of the normal term time working pattern will need to be undertaken, specifically around areas of planning and preparation of materials in order to fulfil the job role and this is the justification for payment for the full year.

- 20.1.4 TAs will not be expected to carry out ad hoc tasks that do not form part of the normal job role for a TA in the school closure period.
- 20.1.5 Academies should ensure that a TA has sufficient contractual hours built into their normal working week to complete tasks that will require the TA to be present at school.
- 20.1.6 There will be no requirement for staff to actually attend on site at school during the school closure period or to be supervised, other than by mutual agreement.
- 20.1.7 It is not expected that there will be either a fixed minimum or maximum amount of time set that a TA at level 3 or 4 will work outside of the term time pattern.
- 20.1.8 It will be for the TA to determine in partnership with the school what is reasonable in order to fulfil the tasks necessary to achieve planned outcomes.
- 20.1.9 The Headteacher and Governing Body in each school will be expected to ensure an appropriate work life balance is in place for all staff including TAs.

Appeals

21 APPEALING AGAINST A PAY DECISION

- 22.1 Any member of staff may seek a review of any determination in relation to his/her pay or any other decision taken by the Governing Body that affects his/her pay. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;
- 22.2 That the Pay Review Committee
- incorrectly applied the school's pay policy;
 - incorrectly applied any provision of the Document;
 - failed to have proper regard for statutory guidance;
 - failed to take proper account of relevant evidence;
 - took account of irrelevant or inaccurate evidence;
 - was biased; or
 - otherwise unlawfully discriminated against the teacher.
- 22.3 Each step and action of this process will be taken without unreasonable delay. The timing and location of any formal meeting required must be reasonable. Any formal hearing must allow both parties to explain their cases.

22 HOW AN APPEAL PROCEEDS

22.1 Once a member of staff receives written confirmation of his/her pay determination and where applicable the basis on which the decision was made; if the member of staff is not satisfied, he/she should take the following action:

22.2 Informal Stage

22.2.1 The member of staff should seek to resolve the matter initially by discussing it informally with the Chair of the pay review committee and the Headteacher and the member of staff making the pay recommendation to the Pay Review Committee (usually the Headteacher). The member of staff should request such an informal meeting for this purpose within ten working days of receipt of the pay decision.

22.2.2 Once such a request for meeting has been received, a meeting should be arranged as soon as possible but no later than 10 working days after receipt of the request. This is an informal meeting and there is no entitlement for the member of staff to be accompanied by a trade union representative or colleague.

22.2.3 The Chair of the Pay Review Committee will consider their decision as a result of the informal meeting and will notify the member of staff of the outcome in writing and if the pay decision remains unchanged, this will also include details of how the member of staff may appeal formally to the Pay Appeals Committee.

22.2.4 If for good reason it is not possible to hold an informal meeting or, after such an informal meeting, the member of staff continues to be dissatisfied with the decision, he/she may follow a formal appeal process which will take the form of an appeal hearing before the Pay Appeals Committee. The member of staff is entitled to be accompanied by a colleague or union representative at such an appeal hearing.

22.3 Formal Stage

22.3.1 The member of staff should set down in writing the grounds for questioning the pay decision and send it to the Chair of the Pay Appeals Committee, within ten working days of the notification of the decision being appealed against confirming that the informal stage of the process has been complete or explaining why it was not possible for this stage to be followed.

22.3.2 The Pay Appeals Committee should, where possible, schedule a hearing to be held within ten working days of receipt of the written complaint, to consider it and give the member of staff an opportunity to make representations in person.

22.4 Appeal hearing

22.4.1 Any appeal should be heard by the school's Pay Appeals Committee which will comprise of three governors who may not be members of staff and who were not

involved in the original determination. The hearing will take place, normally within 20 working days of the receipt of the written appeal notification.

22.4.2 The appeal hearing will be attended by:

- the member of staff appealing the pay decision and their representative if one is being used;
- the Chair of the Pay Review Committee;
- the Headteacher (and/or any other relevant member of staff who made the pay recommendation to the Pay Review Committee).

22.4.3 The appeal hearing will allow for:

- The member of staff to set out their case, giving detail of their complaint in relation to the decision regarding their pay.

22.4.4 The Chair of the Pay Review Committee and the Headteacher (or other relevant member of staff having made the pay recommendation) to set out the detail of the process and steps they took in recommending and making the pay decisions.

22.4.5 Once all parties have given the information and detail they wish to be considered by the Pay Appeals Committee, they will withdraw from the meeting and allow the Pay Appeals Committee to make their decision in private.

22.4.6 The decision of the Pay Appeals Committee will be sent to the member of staff in writing, without undue delay, and copied to all other attendees at the meeting.

22.4.7 The decision of the Pay Appeals Committee will be final.

Appendix 1 – Pay Review Committee: Terms of Reference

1 COMPOSITION

- 1.1 At least three non-staff members of the Governing Body with voting rights. Members will not be permitted to serve on the Pay Review Committee and Pay Appeals Committee.
- 1.2 The Governing Body or the committee may appoint associate members to serve on the committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance (Procedures) (England) Regulations 2003.

2 QUORUM

- 2.1 The quorum for meetings and any vote will be three governors who are members of the committee, or more, as determined by the committee.

3 TERMS OF REFERENCE OF THE COMMITTEE

- 3.1 The Pay Review Committee will make decisions on the pay of school leaders and teachers, based on the SBMAT's Pay Policy and SBMAT Teacher Appraisal Policy. It is therefore important that the terms of reference are read in conjunction with these policies.

4 LEADERSHIP GROUP PAY: HEADTEACHER

The Pay Review Committee will:

- 4.1 review annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the Pay Policy and the Document;
- 4.2 consider revision of the pay range of members of the leadership group, within the group range for the school, at any time if they consider it is necessary and in accordance with the Pay Policy and the Document;
- 4.3 consider awarding a temporary payment to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, as provided for in the Pay Policy, and also in the event that the Headteacher takes on temporary accountability for one or more additional academies. In these circumstances the total sum of the temporary payments made to the Headteacher in any school must not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to the Headteacher must not exceed 25% above the maximum of the Headteachers group, except in wholly exceptional circumstances, as per the Pay Policy and the Document, and in agreement

with the governing body. The Committee should ensure the Governing Body first seeks permission from the Trust, supporting its recommendation with a business case.

- 4.4 consider the use of discretionary payments, as per the provisions of the Pay Policy and the Document
- 4.5 within a four-week period of commencement of unplanned acting duties, determine whether or not the acting postholder will be paid an acting allowance in accordance with the Pay Policy and the Document;
- 4.6 notify in writing to the Headteacher of the pay determination made.

5 TEACHERS: MAIN PAY RANGE

- 5.1 From 1 September in each academic year each teacher will have their pay reviewed by the Pay Review Committee.
- 5.2 The Pay Review Committee will:
 - 5.2.1 receive recommendations and advice from the Headteacher on pay progression for each teacher;
 - 5.2.2 make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher and are evidenced;
 - 5.2.3 ensure that arrangements are made for all teachers to be provided with a written statement from the Headteacher setting out their salary and any other financial benefits to which they are entitled;
 - 5.2.4 consider in detail and with reference to supporting evidence, any pay recommendations which includes an accelerated increase beyond one full point, increases of less than one full point or no increase in pay for individual teachers;
 - 5.2.5 examine in detail each pay recommendation where the Headteacher has acted as appraiser;
 - 5.2.6 examine in detail a sample of recommendations where the Headteacher has acted as moderator;
 - 5.2.7 make final decisions relating to progression to the Upper Pay Range (threshold), advised by the Headteacher.

6 TEACHERS: UPPER PAY RANGE

The Pay Review Committee will:

- 6.1 determine, with reference to supporting evidence and with advice from the Headteacher, that one point be awarded to a teacher on the Upper Pay Range whose achievements and contribution to the school, throughout the relevant period (usually two years since achieving their current UPR pay point), have been substantial and sustained;

- 6.2 determine, with reference to supporting evidence and with advice from the Headteacher, whether there should be any progression for teachers on the Upper Pay Range;

7 UNQUALIFIED TEACHERS

The Pay Review Committee will:

- 7.1 receive recommendations and advice from the Headteacher on pay progression for each unqualified teacher;
- 7.2 make decisions, with reference to supporting evidence, on pay progression for each unqualified teacher;
- 7.3 ensure that arrangements are made for all unqualified teachers to be provided with a written statement setting out their salary and any other financial benefits to which they are entitled;
- 7.4 consider in detail and with reference to supporting evidence, any pay recommendations which includes an accelerated increase beyond one full point, increases of less than one full point or no increase in pay for individual teachers.

8 TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The Pay Review Committee will:

- 8.1 consider awarding a TLR to a classroom teacher in accordance with the Pay Policy and the Document;
- 8.2 consider awarding a TLR3 payment in circumstances where the school requires a teacher to take on additional responsibilities for clearly time-limited school improvement projects, or one-off externally driven responsibilities, as set out in the Pay Policy and the Document.

9 FUNCTIONS DELEGATED TO HEADTEACHER

As per the Pay Policy.

10 FUNCTIONS RETAINED BY THE GOVERNING BODY

- 10.1 Responsibility for recruitment and pay of the Headteacher, in accordance with the Pay Policy. Responsibility for the awarding of any recruitment and retention allowances or other permitted payments.

11 APPOINTMENT OF CHAIR AND CLERK

- 11.1 The appointment of the chair shall be determined by the Governing Body or the committee and reviewed annually. The Governing Body shall appoint a clerk to the committee. This clerk cannot be the Headteacher or an employee of the school.

12 MINUTES

- 12.1 A written record of the meetings of the committee will be submitted to the next full Governing Body meeting, through the clerk to the Governing Body.

13 FREQUENCY OF MEETINGS

- 13.1 Meetings will be held annually, following completion of the school's performance review cycle.

14 CONVENING MEETINGS

- 14.1 A meeting shall be convened by the clerk under the direction of the Governing Body and the chair of the committee. The clerk will give every member of the committee and the Headteacher written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day's clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

Appendix 2 – Pay Appeals Committee: Terms of Reference

1 COMPOSITION

- 1.1 At least three non-staff members of the Governing Body with voting rights. Members will not be permitted to serve on the Pay Review Committee and Pay Appeals Committee.
- 1.2 The Governing Body or the committee may appoint associate members to serve on the committee. Such members may have voting rights only as determined by the Governing Body and within the terms of the School Governance (Procedures) (England) Regulations 2013.

2 QUORUM

- 2.1 The quorum for meetings and any vote will be three governors who are members of the committee, or more, as determined by the committee.

3 TERMS OF REFERENCE OF THE COMMITTEE

- 3.1 The Pay Appeal Committee will consider appeals against decisions made by the Pay Review Committee on the pay of school leaders and teachers. These decisions will be based on the SBMAT's Pay Policy and SBMAT Teacher Appraisal Policy. It is therefore important that the terms of reference are read in conjunction with these policies.
- 3.2 The Pay Appeal Committee will:
 - 3.2.1 schedule a hearing to be held within 20 working days of receipt of a written complaint;
 - 3.2.2 consider the complaint and the representations of the teacher;
 - 3.2.3 consider the detail of the decision making process as set out by the Headteacher, chair of the Pay Review Committee or other relevant member of staff;
 - 3.2.4 decide whether to uphold or dismiss the appeal;
 - 3.2.5 inform the teacher of their decision in writing and without undue delay.
- 3.3 The decision of the Pay Appeals Committee will be final.

4 FUNCTIONS DELEGATED TO HEADTEACHER

- 4.1 None.

5 FUNCTIONS RETAINED BY THE GOVERNING BODY

- 5.1 None.

6 APPOINTMENT OF CHAIR AND CLERK

- 6.1 The appointment of the chair shall be determined by the Governing Body or the committee and reviewed annually. The Governing Body shall appoint a clerk to the committee. This clerk cannot be the Headteacher or an employee of the school.

7 MINUTES

- 7.1 A written record of the meetings of the committee will be held on file in school.

8 FREQUENCY OF MEETINGS

- 8.1 Meetings will be held as necessary, in response to receipt of a written appeal following completion of the earlier stages of the appeal process.

9 CONVENING MEETINGS

- 9.1 A meeting shall be convened by the clerk under the direction of the Governing Body and the chair of the committee. The clerk will give every member of the committee and the Headteacher written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day's clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

Appendix 3 – Teacher Pay Scales

A3.1 UNQUALIFIED TEACHER SCALE

Pay Reference Point	Financial Value 2019-20 -	Financial Value 2020-21
UQ 1 (minimum)	£17,682	£18,169
UQ 2	£19,739	£20,282
UQ 3	£21,794	£22,394
UQ 4	£23,851	£24,507
UQ 5	£25,909	£26,622
UQ 6 (maximum)	£27,965	£28,735

A3.2 MAIN PROFESSIONAL SCALE

Pay Reference Point	Financial Value 2019-20	Financial Value 2020-21
M 1 (minimum)	£24,373	£25,714
M 2	£26,298	£27,600
M 3	£28,413	£29,664
M 4	£30,599	£31,778
M 5	£33,010	£34,100
M 6 (maximum)	£35,971	£36,961

A3.3 UPPER PAY SCALE

Pay Reference Point	Financial Value 2019-20	Financial Value 2019- 2020-21
U 1 (minimum)	£37,564	£38,690
U 2	£39,050	£40,124
U 3 (maximum)	£40,490	£41,604

A3.4 TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

Pay Reference Point	Financial Value 2019-20	Financial Value 2020-21
TLR 3 minimum	£555	£571
TLR 3 maximum	£2,757	£2,833
TLR 2 minimum	£2,796	£2,873
TLR 2 maximum	£6,829	£7,017
TLR 1 minimum	£8,069	£8,291
TLR 1 maximum	£13,654	£14,030

Appendix 4 – Support Staff Pay Scales from 1 April 2020

		Annual	Monthly			Annual	Monthly
GRADE 1	Level 1	£17,842	£1,486.83	GRADE 7	Level 1	£24,943	£2,078.58
					Level 2	£25,360	£2,113.33
					Level 3	£26,213	£2,184.42
					Level 4	£27,067	£2,255.58
GRADE 2	Level 1	£17,842	£1,486.83	GRADE 8	Level 1	£27,614	£2,301.17
	Level 2	£17,879	£1,489.92		Level 2	£28,284	£2,357.00
	Level 3	£17,914	£1,492.83		Level 3	£29,444	£2,453.67
	Level 4	£17,949	£1,495.75		Level 4	£30,602	£2,550.17
GRADE 3	Level 1	£18,264	£1,522.00	GRADE 9	Level 1	£31,339	£2,611.58
	Level 2	£18,341	£1,528.42		Level 2	£32,433	£2,702.75
	Level 3	£18,418	£1,534.83		Level 3	£34,095	£2,841.25
	Level 4	£18,487	£1,540.58		Level 4	£35,754	£2,979.50
GRADE 4	Level 1	£18,865	£1,572.08	GRADE 10	Level 1	£36,476	£3,039.67
	Level 2	£19,214	£1,601.17		Level 2	£37,892	£3,157.67
	Level 3	£19,564	£1,630.33		Level 3	£39,862	£3,321.83
	Level 4	£20,013	£1,667.75		Level 4	£41,830	£3,485.83
GRADE 5	Level 1	£20,422	£1,701.83	GRADE 11	Level 1	£43,155	£3,596.25
	Level 2	£20,807	£1,733.92		Level 2	£44,659	£3,721.58
	Level 3	£21,167	£1,763.92		Level 3	£47,146	£3,928.83
	Level 4	£21,552	£1,796.00		Level 4	£49,635	£4,136.25
GRADE 6	Level 1	£21,989	£1,832.42	GRADE 12	Level 1	£50,630	£4,219.17
	Level 2	£22,546	£1,878.83		Level 2	£52,389	£4,365.75
	Level 3	£23,497	£1,958.08		Level 3	£54,804	£4,567.00
	Level 4	£24,447	£2,037.25		Level 4	£57,214	£4,767.83

Annual Monthly

GRADE 13		Annual	Monthly
Level 1	£58,568	£4,880.67	
Level 2	£60,704	£5,058.67	
Level 3	£63,814	£5,317.83	
Level 4	£66,923	£5,576.92	

Appendix 5 – Application Process for the Upper Pay Spine

The procedure for applications to move to the Upper Pay Spine in this school is as follows:

- 1 Each teacher may apply once each year. The application form (which will be found with our performance management documentation) must be submitted by 31 October to the Headteacher. In the application form, the teacher must give evidence of how they have met the threshold standards indicated in the Performance Management documentation. Applicants are advised to use the two previous Performance Management Reviews in respect of this evidence.
- 2 The Headteacher will assess the evidence, and may wish to discuss this with the applicant.
- 3 The Headteacher must assess if the application has sufficient evidence 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.
- 4 There must be evidence that the teacher has maintained the criteria below (and in accordance with the Document) to support successful movement to the upper pay range (see table below). In particular observations of teaching must have been consistently good to outstanding:

Criteria for move to UPS	Description
Teacher is Highly competent	The teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the teachers’ Standards in the particular role they are fulfilling and the context in which they are working.
Contribution is 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.
Contribution is 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 (*see exceptions). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

- 5 The Headteacher will consider the application together with the current Performance Management review.
- 6 The Headteacher will make a recommendation to the Pay Review Committee by 30 November, and inform the applicant of this recommendation in writing. The Pay Review Committee will receive the application and evidence together with the recommendation.
- 7 Teachers will receive written notification of the outcome of their application by 31 December. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the threshold standards.
- 8 If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- 9 Successful applicants will be deemed to have moved to the Upper Pay Range on 1 September, beginning on UPS1 and will have the increased pay backdated to 1 September.

Appendix 6 – Underlying Leadership Spine Points

Leadership Group Pay Range (excluding London and the Fringe)

Spine point	1 Sept 2019 – 31 Aug 2020	1 Sept 2020 – 31 Aug 2021	Spine point	1 Sept 2019 – 31 Aug 2020	1 Sept 2020 – 31 Aug 2021
L1	£41,065	£42,195	L23	£70,556	£72,497
L2	£42,093	£43,251	L24	£72,306	£74,295
L3	£43,144	£44,331	L25	£74,103	£76,141
L4	£44,218	£45,434	L26	£75,936	£78,025
L5	£45,319	£46,566	L27	£77,818	£79,958
L6	£46,457	£47,735	L28	£79,748	£81,942
L7	£47,707	£49,019	L29	£81,723	£83,971
L8	£48,808	£50,151	L30	£83,757	£86,061
L9	£50,026	£51,402	L31	£85,826	£88,187
L10	£51,311	£52,723	L32	£87,960	£90,379
L11	£52,643	£54,091	L33	£90,145	£92,624
L12	£53,856	£55,338	L34	£92,373	£94,914
L13	£55,202	£56,721	L35	£94,669	£97,273
L14	£56,579	£58,135	L36	£97,013	£99,681
L15	£57,986	£59,581	L37	£99,424	£102,159
L16	£59,528	£61,166	L38	£101,885	£104,687
L17	£60,895	£62,570	L39	£104,368	£107,239

L18	£62,426	£64,143	L40	£106,972	£109,914
L19	£63,975	£65,735	L41	£109,644	£112,660
L20	£65,561	£67,364	L42	£112,392	£115,483
L21	£67,183	£69,031	L43	£114,060	£117,197
L22	£68,851	£70,745			

Appendix 7 – Annual Pay Statement Pro-Forma

South Bank Multi Academy Trust Annual Pay Statement for Teachers		
Date		
Name of teacher		
Name of School		
Job Title		
Current pay reference point (as at 1 st September 2020)	Pay group	
	Spine point	
	Amount	£
In the case of Leadership posts, please state how the level of pay was determined		
Details of any additional pay in relation to this post (give title and reason/responsibilities) e.g. TLR, Retention, relocation		
Value of this additional pay	£	
End date of any additional pay (where applicable)		
Signature of Headteacher		