

DOWAT Teachers' Pay Policy 2017/18

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 **August 2016 Ofsted School Inspection Handbook** issued on 23 August 2016 and the School Teachers' Pay and Conditions Document 2017 ("**STPCD 2017**") issued on 10th August 2017 and the suggestions of the NUT and NASUWT.
- 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 In preparing this policy we have considered the extracts from Ofsted documentation at **Appendix 2** and from the **Education Funding Agency's Academies Financial Handbook 2017** at **Appendix 4**.
- 1.4 We will have regard to the Guidance attached to **STPCD 2017**.
- 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 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;
 - (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;

DOWAT Teachers' Pay Policy 2017/18

- (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 Maker/ Reviewer</i>	<i>Appeal</i>
The School's Headteacher	Panel of Governors from Local Governing Body	The School's Local Governing Body	The Trust's Appeal Panel

DOWAT Teachers' Pay Policy 2017/18

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.
- 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 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 3.1**.
- 3.9 If you are 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

DOWAT Teachers' Pay Policy 2017/18

Permitted Companion. The appeal decision is final. Any hearing above shall follow the agenda at **Appendix 3.2**.

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 2017**. These arrangements differ from those in place in previous years.

4.5 There is no right of appeal against the salary level to which a person is appointed.

4.6 Progression on the Leadership Pay Range will follow **Paragraph 11 STPCD 2017** 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.

4.7 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.

4.8 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 2017/18 value of their pay point as these values are set out in **Appendix 1** irrespective of their performance.

DOWAT Teachers' Pay Policy 2017/18

4.9 **Paragraph 10 STPCD 2017** 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 2017**.

4.10 TLRs may not be paid to School Leaders.

The board of trustees 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.

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.

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.

DOWAT Teachers' Pay Policy 2017/18

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 2017 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.

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 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-appraisal;
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.

(b) Sources of guidance

DOWAT Teachers' Pay Policy 2017/18

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 2017/18 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

DOWAT Teachers' Pay Policy 2017/18

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; 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 years;
- (d) the teacher has brought about better than expected levels of pupil progress for two 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 presented. It will not be backdated to the start of the academic year or the date of the application.

DOWAT Teachers' Pay Policy 2017/18

- 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.
- 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 2 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;

DOWAT Teachers' Pay Policy 2017/18

- (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

DOWAT Teachers' Pay Policy 2017/18

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 years;
- (d) the teacher has brought about better than expected levels of pupil progress for two 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 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.

DOWAT Teachers' Pay Policy 2017/18

- 14.2 A TLR 1 post must also involve management responsibility for a significant number of people.
- 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 Governing Body.
- 14.9 We may make use of TLR3 between fall 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 2017** in relation to the use of such allowances and incentives and will review the use of existing and future allowances annually.

DOWAT Teachers' Pay Policy 2017/18

16.2 Recruitment and Retention Allowances and Incentives require the prior approval of the Local Governing Body.

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 2017**.

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 2017** 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 2017** 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.

DOWAT Teachers' Pay Policy 2017/18

- 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 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 Governing Body the data at **Paragraph 163** of the **July 2014 Ofsted Inspection Handbook** extracted at **Appendix 2**.

DOWAT Teachers' Pay Policy 2017/18

Appendix 1 – Teachers' Pay Ranges 2017/18

	Inner London	Outer London	Fringe Area	England & Wales		Inner London	Outer London	Fringe Area	England & Wales
UNQ 1	21,115	19,944	17,893	16,790	L19	68,788	64,468	62,428	61,340
UNQ 2	22,841	21,684	19,650	18,560	L20	70,309	65,987	63,954	62,862
UNQ 3	24,775	23,618	21,584	20,492	L21	71,865	67,545	65,513	64,417
UNQ 4	26,708	25,554	23,517	22,426	L22	73,464	69,139	67,107	66,017
UNQ 5	28,641	27,486	25,451	24,361	L23	75,094	70,774	68,738	67,652
UNQ 6	30,573	29,422	27,384	26,295	L24	76,868	72,453	70,422	70,422
					L25	78,496	74,176	72,139	71,052
M1	28,660	26,662	24,018	22,917	L26	80,254	75,934	73,903	72,810
M2	29,859	28,037	25,574	24,485	L27	82,056	77,738	75,702	74,615
M3	31,414	29,772	27,542	26,454	L28	83,910	79,590	77,551	76,465
M4	33,051	31,615	29,585	28,489	L29	85,807	81,481	79,450	78,359
M5	35,594	34,297	31,823	30,734	L30	87,755	83,431	81,393	80,309
M6	38,623	37,275	34,591	33,492	L31	89,742	85,422	83,386	82,293
					L32	91,783	87,461	85,431	84,338
U1	43,616	39,519	37,017	35,927	L33	93,881	89,562	87,527	86,435
U2	45,760	40,981	38,346	37,258	L34	96,018	91,697	89,663	88,571
U3	47,298	42,498	39,725	38,633	L35	98,219	93,897	91,865	90,874
					L36	100,464	96,141	94,109	93,020
L1/LP1	46,814	42,498	40,458	39,374	L37	102,783	98,459	96,422	95,333
L2/LP2	47,803	43,487	41,446	40,360	L38	105,135	100,816	98,053	97,691
L3/LP3	48,815	44,490	42,453	41,368	L39	107,516	103,195	101,158	100,072
L4/LP4	49,844	45,526	43,489	42,398	L40	110,019	105,697	103,662	102,570
L5/LP5	50,905	46,582	44,545	43,453	L41	112,584	108,259	106,222	105,132
L6/LP6	51,991	47,668	45,633	44,543	L42	115,211	110,887	108,858	107,736
L7/LP7	53,194	48,871	46,835	45,743	L43	116,738	112,456	110,448	109,285
L8/LP8	54,246	49,924	47,883	46,798					
L9/LP9	55,411	51,091	49,055	47,967	L44	120,615	116,194	114,118	112,999
L10/LP10	56,644	52,325	50,286	49,198	L45	123,390	118,868	116,742	115,598
L11/LP11	57,907	53,598	51,561	50,476	L46	126,227	121,602	119,428	118,256
L12/LP12	59,086	54,766	52,729	51,638	L47	129,131	124,399	122,175	120,977
L13/LP13	60,376	56,059	54,021	52,929	L48	132,101	127,260	124,983	123,758
L14/LP14	61,695	57,370	55,338	54,249					
L15/LP15	63,040	58,720	56,683	55,599		TLR 1	TLR 2	TLR 3	SEN A
L16/LP16	64,525	60,202	58,167	57,076	MIN	7,698	2,666	528	2,106
L17/LP17	65,837	61,515	59,485	58,388	MAX	13,027	6,515	2,629	4,157
L18/LP18	67,304	62,986	60,944	59,857					

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.

DOWAT Teachers' Pay Policy 2017/18

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 – Teachers' Pay Ranges 2016/17

	Inner London	Outer London	Fringe Area	England & Wales		Inner London	Outer London	Fringe Area	England & Wales
UNQ 1	20,701	19,553	17,542	16,461	L19	68,107	63,830	61,810	60,733
UNQ 2	22,615	21,469	19,455	18,376	L20	69,613	65,334	63,321	62,240
UNQ 3	24,530	23,384	21,370	20,289	L21	71,153	66,876	64,864	63,779
UNQ 4	26,444	25,301	23,284	22,204	L22	72,737	68,454	66,443	65,363
UNQ 5	28,357	27,214	25,199	24,120	L23	74,350	70,073	68,057	66,982
UNQ 6	30,270	29,130	27,112	26,034	L24	76,107	71,736	69,725	69,725
					L25	77,719	73,442	71,425	70,349
M1	28,098	26,139	23,547	22,467	L26	79,459	75,182	73,171	72,089
M2	29,563	27,759	25,321	24,243	L27	81,244	76,968	74,952	73,876
M3	31,103	29,477	27,269	26,192	L28	83,079	78,802	76,783	75,708
M4	32,724	31,302	29,292	28,207	L29	84,957	80,674	78,663	77,583
M5	35,242	33,957	31,508	30,430	L30	86,886	82,605	80,587	79,514
M6	38,241	36,906	34,249	33,160	L31	88,853	84,576	82,560	81,478
					L32	90,874	86,595	84,585	83,503
U1	43,184	39,127	36,650	35,571	L33	92,951	88,675	86,660	85,579
U2	45,306	40,575	37,966	36,889	L34	95,067	90,789	88,775	87,694
U3	46,829	42,077	39,331	38,250	L35	97,247	92,967	90,955	89,974
					L36	99,469	95,189	93,177	92,099
L1/LP1	46,350	42,077	40,057	38,984	L37	101,765	97,484	95,467	94,389
L2/LP2	47,330	43,055	41,036	39,960	L38	104,094	99,818	97,082	96,724
L3/LP3	48,332	44,049	42,033	40,958	L39	106,451	102,173	100,156	99,081
L4/LP4	49,350	45,074	43,058	41,978	L40	108,930	104,650	102,636	101,554
L5/LP5	50,401	46,120	44,104	43,023	L41	111,469	107,187	105,170	104,091
L6/LP6	51,476	47,195	45,181	44,102	L42	114,070	109,789	107,780	106,669
L7/LP7	52,667	48,386	46,371	45,290	L43	115,582	111,343	109,354	108,203
L8/LP8	53,709	49,429	47,409	46,335					
L9/LP9	54,862	50,584	48,569	47,492	L44	119,421	115,044	112,988	111,880
L10/LP10	56,083	51,806	49,788	48,711	L45	122,168	117,691	115,586	114,453
L11/LP11	57,334	53,066	51,050	49,976	L46	124,977	120,398	118,246	117,085
L12/LP12	58,501	54,223	52,207	51,127	L47	127,852	123,167	120,965	119,779
L13/LP13	59,778	55,503	53,486	52,405	L48	130,793	126,000	123,746	122,533
L14/LP14	61,084	56,801	54,790	53,712					
L15/LP15	62,416	58,138	56,122	55,049		TLR 1	TLR 2	TLR 3	SEN A
L16/LP16	63,886	59,605	57,591	56,511	MIN	7,622	2,640	523	2,085
L17/LP17	65,185	60,905	58,896	57,810	MAX	12,898	6,450	2,603	4,116
L18/LP18	66,638	62,361	60,341	59,264					

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.

DOWAT Teachers' Pay Policy 2017/18

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

DOWAT Teachers' Pay Policy 2017/18

Appendix 2 – Extracts from OFSTED School Inspection Handbooks

Extracts from August 2016 Ofsted School Inspection Handbook

28 Evidence for Inspection: ...Ofsted **will** usually expect to see evidence of the monitoring of teaching and learning and its link to teachers' performance management and the teachers' standards, but this should be the information that the school uses routinely and **not** additional evidence generated for inspection.

38. Inspectors will request that the following information is available at the start of the inspection: information about the school's performance management arrangements, including the most recent performance management outcomes and their relationship to salary progression, in an anonymised format.

148. Inspectors will consider whether governors understand how the school makes decisions about teachers' salary progression and performance

Extract from July 2014 Ofsted Inspection Handbook

163. Examples of the information headteachers could provide include:
- the proportion of staff who progressed through thresholds over the last three years
 - the proportion who did not progress through thresholds over the last three years
 - a table showing for each salary point, the number of staff, points they have moved from and the number that met their performance management objectives
 - the performance management information the school provides to governors
 - any other relevant information with regard to the performance management process.

DOWAT Teachers' Pay Policy 2017/18

Appendix 3 – Agendas

3.1 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

DOWAT Teachers' Pay Policy 2017/18

3.2 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.

DOWAT Teachers' Pay Policy 2017/18

Appendix 4 – Extracts from the 2016 Academies Financial Handbook

The board of trustees has wide discretion over its use of the trust's funds, which it **must** discharge reasonably and in a way that commands broad public support. It is responsible for the proper stewardship of those funds, including regularity and propriety, and for ensuring economy, efficiency and effectiveness in their use – the three key elements of value for money.

The role of accounting officer includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament, and to ESFA's accounting officer, for the financial resources under the trust's control. Accounting Officers **must** be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly:

- regularity – dealing with all items of income and expenditure in accordance with legislation, the terms of the trust's funding agreement and this handbook, and compliance with the trust's internal procedures. This includes spending public money for the purposes intended by Parliament;
- propriety – the requirement that expenditure and receipts should be dealt with in accordance with Parliament's intentions and the principles of parliamentary control. This covers standards of conduct, behaviour and corporate governance; and
- value for money – this is about achieving the best possible educational and wider societal outcomes, within the trust's objects, through the economic, efficient and effective use of resources, the avoidance of waste and extravagance, and prudent and economical administration. A key objective is to achieve value for money not only for the trust but for taxpayers generally.

The board of trustees **must** approve a balanced budget, and any significant changes to that budget, for the financial year to 31 August, which can draw on unspent funds brought forward from previous years. The board **must** minute their approval(s).

Academy trusts **must** ensure that:

- spending has been for the purpose intended and there is probity in the use of public funds;
- spending decisions represent value for money, and are justified as such;

Academy trusts **must** ensure that their senior employees' payroll arrangements fully meet their tax obligations and comply with HM Treasury's guidance about the employment and contract arrangements of individuals on the avoidance of tax, as set out in HM Treasury's Review of the Tax Arrangements of Public Sector Appointees. Failure to comply with these requirements can result in a fine by HM Treasury.