

DOWAT PAY POLICY (2019-20)

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DOWAT Teachers' Pay Policy 2019/20

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DOWAT Teachers' Pay Policy 2019/20

1. INTRODUCTION

- 1.1 This policy sets out the framework of the Diocese of Westminster Academy Trust for making decisions on teachers' pay. It has been developed in consultation with staff and unions and updated to take into account the following effective on 1st September 2019:
- 1.1.1 **School Teachers' Pay and Conditions Document 2019 ("STPCD 2019")** (and the suggestions of the NUT and NASUWT);
- 1.1.2 **Ofsted School Inspection Handbook 2019**;
- 1.1.3 **Education and Skills Funding Agency's Academies Financial Handbook 2019**
- 1.2 In this policy "School Leader" means a person employed on the Leadership Pay Range and does not include School Business Manager or Bursar.
- 1.3 For the avoidance of doubt teachers working on a part-time basis shall have the same opportunity to progress through the pay ranges as those working full-time.
- 1.4 We will have regard to the Guidance attached to **STPCD 2019**.
- 1.5 In this policy the appropriate pay ranges for our Schools are listed in **Appendix 1** under the column for each location

2. OUR OVERRIDING PURPOSE

- 2.1 Our aim is for all teaching in all lessons by all teachers to be good or outstanding to ensure the best possible education for all our pupils. This policy supports that aim by:
- (a) upholding the teaching and tenets of the Catholic faith;
 - (b) maximising the quality of teaching and learning at the school so that all pupils can reach their God given potential and aspire to excellence
 - (c) supporting the recruitment and retention of a high quality teacher workforce;
 - (d) recognising and rewarding teachers appropriately for their contribution to the School; and
 - (e) ensuring that decisions on pay are managed in a fair, just and transparent way; and
 - (f) focusing on the central importance of high quality teaching and learning, improving standards and making a positive impact on pupil progress and outcomes.
- 2.2 This policy refers to the **Teachers' Standards**. By way of a reminder, **Part I** of the Standards requires a teacher to:
- (a) set high expectations which inspire, motivate and challenge pupils;
 - (b) promote good progress and outcomes by pupils;



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- (c) demonstrate good subject and curriculum knowledge;
- (d) plan and teach well structured lessons;
- (e) adapt teaching to respond to the strengths and needs of all pupils;
- (f) make accurate and productive use of assessment;
- (g) manage behaviour effectively to ensure a good and safe learning environment;
and
- (h) fulfil wider professional responsibilities.

2.3 **Part II** of the Standards requires a teacher to:

- (a) demonstrate consistently high standards of personal and professional conduct;
- (b) uphold public trust in the profession and maintaining high standards of ethics and behaviour, within and outside school, by
 - (i) treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
 - (ii) having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
 - (iii) showing tolerance of and respect for the rights of others;
 - (iv) not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
 - (v) ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- (c) have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality; and
- (d) have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

3. **DELEGATION OF POWERS FOR PAY DECISIONS**

3.1 Decisions relating to pay awards shall be made in accordance with the chart below.

<i>Role</i>	<i>Recommender</i>	<i>Decision Reviewer</i>	<i>Maker/ Appeal</i>
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The School's Headteacher	Panel of Governors from Local Governing Body	The School's Local Governing Body	The Trust's Appeal Panel
Other School Leaders	The School's Headteacher	Panel of Governors from Local Governing Body	Local Governing Body Appeal Panel
Upper Pay Range (including decision to join Upper Pay Range) and Leading Practitioners	A School Leader	The School's Headteacher	Local Governing Body Appeal Panel
Main Pay Range	Appraiser (with Headteacher's nominee if appropriate)	The School's Headteacher	Local Governing Body Appeal Panel
Unqualified Pay Range	Appraiser (with Headteacher's nominee if appropriate)	The School's Headteacher	Local Governing Body Appeal Panel

- 3.2 The Headteacher may choose to involve members of the School's Leadership team in assessing evidence before making a decision or recommendation. The Headteacher will assess appropriate evidence before making a decision or recommendation.
- 3.3 Each School's Local Governing Body will have three trained non-staff governors to consider Headteachers Pay and Performance.
- 3.4 The Local Governing Body shall be supported by an External Adviser in relation to the setting of the Headteacher's objectives and appraising performance against those objectives, the Teachers' Standards and their job description.
- 3.5 The Panel of Governors shall receive a report from the Headteacher on the objectives and appraisal of the other members of staff on the Leadership Pay Range.
- 3.6 The Panel of Governors shall report to the Governing Body (excluding staff governors and as a confidential item) the objectives set for the Headteacher for the coming year, the numbers of staff on the Leadership Pay Range who were appraised during the appraisal cycle, the number of such staff who were given an incremental pay rise, the total cost (including on costs) of the Leadership Pay Range for the Academic Year ended and the total anticipated cost for the current academic year on the basis of the pay rises approved.
- 3.7 Our Strategic Board shall have an Appeal Panel of no more than three directors (none of whom shall be a Headteacher working for the Trust) and each Local Governing Body shall have an Appeal Panel of no more than three non-staff governors.
- 3.8 A **Pay Decision** means any decision by a Decision Maker listed in the table at 3.1 to award a pay rise or to not award a pay rise in respect of an employee. It does not include a reference to a pay recommendation.
- 3.9 If you are dissatisfied with a Pay Decision under this policy you may request a review by the Decision Maker which will involve a personal hearing held within 10 working days of the original decision and at which you may be accompanied by a Permitted Companion. Any hearing above shall follow the agenda at **Appendix 2.1**.



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- 3.10 If you are still dissatisfied with the Pay Decision after the review you may appeal within 5 working days of the review decision, in accordance with 3.1 above. An appeal hearing will be heard within 15 working days of the appeal. You may be accompanied by a Permitted Companion. The appeal decision is final. Any hearing above shall follow the agenda at **Appendix 2.2**.

4. LEADERSHIP PAY RANGE

- 4.1 The Leadership Pay Range is set out in **Appendix 1**. Headteachers shall be on a seven point pay band within that Range and other School Leaders shall be on a five point pay band within that Range.

- 4.2 Local Governing Bodies may extend the Headteacher's range for their School's Group by 5 points as an **Exceptional Circumstances Academy Scale** where the Local Governing Body (excluding staff members) has received written independent external advice that the use of the extended scale is necessary to retain or recruit an outstanding headteacher. The Local Governing Body shall report the use of the scale to the Trust Board.

- 4.3 This will mean that in exceptional circumstances the top of the range for each Group could rise to the following maxima:

Group 1 – L23	Group 2 – L 26	Group 3 – L29
Group 4 – L32	Group 5 – L36	Group 6 – L 40
Group 7 – L44	Group 8 – L48	

- 4.4 Neither a new post on the Leadership Pay Range nor any vacant post on the Leadership Pay Range will be advertised without prior approval of the Governing Body who shall set the appropriate range for the relevant role by reference to **STPCD 2019**. There is no right of appeal against the salary level to which a person is appointed.

- 4.5 Progression on the Leadership Pay Range will follow **Paragraph 11 STPCD 2019** and related guidance or advice which requires that there will be no progression unless there has been sustained high quality of performance judged against:

- (a) performance objectives;
- (b) specific job descriptions; and
- (c) the Teachers' Standards.

- 4.6 Under no circumstances may more than two points progression on the Leadership Pay Range be awarded in any one year and it is envisaged that an award of two points will be exceptional and will require detailed justification. No points will be awarded to a person on the Leadership Pay Range if during the appraisal period on or before the pay review the school has been assessed by Ofsted as inadequate or requiring improvement. As we are an Academy Trust Company, we are not bound by the **STPCD's** requirements that all pay progression must be performance related. Accordingly, every School Leader shall have their pay increased to the **2018/19** value of their pay point as these values are set out in **Appendix 1** irrespective of their performance.



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- 4.7 **Paragraph 10 STPCD 2019** details the process for making payments to Headteachers for clearly temporary responsibilities or for duties additional to those for which their salary was determined. Such payments are capped at 25% of basic salary and must not when combined with salary or basic pay exceed the headteacher group determined under **Paragraphs 5-9 STPCD 2019**.
- 4.8 The provisions of **Paragraph 10 STPCD 2019** capping temporary payments to Headteachers shall apply.
- 4.9 TLRs may not be paid to School Leaders.
- 4.10 The Trust Board must ensure that their decisions about levels of executive pay follow a robust evidence-based process and are reflective of the individual's role and responsibilities and the performance of the School and the Trust as a whole (both educationally and financially).

5. BASIC PAY DETERMINATION ON APPOINTMENT - CLASSROOM TEACHERS

- 5.1 Any vacant posts for classroom teachers will be advertised as being between the minimum of the Main Pay Range and the maximum of the Upper Pay Range as set out in the appropriate table at **Appendix 1**.
- 5.2 On appointment, the Headteacher will determine the starting salary within those ranges to be offered to the successful candidate in conjunction with any Governor involved in the recruitment process.
- 5.3 In making such determinations, a range of factors may be considered including the following:
- (a) the current salary earned by the candidate;
 - (b) the requirements of the post;
 - (c) any specialist knowledge required for the post;
 - (d) the experience required to undertake the specific duties of the post;
 - (e) the wider school context;
 - (f) the local labour market for teachers of particular subjects;
 - (g) the candidate's academic qualifications;
 - (h) the candidate's experience of teaching; and
 - (i) any verified evidence of the candidate's responsibility for improvement in pupil progress achievement or attainment or in modelling school improvement.
- 5.4 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school but the School anticipates it will be an unusual occurrence to pay less than the candidate was previously earning.
- 5.5 There is no right of appeal against the salary level to which a person is appointed.



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- 5.6 Teachers employed on an ongoing basis who work less than a full working week are deemed to be part-time. We will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post. We shall follow **Paragraphs 40-41 of the STPCD 2019 Guidance**.
- 5.7 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.

6. PAY REVIEW PROCESS

- 6.1 All teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the **School's Teacher Appraisal Policy** (which may include career progression benchmarks and does include our expectation that all teachers will have an annual target for pupil progress).
- 6.2 We will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than **31 October** each year, and that all teachers (including those on the Leadership Pay Range) are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 6.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the School will give the required notification as soon as possible and no later than one month after the date of the determination.

7. EVIDENCE BASE FOR PAY PROGRESSION FOR CLASSROOM TEACHERS

- 7.1 In coming to make a pay recommendation in the teacher's appraisal and in coming to make a decision on that recommendation or on an appeal in relation to that decision, a holistic consideration of all of the following evidence and sources of guidance will be given:
- (a) Evidence
- the teacher's self-review;
 - the appraiser's mid-year and final reviews;
 - information from line manager;
 - data tracking pupil progress;
 - lesson observations;
 - learning walks;
 - book reviews;
 - work scrutiny;
 - homework tracking;
 - examination results;
 - teacher's attendance and punctuality record; and
 - any additional evidence supplied by the teacher.



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(b) Sources of guidance

job description for each role held by the teacher;
the **Teachers' Standards**;
relevant Ofsted grade descriptors; and
the expectations of each role held by the teacher given the teacher's length of time in the profession.
any career progression benchmarks in the School's appraisal policy
any other guidance in the School's appraisal policy
the priorities of the School's improvement and development plan.

- 7.2 Our appraisal process will include an appropriate mechanism to ensure that performance objectives and pay recommendations to the relevant Decision Maker are moderated.
- 7.3 We will ensure that those making pay recommendations and decisions are trained or experienced in such matters and have sufficient time to undertake the process.
- 7.4 We shall budget on the basis that all staff will progress one increment.
- 7.5 As we are an Academy Trust Company, we are not bound by the **STPCD's** requirements that all pay progression must be performance related. Accordingly, every teacher shall have their pay increased to the **2019/20** value of their pay point as these values are set out in **Appendix 1** irrespective of their performance.

8. THE MAIN PAY RANGE

The Main Pay Range is set out at **Appendix 1**.

9. MAIN PAY RANGE PROGRESSION

Evidential expectation

- 9.1 As a teacher progresses through the Main Pay Range their objectives will naturally become more challenging and judgements will need to be based on secure evidence of:
- (a) increasing quality of teaching and learning;
 - (b) an increasingly positive impact on pupil progress;
 - (c) an increasing impact on wider outcomes for pupils;
 - (d) improvements in specific elements of practice identified in the appraisal process to the teacher;
 - (e) an increasing contribution to the work of the School;
 - (f) an increasing impact on the effectiveness of colleagues and staff;
 - (g) increasingly good behaviour management; and
 - (h) increasingly positive use of assessment for learning and differentiation.

Standard progression



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- 9.2 A teacher will **only** progress one point on the Main Pay Range if all of the following conditions are met in relation to the appraisal cycle:
- (a) the teacher has fully met all the Teachers' Standards;
 - (b) the teacher has substantially or significantly met all objectives set for the appraisal cycle;
 - (c) the teacher has delivered teaching which is at least consistently good or better in the light of all evidence;
 - (d) the teacher has brought about expected levels of pupil progress as set out in the teacher's performance objectives; and
 - (e) the teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the appraisal cycle.

A teacher who has not met all of these conditions will not be entitled to an incremental pay award on the Main Pay Range.

Exceptional progression

- 9.3 A teacher may **exceptionally** be progressed two points on the Main Pay Range if:
- (a) the teacher has fully met all the Teachers' Standards for two consecutive years;
 - (b) the teacher has fully met objectives set for two consecutive appraisal cycles;
 - (c) the teacher has delivered consistently outstanding teaching for two consecutive years;
 - (d) the teacher has brought about better than expected levels of pupil progress for two consecutive years;
 - (e) the teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two years; and
 - (f) it is financially sustainable to award such a pay rise.

10. THE UPPER PAY RANGE

- 10.1 The Upper Pay Range is set out at Appendix 1.
- 10.2 Any qualified teacher within the School (even if not yet at M6) may apply to be promoted to the Upper Pay Range. Only one such application may be made in an academic year and must be made by 31 October of that year.
- 10.3 If a person is placed on the Upper Pay Range that promotion will take effect immediately unless further evidence is required to support the application, e.g. examination results, when it will be implemented from the date the evidence is



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presented. It will not be backdated to the start of the academic year or the date of the application.

- 10.4 Applications should be made to the Headteacher in writing, using the School's application form, with whatever supporting evidence the teacher considers appropriate. The Headteacher should assess the application within 20 working days.
- 10.5 The Headteacher may only allow a teacher to join the Upper Pay Range if the Headteacher is satisfied that:
- (a) the teacher is highly competent in all elements of the **Teachers' Standards**; and
 - (b) the teacher's achievements and contribution to the School are substantial and sustained.
- 10.6 To pass these two tests, the teacher must demonstrate clear and secure evidence covering a period of at least two consecutive years of:
- (a) all their teaching being at least consistently good with a significant proportion outstanding;
 - (b) excellent depth and breadth of knowledge, skills and understanding of the **Teachers' Standards** and of developing adherence to those Standards by colleagues;
 - (c) consistently positive impact on pupil progress to achieve or exceed expected outcomes;
 - (d) consistently positive impact on raising standards across the School, not just in the teacher's own classroom;
 - (e) effectively demonstrating to colleagues good and outstanding teaching and learning practice and how to make a contribution to the work of the School;
 - (f) effectively working collaboratively across the School in a wider role or outside the School;
 - (g) effectively leading and developing a team; and
 - (h) effective or innovative use of CPD opportunities.

11. PROGRESSION THROUGH THE UPPER PAY RANGE

Evidential expectation

- 11.1 A teacher's objectives will become more challenging as they progress through the Upper Pay Range and judgements will need to be based on evidence of:
- (a) an increasing and sustained high quality of teaching and learning;
 - (b) an increasing sustained and consistently positive impact on pupil progress;
 - (c) an increasing sustained and consistent impact on wider outcomes for pupils;
 - (d) improvements in specific elements of practice identified to the teacher;



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- (e) an increasing sustained and consistent contribution to the work of the School; and
- (f) an increasing sustained and consistent impact on the effectiveness of colleagues and staff.

Standard Progression

11.2 A teacher will be recommended for a one point rise on the Upper Pay Range if:

- (a) they have remained highly competent and their contribution to the School has remained substantial and sustained for at least two consecutive years;
- (b) the teacher has been assessed under the appraisal process as having fully and consistently met the Teachers' Standards for two consecutive years;
- (c) the teacher's teaching has been outstanding for two consecutive years;
- (d) the pupils taught by the teacher have made better than expected progress over two consecutive years;
- (e) all of the teacher's objectives have been fully met for two consecutive years; and
- (f) the teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two appraisal cycles.

A teacher who has not met all of these conditions will not be entitled to an incremental pay award on the Upper Pay Range.

No exceptional progression

11.3 A teacher may not progress more than one point on the Upper Pay Range every two years.

12. LEADING PRACTITIONERS

12.1 The Leading Practitioner Pay Range will have the same 18 points as L1-L18 on the Leadership Pay Range as set out in **Appendix 1** as LP1-LP18.

12.2 Leading Practitioner roles (which must have the primary purpose of modelling and leading improvement of teaching skills) may only be advertised with the approval of the School's Local Governing Body.

12.3 The Leading Practitioner will be appointed on a five-point range on the above range.

12.4 TLRs may not be paid to Leading Practitioners.

13. PROGRESSION THROUGH THE LEADING PRACTITIONER PAY RANGE

Evidential expectation



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- 13.1 A teacher's objectives will become more challenging as they progress through the Leading Practitioner Pay Range and judgements will need to be based on evidence of:
- (a) an increasing and sustained high quality of teaching and learning;
 - (b) an increasing sustained and consistently positive impact on pupil progress;
 - (c) an increasing sustained and consistent impact on wider outcomes for pupils;
 - (d) improvements in specific elements of practice identified to the teacher;
 - (e) an increasing sustained and consistent contribution to the work of the School; and
 - (f) an increasing sustained and consistent impact on the effectiveness of colleagues and staff.

Standard progression

- 13.2 A Leading Practitioner may be progressed one point within their range if:
- (a) the teacher has fully met all the Teachers' Standards for two consecutive years;
 - (b) the teacher has fully met objectives set for two consecutive appraisal cycles;
 - (c) the teacher has delivered consistently outstanding teaching for two consecutive years;
 - (d) the teacher has brought about better than expected levels of pupil progress for two consecutive years; and
 - (e) the teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two consecutive years appraisal cycles.

No exceptional progression

- 13.3 A Leading Practitioner may not progress more than one point on their range each year.

14. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

- 14.1 TLR 1 and 2 payments are allowed only for posts of significant responsibility which:
- (a) are focused on teaching and learning;
 - (b) require exercise of professional skills and judgement;
 - (c) require leading managing or developing a subject or curriculum area or pupil development across the curriculum; and
 - (d) have an impact on the educational progress of pupils other than the teacher's own class involves leading developing and enhancing the teaching practice of other staff.
- 14.2 A TLR 1 post must also involve management responsibility for a significant number of people.



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- 14.3 Teachers will not be expected to undertake such additional responsibilities without payment of a permanent TLR 1 or TLR 2.
- 14.4 TLR1 and 2s may only be awarded on a temporary basis to a teacher occupying the post temporarily for secondments, maternity cover, sick leave or vacancies pending permanent appointment. The teacher must be notified at the start of a temporary TLR1 and 2 of either the date or circumstances in which the temporary TLR 1 or 2 will end.
- 14.5 The **STPCD 2014** removed the requirement for a gap of £1,500 between each TLR point. We have decided to retain that gap so that there are clear distinctions between roles.
- 14.6 The values for TLR 1 (which must fall between the minimum and maximum set out in **Appendix 1**) are set by each Local Governing Body:
- 14.7 The values for TLR 2 (which must fall between the minimum and maximum set out in **Appendix 1**) are set by each Local Governing Body.
- 14.8 TLR1 and TLR2s may only be created as part of the staffing structure by the Governing Body.
- 14.9 We may make use of TLR3 between the minimum and maximum set out in **Appendix 1** per annum to classroom teachers a classroom teacher for clearly time-limited school improvement projects, or one off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. Each such TLR3 must be advertised internally and requires prior approval of the Governing Body. A TLR3 is not subject to salary safeguarding.
- 14.10 No TLR is payable to a member of the Leadership Pay Range or the Leading Practitioner Pay Range.
- 14.11 All TLR payments are pensionable under the Teachers' Pension Scheme.

15. UNQUALIFIED TEACHERS

- 15.1 The Unqualified Teachers Pay Range (UNQ) is at Appendix 1.
- 15.2 Pay reviews for unqualified teachers shall follow the same process as for teachers on the Main Pay Range but taking into account the lack of Qualified Teacher Status and the need to evidence substantial progress to achieving the Teachers' Standards.

16. RECRUITMENT AND RETENTION ALLOWANCES AND INCENTIVES

- 16.1 We will follow the requirements of **Paragraph 27 STPCD 2019** in relation to the use of such allowances and incentives and will review the use of existing and future allowances annually.
- 16.2 Recruitment and Retention Allowances and Incentives require the prior approval of the Local Governing Body.



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- 16.3 All Recruitment and Retention Allowances are pensionable under the Teachers' Pension Scheme.

17. SPECIAL NEEDS ALLOWANCE

Special Needs Allowances between the minimum and maximum set out in **Appendix 1** may be awarded in accordance with **Paragraph 21 STPCD 2019**.

18. ADDITIONAL PAYMENTS

- 18.1 Each School may make additional payments to staff:

- (a) for CPD outside of the school day;
- (b) activities relating to the provision of initial teacher training as part of ordinary conduct of the School;
- (c) participation in out-of-school hours learning activity agreed by the Headteacher;
- (d) additional responsibilities and activities due to or in respect of the provision of service by a headteacher relating to the raising of educational standards to one or more additional schools

PROVIDED THAT

- a) the Headteacher shall have given prior approval
- b) The total of such payments are reported annually to the Local Governing Body.

- 18.2 All additional payments are pensionable under the Teachers' Pension Scheme.

19. ACTING ALLOWANCES

We will follow **Paragraph 23 STPCD 2019** which governs the use of acting allowances for persons temporarily filling roles on the Leadership Pay Range.

20. SALARY SACRIFICE ARRANGEMENTS

Where such arrangements are in place **Paragraph 28 STPCD 2019** shall apply to the relevant teacher.

21. BONUSES AND HONORARIA

- 21.1 Save as described below a School may not make any payment in the form of a bonus or honoraria.
- 21.2 The Local Governing Body may approve the creation of time limited Project Bonuses worth no more than £2500. A person may receive no more than one Project Bonus in an academic year. A Project Bonus is only payable on the successful completion of a



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project. The availability of the project must be internally advertised to teaching staff. A Project Bonus may not be paid alongside a TLR3 for the same work. As a matter of policy we will treat a Project Bonus as pensionable under the Teachers' Pension Scheme even though the rules of the Pension Scheme are not absolutely certain on this point.

22. FREEDOM OF INFORMATION ACT

This policy is disclosable under the Freedom of Information Act.

23. RETENTION OF RECORDS

Given the ongoing need to ensure equal pay the School shall retain all paperwork relating to any decision whether or not to make a pay rise and shall not destroy any records until at least 7 years after the relevant employee has ceased to be employed by the School.

24. MATERNITY AND OTHER ABSENCES

- 24.1 A teacher who is absent from work on maternity leave at the time of the annual pay review in September/October, shall have a Pay Decision made on the basis of all available evidence for the previous appraisal year. This evidence may include the performance of pupils whom the teacher taught prior to maternity leave in exams taken during the teacher's maternity leave.
- 24.2 In the unlikely event of there being no evidence at all on which to base a Pay Decision because of a teacher's absence on maternity leave the School may make a Pay Decision based on the previous two years' performance and appraisals.
- 24.3 Where a Pay Decision requires evidence of two years performance this period may be extended to three years if the teacher was absent for one year on maternity leave.
- 24.4 The purpose of these provisions is to ensure that a teacher on maternity leave is not unfairly prejudiced in her career progression. We believe that this is a proportionate approach as it does not give an automatic pay rise but rather allows one that is connected to past performance.
- 24.5 For other absences such as long term sick or prolonged suspension we will follow the same principles in this section 24.

25. MONITORING

We will monitor the implementation of this policy and the Headteacher will present annually to the Local Governing Body their report on pay and performance and the effectiveness of this policy towards improving standards and sustaining improvements.



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Appendix 1 – Teachers' Pay Ranges 2019/20

	Inner London	Outer London	Fringe Area	England and Wales		Inner London	Outer London	Fringe Area	England and Wales
UNQ 1	£ 22,237	£ 21,004	£ 18,844	£ 17,682	L19	£ 71,742	£ 67,237	£ 65,109	£ 63,975
UNQ 2	£ 24,293	£ 23,061	£ 20,898	£ 19,739	L20	£ 73,328	£ 68,820	£ 66,701	£ 65,561
UNQ 3	£ 26,350	£ 25,118	£ 22,955	£ 21,794	L21	£ 74,949	£ 70,445	£ 68,325	£ 67,183
UNQ 4	£ 28,405	£ 27,178	£ 25,011	£ 23,851	L22	£ 76,918	£ 72,107	£ 69,989	£ 68,851
UNQ 5	£ 30,460	£ 29,233	£ 27,067	£ 25,909	L23	£ 78,318	£ 73,812	£ 71,689	£ 70,556
UNQ 6	£ 32,515	£ 31,290	£ 29,123	£ 27,965	L24	£ 80,074	£ 75,564	£ 73,446	£ 72,306
					L25	£ 81,867	£ 77,361	£ 75,237	£ 74,103
M1	£ 30,480	£ 28,355	£ 25,543	£ 24,373	L26	£ 83,699	£ 79,194	£ 77,075	£ 75,936
M2	£ 32,070	£ 30,113	£ 27,468	£ 26,298	L27	£ 85,579	£ 81,075	£ 78,952	£ 77,818
M3	£ 33,741	£ 31,976	£ 29,581	£ 28,413	L28	£ 87,512	£ 83,007	£ 80,880	£ 79,748
M4	£ 35,499	£ 33,956	£ 31,775	£ 30,599	L29	£ 89,491	£ 84,979	£ 82,860	£ 81,723
M5	£ 38,230	£ 36,836	£ 34,179	£ 33,010	L30	£ 91,522	£ 87,013	£ 84,886	£ 83,757
M6	£ 41,483	£ 40,035	£ 37,152	£ 35,971	L31	£ 93,594	£ 89,089	£ 86,965	£ 85,826
					L32	£ 95,722	£ 91,215	£ 89,098	£ 87,960
U1	£ 45,713	£ 41,419	£ 38,797	£ 37,654	L33	£ 97,911	£ 93,406	£ 91,284	£ 90,145
U2	£ 47,960	£ 42,951	£ 40,189	£ 39,050	L34	£ 100,140	£ 95,633	£ 93,511	£ 92,373
U3	£ 49,571	£ 44,541	£ 41,635	£ 40,490	L35	£ 102,436	£ 97,927	£ 95,808	£ 94,669
					L36	£ 104,776	£ 100,268	£ 98,148	£ 97,013
L1/LP1	£ 48,824	£ 44,323	£ 42,915	£ 41,065	L37	£ 107,194	£ 102,685	£ 100,561	£ 99,424
L2/LP2	£ 49,857	£ 45,353	£ 43,226	£ 42,093	L38	£ 109,678	£ 105,145	£ 103,021	£ 101,885
L3/LP3	£ 50,912	£ 46,400	£ 44,277	£ 43,144	L39	£ 112,131	£ 107,624	£ 105,500	£ 104,368
L4/LP4	£ 51,984	£ 47,479	£ 45,356	£ 44,218	L40	£ 114,742	£ 110,234	£ 108,112	£ 106,972
L5/LP5	£ 53,091	£ 48,582	£ 46,459	£ 45,319	L41	£ 117,416	£ 112,905	£ 110,781	£ 109,644
L6/LP6	£ 54,223	£ 49,714	£ 47,592	£ 46,457	L42	£ 120,156	£ 115,647	£ 113,530	£ 112,392
L7/LP7	£ 55,477	£ 50,969	£ 48,846	£ 47,707	L43	£ 121,749	£ 117,287	£ 115,188	£ 114,060
L8/LP8	£ 56,576	£ 52,067	£ 49,940	£ 48,808					
L9/LP9	£ 57,790	£ 53,284	£ 51,161	£ 50,026	L44	£ 125,791	£ 121,181	£ 119,015	£ 117,848
L10/LP10	£ 59,076	£ 54,571	£ 52,445	£ 51,311	L45	£ 128,685	£ 123,969	£ 121,752	£ 120,558
L11/LP11	£ 60,404	£ 55,898	£ 53,775	£ 52,643	L46	£ 131,643	£ 126,820	£ 124,553	£ 123,331
L12/LP12	£ 61,624	£ 57,117	£ 54,993	£ 53,856	L47	£ 134,672	£ 129,737	£ 127,417	£ 126,168
L13/LP13	£ 62,968	£ 58,465	£ 56,340	£ 55,202	L48	£ 137,770	£ 132,721	£ 130,347	£ 129,069
L14/LP14	£ 64,344	£ 59,833	£ 57,714	£ 56,579					
L15/LP15	£ 65,747	£ 61,241	£ 59,118	£ 57,986		TLR 1	TLR 2	TLR 3	SEN A
L16/LP16	£ 67,295	£ 62,787	£ 60,664	£ 59,528	MIN	£ 8,069	£ 2,796	£ 555	£ 2,209
L17/LP17	£ 68,663	£ 64,156	£ 62,039	£ 60,895	MAX	£ 13,654	£ 6,829	£ 2,757	£ 4,359
L18/LP18	£ 70,194	£ 65,689	£ 63,562	£ 62,426					

Inner London: Barking and Dagenham, Brent, Camden, City of London, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington, Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth, Westminster.

Outer London: Barnet, Bexley, Bromley, Croydon, Enfield, Harrow, Havering, Hillingdon, Hounslow, Kingston-upon-Thames, Redbridge, Richmond-upon-Thames, Sutton and Waltham Forest.

Fringe Area: Basildon, Bracknell Forest, Brentwood, Broxbourne, Chiltern, Crawley, Dacorum, Dartford, East Hertfordshire, Epping Forest, Harlow, Hertsmere, St Albans, Sevenoaks Slough, South Buckinghamshire, Surrey, Three Rivers, Thurrock, Watford, Welwyn Hatfield, and Windsor and Maidenhead.

UNQ Unqualified Pay Range
M Main Pay Range
U Upper Pay Range
LP Learning Practitioner Range
L Leadership Pay Range



Appendix 2 – Agendas

2.1 Agenda for Personal Hearing with Decision maker

1. Introductions

Having agreed the order of the agenda with all present, the original decision maker introduces them self and allows an opportunity for all others present to do so.

2. Nature of the complaint

The original decision maker checks that all parties have the relevant documents and identifies the specific complaint.

3. Presentation by the decision maker

The original decision maker explains that basis on which the original Pay Decision was made. This may include oral statements from the appraiser or pay recommender.

4. Questions by member of staff

The member of staff and/or companion may question the original decision maker and any other person giving oral statements.

5. Presentation by member of staff

The member of staff concerned and/or companion presents their case. Witnesses may be called.

6. Questions by school management

The original decision maker may question at this point in the procedure.

7. Final statement by member of staff



2.2 Agenda for Pay Appeal Panel Hearing

1. Introductions

Having agreed the order of the agenda with all present, the Headteacher/chair introduces her/himself and allows an opportunity for all others present to do so.

2. Nature of the complaint

The Chair of the Pay Appeal Panel checks that all parties have the relevant documents and identifies the specific complaint.

3. Presentation by management

The original decision maker explains that basis on which the original Pay Decision was made. This may include oral statements from the appraiser or pay recommender.

4. Questions by member of staff

The member of staff and/or companion may question the original decision maker and any other person giving oral statements.

5. Questions by the Panel

Members of the Pay Appeal Panel may question may question the original decision maker and any other person giving oral statements.

6. Presentation by member of staff

The member of staff concerned and/or companion presents their case. Witnesses may be called.

7. Questions by original decision maker

The original decision maker may question at this point in the procedure.

8. Questions by the Panel

Members of the Pay Appeal Panel may question may question the original decision maker and any other person giving oral statements.

9. Final statement by the Original Decision Maker

The original decision maker may make a final statement.