

Symphony Learning Trust

Teachers' Pay Policy

2018-19

Adopted by Symphony Learning Trust on	31 st October 2018 – Finance and Audit Committee
Ratified by full Board of Trustees	17 th December 2018
Next Review Due	Autumn 2019

This policy applies to all Teachers, Executive Head teachers, Head Teachers, Heads of Schools and should be read in conjunction with the associated Pay Policy Guidance.

1. Scope

This policy sets out the framework for making decisions on Teachers' pay.

This policy sets out the framework for making decisions on teacher's pay in all academies and schools within Symphony Learning Trust. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) currently in force and applies to all teachers employed by the Symphony Learning Trust.

The policy aims to:

It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) 2011/12 'The Document', and has been consulted on with staff and/or the recognised trade unions.

In adopting this pay policy the aim is to:

- Maximise the quality of teaching and learning throughout the Trust to improve outcomes for all pupils;
- Support the recruitment and retention of high quality teachers;
- Ensure that teachers are recognised and rewarded appropriately for their contribution;
- Help ensure that decisions on pay are managed in a fair, just and transparent way.

Trustees and the Local Governing Bodies will agree school/academy budgets annually and will ensure that appropriate funding is allocated for pay progression (including any cost of living rises) at all levels. The Governing Body recognise that funding cannot be used as a criterion to withhold pay progression.

Any aspects of Teachers' pay and allowances not covered within the terms of this policy will be considered in line with The Document.

All decisions made under this policy must be objective and fully justifiable.

2. Appraisal

A scheme of Appraisal for all teaching staff will be used, in accordance with the requirements of the Education (School Teachers' Appraisal) (England) Regulations 2012.

3. Equal Opportunities

All pay-related decisions will be made to comply with relevant legislation including, as amended, the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The Board of Trustees and Local Governing Bodies will promote equality of opportunity in all areas taking account of employees individual circumstances e.g. absence due to maternity leave or long term sick leave and make adjustments where appropriate.

It is also important that academies and schools are mindful of the impact of their decisions in terms of Equal Pay Legislation. Where an individual has had a successful performance management review, pay progression will be awarded, where salary scales allow.

4. Pay Committee

In Symphony Learning Trust Local Governing Bodies in all academies/schools have established a Pay Committee in order to monitor pay decisions in the academy/school. Executive pay will be monitored by the Trust's Pay Committee. The terms of reference for the Pay Committee are attached at **Appendix A**. The Pay Committee have fully delegated powers to make decisions on pay progression for all teachers in the School on behalf of Symphony Learning Trust.

It is the responsibility of the pay committee to:

- *To ensure the application of the Pay Policy is undertaken in a fair and consistent way.*
- *To ensure all statutory and contractual requests are applied.*
- *To record all decisions and report back in general to the Governing Body.*
- *To recommend to the Local Governing Body the total amount of funding needed for pay progression.*
- *To ensure knowledge of pay issues is up-to-date and make the Board of Trustees aware when the pay policy needs to be updated.*

Members of the Pay Committee should not include employee Local Governors.

5. Pay Reviews

Determination of teacher pay shall take place:

All Teachers:

- Annually with effect from 1st September, with reviews having been conducted no later than 31st October each year

Executive Head Teachers and Head Teachers:

- Annually, and no later than 31st December each year.

All Teaching Staff (including Executive Head Teachers and Head Teachers):

- Any other time of the year to reflect any changes in job description or other circumstances that lead to a change in the basis for calculating an individual's pay.

Teachers will receive a written statement, the "Pay Statement" outlining the details of their remuneration and the rationale for the determination of their pay and other financial benefits including:

- Recruitment and retention payments;
- SEN Allowances

- TLR allowances awarded (including reasons for the award and details of when these payments will come to an end. For TLR 3 payments, a statement that payments will not be safeguarded. And;
- details of any safeguarding sums to which the teacher is entitled..

Teachers should receive their Pay Statement at the earliest opportunity after any review, and no later than one month after the determination. The Chair of Local Governors is responsible for notifying Head Teachers. The Chair of the Board of Trustees is responsible for notifying Executive Head teachers

6. Appeals

A teacher may request a review of any determination of their pay by the Pay Committee. Initial queries should be raised with the Head Teacher in the first instance. Where matters are not resolved at this stage, the teacher may refer to the Pay Appeals process. The procedure for submitting an appeal is detailed in **Appendix B**.

7. Pay Range for Head Teachers and Executive Head teachers

Local Governing Bodies have identified an appropriate range of consecutive points, as the pay ranges for Head Teachers and Executive Head teachers. As at 1st September 2018, the ranges are :-

Ashby Willesley	Executive Head teacher	L 25-L31
The Meadow		
Glen Hills	Executive Head teacher	L25-L31
Fairfield		
Newcroft (including Symphony Teaching School)	Executive Head teacher	L18 – L24
Old Mill	Head teacher	L15 -L21
Thornton	Head teacher	L9- L15

The Executive Head teacher/ Head Teacher's pay range (including any additional payments), must not exceed the maximum of the School group size by more than 25%, other than in exceptional circumstances

Pay progression, based on the performance of Head Teachers, will be considered by the academy/school Pay Committee following recommendations of the Local Chair of Governors with advice from the External Educational Adviser.

Pay progression, based on the performance of Executive Head Teachers, will be considered by the Trust Pay Committee following recommendations of the Local Chair of Governors with advice from the External Educational Adviser.

Trustees, in consultation with Local Governing Bodies, will determine pay ranges for Head Teachers and Executive Head Teachers, when:

- It proposes to make new appointments,
- or
- Where there are significant changes to the serving Head Teacher/ Executive Head Teacher's role.

When determining a pay range for Head Teacher/ Executive Head Teacher, Trustees and Local Governing Bodies will take into account:

- The appropriate academy/school group size,
- All of the permanent responsibilities of the role,
- Any challenges specific to the role
- Any other relevant considerations.

These considerations apply to any determinations made within the leadership group after 1st September 2014.

8. Pay Range for Heads of School, Deputy Head Teachers & Assistant Head Teachers

Local Governing Bodies have identified pay ranges of consecutive points on the leadership group pay spine as the pay range for each Deputy Head Teachers and Assistant Head Teachers.

As at 1st September 2018, the ranges are:-

	Head of School	Deputy Head	Assistant Head	EYFS Leader
Ashby Willesley	L 10- L14	L 5 - L9	L 2- L6	
The Meadow	L10 - L14	L8 - L12	L3 - L7	L1 to L5
Glen Hills	L22 - L26		L5 - L9	
Fairfield	L10 - L14		L4 – L8	
Newcroft	L8 to L14		L3 - L7	
Old Mill			L6 - L10	
Thornton				

Pay progression will be considered by the Pay Committee on the recommendation of the Head Teacher/ Executive Head Teacher.

The Local Governing Body will determine a pay range for the Head of School, Deputy Head Teacher and Assistant Head Teacher when:

- It proposes to make new appointments,
- or
- Where there are significant change to the serving HoS, Deputy or Assistant.

Local Governing Body will take account of the responsibilities and challenges of the role(s). The pay range set will be within the leadership scales and not exceed the maximum of the School group

size. There are no differentials set within the leadership scale and the HoS, Deputy and Assistant pay ranges can overlap or one can exceed the other.

The pay range for the HoS, Deputy Head Teacher or Assistant Head Teacher will only overlap the Head Teacher's pay range in exceptional circumstances.

9. Pay Progression

Annual pay progression is not automatic and is subject to annual review of performance. The Governing Body will consider whether to award pay progression points in line with the table below:

Pay Range	Limited progression	Standard progression	Accelerated Progression
<i>Unqualified teachers</i>	<i>½ point</i>	<i>1 Point</i>	<i>1.5 points</i>
<i>Main</i>	<i>½ point</i>	<i>1 Point</i>	<i>1.5 points</i>
<i>Upper</i>	<i>½ point</i>	<i>1 point after 2 consecutive successful reviews</i>	<i>2 points after 2 consecutive successful reviews</i>
<i>Leading Practitioner</i>	<i>½ point</i>	<i>1 point</i>	<i>1.5 points</i>
<i>Leadership</i>	<i>½ point</i>	<i>1 point</i>	<i>1.5 points</i>

10. Pay Progression Based on Performance: All Teaching & Leadership Posts

Annual Pay progression for all posts is not automatic and is subject to annual review of performance. The Local Governing Body will consider whether to award pay progression points in line with the provisions set out in Appendix D.

All teachers, including head teachers, other leadership staff and leading practitioners, are subject to the annual appraisal process that: recognises their strengths; informs plans for their future development; and helps to enhance their professional practice. In addition, all can expect to receive regular constructive feedback on their performance. The arrangements for appraisal are set out in the Trust's Performance Management Policy.

The pay progression of the Head Teacher will be considered by the Pay Committee on the recommendation of the Chair of Governors with advice from the External Advisor.

The pay progression of all other teachers, including other leadership staff and leading practitioners, will be considered by the Pay Committee on the recommendation of the Head Teacher.

Decisions regarding pay progression will be made by the pay committee with reference to the employee's appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

It will be possible for a "no progression" determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Within the school we will ensure fairness by ensuring that objectives and assessments are consistent. Performance management team leaders will meet before the cycle begins, when necessary during the cycle and before reviews are completed. All judgements will be moderated by the Head Teacher.

The evidence to be used may include:

- Performance Management outcomes;
- End of year attainment;
- Tracking pupil progress;
- Lesson observations;
- Learning walks;
- Work samples / book scrutiny;
- Co-ordinator monitoring;
- Self-assessment

Judgements on performance will be made against the extent to which teachers have met their individual objectives and professional standards and how their work has had an impact on:

- Pupil progress;
- Wider outcomes for children;
- Improvements in specific elements of practice (e.g. behaviour management, lesson planning, etc);
- Effectiveness of teachers or other staff; and
- Wider contribution to the work of the school and/or the Symphony Learning Trust

All staff will be expected to demonstrate increasing proficiency in their role in order to progress through the pay ranges. Primarily this will be demonstrated through the progress of children in the teacher's class.

The rate of pay progression will be differentiated according to an individual's performance and will be on the basis of absolute criteria which must include pupil progress as a priority. Consideration will be given to contextual factors when making judgements on teachers' performance and achievement of objectives.

The Local Governing Body will agree the criteria for awarding pay progression for staff employed at the school.

Appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by Local Governing Bodies, having regard to the appraisal report and taking into account advice as follows:

- For Executive Head Teachers/ Head Teachers – advice from the school's external educational advisor (CEO);
- For Heads of School, Deputy Head Teachers, Assistant Head Teachers and Leading Practitioners – advice from the Head Teacher;
- For Classroom Teachers – advice from the Executive Head Teacher/ Head Teacher / Senior Leadership Team;

Where a teacher is simultaneously employed to work at more than one school or academy, individual schools within the Symphony Learning Trust will not be bound by any pay decision made by another school / college / academy, whether part of the Trust or not.

12. Movement to the Upper Pay Range

Applications and Evidence

Any qualified teacher may apply to be paid on the Upper Pay Range and will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

Teachers may only submit one application per year, and applications should be made in writing to the Head Teacher. Applications received up to 31st October will be considered for an uplift effective from 1st September of the same year.

Where Teachers are subject to the 2011 regulations or the 2012 regulations, the Pay Committee shall have regard to the assessments and recommendations in Teachers' appraisal reports under those regulations, including any recommendation on pay (or, where that information is not applicable or available, they should submit a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

Applications should contain evidence from the past two completed performance management cycles and other evidence which the teacher wishes to provide.

If a teacher is simultaneously employed at another school / college / academy, they should submit separate applications if they wish to apply to be paid on the Upper Pay Range in both schools. Individual schools within the Symphony Learning Trust will not be bound by any pay decision made by another school / college / academy, whether part of the Trust or not.

The Assessment

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

- the teacher is highly competent in all elements of the relevant teacher standards;
- the teacher's achievements and contribution to the School are substantial and sustained; and
- the teacher demonstrates an understanding and commitment to the responsibilities of the Upper Pay Range.

For the purposes of this pay policy:

"highly competent" means performance which is not only good (with significant impact on the progress of pupils characterised by progress data which is above school expectations) but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice (as evidenced in the improving progress of pupils in the relevant classes).

"substantial" means practice and professional behaviours which are of real importance, validity or value to the school, with the staff member playing a critical role in the life of the school, providing a role model for teaching and learning and making a distinctive contribution to the raising of pupil

standards, as well as taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning.

“sustained” means maintained continuously over a period of at least 2 years.

The application will be assessed rigorously by the Executive Head teacher/ Head Teacher, who will consider the extent to which the applicant meets the teacher standards. Additional evidence may be requested if necessary. Evidence can also be drawn by the applicant from the relevant leadership standards. The Executive Head teacher/ Head Teacher will make a recommendation to the Pay Committee, who will make the final decision.

Processes and Procedures

The assessment will be made by 31st October for applications submitted up to the previous 31st August, and by 30th November for applications submitted between 1st September and 31st October.

If successful, applicants will move to the lowest pay point on the upper pay range effective from 1st September.

If unsuccessful, feedback will be provided by the Executive Head Teacher/Head Teacher within 20 working days of the decision.

Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the Academy Trust Appeals' Policy.

13. Teaching Posts Pay Ranges

14.1 The pay ranges for teaching posts, for the academic year 2018/19, are as follows:

		Salary
Unqualified Teacher Pay Range	Minima	£ 17,208
	Maxima	£ 27,216
Main Pay Range	Minima	£23,720
	Maxima	£ 35,008
Upper Pay Range	Minima	£ 36,646
	Maxima	£ 39,406

14. Leading Practitioners Pay Ranges

The pay ranges for Leading Practitioners, for the academic year 2018/19, are as follows:

	Scale Point	Salary
Lead Practitioner	Minima	£ 40,162
	Maxima	£ 61,055

15. Part-Time Teachers

Teachers employed on an ongoing basis at Symphony Learning Trust, but less than a full working week are deemed to be part-time. Local Governing Bodies will give part-time teachers 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.

16. Supply Teachers

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.

17. Teaching and Unqualified Teaching Posts: Basic Pay determination on Appointment

Local Governing Bodies will determine the pay range for a vacancy prior to advertising it. In making such determinations, Local Governing Bodies may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- Market conditions;
- The wider academy/school context.

On appointment it will determine the starting salary to be offered to the successful candidate within that range.

There is no assumption that a Teacher (qualified or unqualified) will be paid at the same rate as they were being paid in a previous School.

Local Governing Bodies will pay an unqualified teacher on one of the employment-based routes into teaching on the unqualified Teachers' range.

18. Teaching and Learning Responsibility Payment (TLR)

TLRs are awarded to those teachers indicated in the attached staffing structure at Appendix A. They will not be awarded to staff on the leadership scales or unqualified Teachers.

Before awarding any TLR, Local Governing Bodies must be satisfied that the duties of the post include a significant responsibility e.g.:

- Is focused on teaching and learning;
- Requires the exercise of a teacher's professional skills and judgement;
- This may include responsibility for the management of a significant number of people (TLR 1 only)
- Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and

- Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- Involves leading, developing and enhancing the teaching practice of other staff.

(N.B The last two bullet points are not applicable to TLR 3s)

The **values** of the TLRs that currently exist within the Trust are set out below:

	TLR 1	TLR 2	TRL 3
Ashby Willesley	n/a	£2,721	n/a
The Meadow		£2,721	
Glen Hills	n/a	£2,292 - £2,934	n/a
Fairfield	n/a	£2,721 -£2,934	n/a
Newcroft		£2,721	
Old Mill		£2,721	
Thornton		£2,721	

TLR 1	Minima	£7,853
	Maxima	£13,288

TLR 2	Minima	£2,721
	Maxima	£6,646

TLR 3	Minima	£540
	Maxima	£2,683

The purpose of the TLR3 and the duration, TLR3s can only be for a fixed period i.e. for a time limited school improvement project, or for one-off externally driven responsibilities. The pro-rata value of a TLR 3 must not exceed the maxima value.

Teachers cannot hold a TLR 1 and a TLR 2 concurrently, but may hold either a TLR 1 or 2 AND a TLR 3.

TLR 1 and 2 will be pro-rata for a part time Teacher (i.e. a teacher with a 60% contract will only hold a 60% TLR allowance); TLR 3s will not to be pro-rata'd for pro –rata staff – see below.

The range for TLR3s refers to the annual value of such an award. Where a TLR3 is awarded for a fixed-term of less than one year then the total value should be calculated proportionately to the annual value, for example: a TLR 3 awarded for a 6 month project should not exceed a value of £1,315 (i.e. £2,630 / 2 = £1,315). If the teacher undertaking the project is a part time teacher, the TLR3 payment would not be pro-rata'd further in line with the teachers weekly working hours.

19. Special Education Needs Allowance

A Special Educational Needs (SEN) allowance will be awarded in accordance with the terms of the relevant paragraph of the latest STPCD to:

All classroom teachers in a SEN post that requires a mandatory qualification and involves teaching pupils with SEN, provided they are not in receipt of a TLR for the same duties; and

Any classroom teacher who is engaged wholly or mainly in taking charge of one or more designated special classes or units, provided they are not in receipt of a TLR for the same duties.

Note: An SEN allowance of no less than £2,149 and not more than £ 4,242 per annum is payable to a classroom teacher.

20. Unqualified Teachers Allowance

Local Governing Bodies will pay an unqualified teacher's allowance to unqualified teachers when they consider that the basic salary is not adequate having regard to the teacher's responsibilities, qualifications and experience in the circumstances.

21. Discretionary Payments and Allowances

Local Governing Bodies may consider awarding discretionary allowances and payments in respect of:

- Continuing Professional Development
- Initial teacher training activities
- Out-of-school learning activities
- Additional responsibilities and activities
- Recruitment and Retention incentives and benefits
- Residential duties

The level of payments / benefits will be reviewed on an annual basis

Discretionary Allowances & Payments to Executive Head Teachers/ Head Teacher / Wider Leadership Team

The new approach to setting pay for Head Teachers will make additional payments by means of allowances largely unnecessary. The exception to this will be for temporary or irregular responsibilities or other very specific reasons which it is not appropriate to incorporate into permanent pay, such as housing or relocation costs. Such payments will be time-limited from the outset and cease when the responsibility ceases or circumstances change. Safeguarding will not

apply to such payments. The total value of the salary and temporary payments made to a Head Teacher in any one year will not exceed 25% above the maximum of the group size for the school. The principles for payment of allowances to members of the wider leadership group (except Leading Practitioners) will be consistent with those for Head Teachers.

This approach and these principals, however, will only be applicable if pay setting for the leadership group is or has been changed to reflect the new provisions (i.e. after 1st September 2014).

Other Allowances Currently Paid

	First Aid	Other	Other
Ashby Willesley	£153.94		
The Meadow	£153.94		
Glen Hills	£153.94		
Fairfield	£153.94		
Newcroft	£153.94		
Old Mill	£153.94		
Thornton	£153.94		

Executive Head Teacher/ Head Teacher

Local Governing Bodies have determined that they will award the following additional payments to the Head Teacher:-

	Value	Reason
Ashby Willesley	15%	Executive Headship
The Meadow		
Glen Hills	25%	Executive Headship
Fairfield		
Newcroft	10%	Was agreed upon appointment in 2013
Old Mill	n/a	
Thornton	n/a	

NB:- Additional payments may be made to a Head Teacher in specified circumstances as set out in STPCD 2018 (provided the Governing Body have not previously taken such circumstances into account when determining the ISR under an earlier Document), subject to a limit of 25% of the amount that corresponds to the Head Teacher's pay point. In "wholly exceptional circumstances" this limit can be exceeded with the agreement of the Governing Body. The Governing Body must seek external independent advice before providing such agreement. Where the Governing body has determined the salary of a Head Teacher after 1st September 2014, any additional payment(s) should have been considered as part of that determination.

Recruitment and Retention Incentives and Benefits (R&R)

The R&R allowance is the most flexible allowance available to academies and schools. It has no maximum value assigned to it, or a time limit on its payment and is not subject to safeguarding. The

School should therefore consider how they which to utilise such an allowance for the purposes of recruiting or retaining staff. Under STPCD the allowance is not payable to the Head Teacher, Deputy or Assistant, except for any reasonable reimbursement of housing or relocation costs where agreed. It is important to prescribe the basis on which such awards could be considered and where practicable the values of those, to ensure such payments are enshrined in pay policy. A date should be provided by which such incentives and benefits will be reviewed, after which they may be withdrawn.

Local Governing Bodies have determined that they will award the following recruitment and retention incentives:-

	Value	Reason <i>(eg. an advance of salary for a rental deposit, support for travel costs, care of dependents, etc)</i>
Ashby Willesley	n/a	
The Meadow	n/a	
Glen Hills	n/a	
Fairfield	n/a	
Newcroft	n/a	
Old Mill	n/a	
Thornton	n/a	

Executive Head Teachers, Head Teachers, HoS, Deputy or Assistant Head Teachers may not be awarded recruitment and retention payments.

The Governing Body will review the level of R&R payments on an (suggest annual) basis.

Recruitment and retention incentives and benefits will not be made for carrying out specific responsibilities.

Residential Duties

Local Governing Bodies have determined that they will award any payments for residential duties.

	Value	<i>The school is allied to the 'Joint Negotiating Committee for Teachers in Residential Establishments'.</i>
Ashby Willesley	n/a	No
The Meadow	n/a	No
Glen Hills	n/a	No
Fairfield	n/a	No
Newcroft	n/a	No
Old Mill	n/a	No
Thornton	n/a	No

22. Honoraria

The Document, and therefore this Trust's pay policy, does not provide for the payment of bonuses or so-called 'honoraria' in any circumstances.

23. Salary Sacrifice Arrangements

Symphony Learning Trust has arranged that all employees will have access to a salary sacrifice scheme called 'Wider Wallet'. Details can be obtained the School Business Manager at each school. Teachers participating in any such arrangements will likely see their gross salary being reduced accordingly for the duration of such participation in a scheme, and in line with the agreements required for the salary sacrifice agreement.

24. Additional Information

Salary Determinations. The determination of the remuneration of a Teacher (including Leadership) will be made annually with effect from 1st September.

Written Notification of Allowances and Other Payments. Academies/schools will advise employees in writing of the determination of any allowance or other payment or amendment to such. The written notification will advise, as appropriate, on the date of commencement, termination, review, the value of any such award and whether it is to be safeguarded or not.

Pay increases arising from changes to the Document. All Teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

Pay changes by mutual consent. Any member of staff wishing to request a reduction in responsibility and pay should do so in writing. This request will be considered by the Pay Committee and a decision will be made taking into account the request from the teacher and the operational requirements of the School.

Monitoring the impact of the Policy. Local Governing Bodies (Pay Committee) will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of Teachers to assess its effect and the academy/school's continued compliance with equalities.

Staffing Structure

Ashby Willesley Primary School

Executive Head Teacher	40%
Head of School	100%
Deputy Head Teacher	100%
Assistant Head Teacher	2 x 100%
Leading Practitioners	n/a
TLRs	1 x TLR2a – EYFS Lead
SEN Allowance	1 x SEN Allowance - SENDCo

Fairfield

Executive Head Teacher	28.17%
Head of School	100%
Deputy Head Teacher	n/a
Assistant Head Teacher	100%
Leading Practitioners	n/a
TLRs	4 x TLR2a Maths, Literacy, Phase 1 & Phase 2
SEN Allowance	1 x SEN Allowance - SENDCo

Glen Hills

Executive Head Teacher	71.83%
Head of School	80%
Deputy Head Teacher	N/A
Assistant Head Teacher	100%
Leading Practitioners	n/a
TLRs	6 x TLR2
SEN Allowance	n/a

Newcroft

Executive Head Teacher	100%
Head of School	100%
Deputy Head Teacher	n/a
Assistant Head Teacher	100%
Leading Practitioners	n/a
TLRs	3 x TLR2a – Inclusion, Maths, English
SEN Allowance	1 x SEN Allowance - SENCo

Old Mill

Executive Head Teacher	n/a
Head teacher	80% + 20 % job share
Deputy Head Teacher	n/a
Assistant Head Teacher	100%
Leading Practitioners	n/a
TLRs	2 (fte) x TLR2
SEN Allowance	n/a

The Meadow

Executive Head Teacher	60%
Head of School	50% Deputy Head Teacher & 50% Assistant Head Teacher (job share)
Deputy Head Teacher	50% (+50% Head of School)
Assistant Head Teacher	50% (+50% Head of School) 1 x EYFS leader
Leading Practitioners	n/a
TLRs	3 x TLR2
SEN Allowance	1 x SEN Allowance - SENCo

Thornton

Executive Head Teacher	n/a
Head teacher	100%
Deputy Head Teacher	n/a
Assistant Head Teacher	n/a
Leading Practitioners	n/a
TLRs	1 x TLR2a – Inclusion, Maths
SEN Allowance	1 x SEN Allowance - SENCo

Appendix A – Terms of Reference for the Pay Committee

The Pay Committee is authorised:

- To agree and recommend the Staff Pay Policy to the full Local Governing Body.
- To ensure the application of the Pay Policy in a fair and consistent way.
- To ensure all statutory and contractual requests are applied.
- To record all decisions and report back to the full Local Governing Body.
- To recommend to the Local Governing Body the total amount of funding needed for pay progression.
- To ensure up to date knowledge about pay issues and to make relevant recommendations to the full Local Governing Body.

Appendix B – Symphony Learning Trust Appeals' Procedure

At the formal stage of the appeals procedure the teacher has the right to put their case to the Governing Body appeal panel and is entitled to be accompanied by a colleague / trade union representative.

The following list, which is not exhaustive, indicates the usual reasons for seeking a review of pay determination:

- Incorrect application any provision of the STPCD;*
- Failure to have proper regard for statutory guidance;*
- Failure to take proper account of relevant evidence;*
- Irrelevant or inaccurate evidence taken into account;*
- Bias; or*
- Otherwise unlawful discrimination against the teacher.*

The order of proceedings is as follows:

- 1. The teacher is informed of the pay recommendation to be made to the pay committee and, where applicable, the basis on which the decision was made;*
- 2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Head Teacher;*
- 3. Pay recommendations should be made to the pay committee to make pay determinations;*
- 4. Pay decision is confirmed in writing;*
- 5. Where the teacher is still dissatisfied, they may follow a formal appeal process;*
- 6. The teacher should set down in writing the grounds for appeal and send it to the individual (or committee) who made the determination, within 10 working days of the notification of the decision of the pay committee or of the outcome of the discussion referred to above.*

The appeal will be considered by an appeals committee in accordance with the Trust's Appeals Policy. Local Governors involved in the original pay decision shall not be a member of the appeal panel.

Appendix C – Symphony Learning Trust Pay Spines

Teachers Pay – 2018/19

Leadership Pay Spine 2017-18		1.5%
Point	01/09/2017	01/09/2018
L1	£39,374	£39,965
L2	£40,360	£40,966
L3	£41,368	£41,989
L4	£42,398	£43,034
L5	£43,454	£44,106
L6	£44,544	£45,213
L7	£45,743	£46,430
L8	£46,799	£47,501
L9	£47,967	£48,687
L10	£49,199	£49,937
L11	£50,476	£51,234
L12	£51,639	£52,414
L13	£52,930	£53,724
L14	£54,250	£55,064
L15	£55,600	£56,434
L16	£57,077	£57,934
L17	£58,389	£59,265
L18*	£59,264	£60,153
L18	£59,857	£60,755
L19	£61,341	£62,262
L20	£62,863	£63,806
L21*	£63,779	£64,736
L21	£64,417	£65,384
L22	£66,017	£67,008
L23	£67,652	£68,667

Leadership Pay Spine 2017-18		1.5%
Point	01/09/2017	01/09/2018
L24*	£68,643	£69,673
L24	£69,330	£70,370
L25	£71,053	£72,119
L26	£72,810	£73,903
L27*	£73,876	£74,985
L27	£74,615	£75,735
L28	£76,466	£77,613
L29	£78,359	£79,535
L30	£80,310	£81,515
L31*	£81,478	£82,701
L31	£82,293	£83,528
L32	£84,339	£85,605
L33	£86,435	£87,732
L34	£88,571	£89,900
L35*	£89,874	£91,223
L35	£90,773	£92,135
L36	£93,020	£94,416
L37	£95,333	£96,763
L38	£97,692	£99,158
L39*	£99,081	£100,568
L39	£100,072	£101,574
L40	£102,570	£104,109
L41	£105,132	£106,709
L42	£107,766	£109,383
L43	£109,366	£111,007

Main Pay Range		3.5%
Point	01/09/2017	01/09/2018
M1	£22,917	£23,720
M1.5	£23,589	£24,415
M2	£24,486	£25,344
M2.5	£25,471	£26,363
M3	£26,454	£27,380
M3.5	£27,472	£28,434
M4	£28,490	£29,488
M4.5	£29,613	£30,650
M5	£30,735	£31,811
M5.5	£31,950	£33,069
M6	£33,164	£34,325
M6.5	£33,492	£34,665

Upper Pay Range		2.0%
Point	01/09/2017	01/09/2018
U1	£35,927	£36,646
U1.5	£36,593	£37,325
U2	£37,258	£38,004
U2.5	£37,946	£38,705
U3	£38,633	£39,406

Teachers Pay – 2018/19

Leading Practitioner Pay Spine		2.0%
Point	01/09/2017	01/09/2018
L1	£39,374	£40,162
L2	£40,360	£41,167
L3	£41,368	£42,195
L4	£42,398	£43,246
L5	£43,453	£44,322
L6	£44,543	£45,434
L7	£45,743	£46,658
L8	£46,798	£47,734
L9	£47,967	£48,926
L10	£49,198	£50,182
L11	£50,476	£51,486
L12	£51,638	£52,671
L13	£52,929	£53,988

Unqualified Teacher Pay Range		3.5%
Point	01/09/2017	01/09/2018
UQ 1	£16,626	£17,208
UQ 1.5	£17,594	£18,210
UQ 2	£18,560	£19,210
UQ 2.5	£19,527	£20,211
UQ 3	£20,492	£21,210
UQ 3.5	£21,471	£22,223
UQ 4	£22,427	£23,212
UQ 4.5	£23,395	£24,214
UQ 5	£24,362	£25,215
UQ 5.5	£25,328	£26,215
UQ 6	£26,295	£27,216

L14	£54,249	£55,334
L15	£55,600	£56,712
L16	£57,076	£58,218
L17	£58,388	£59,556
L18	£59,857	£61,055

Allowances			2.0%
Allowance		01/09/2017	01/09/2018
TLR1	Minima	£7,699	£7,853
TLR1	Maxima	£13,027	£13,288
TLR2	Minima	£2,667	£2,721
TLR2	Maxima	£6,515	£6,646
TLT3	Minima	£529	£540
TLR3	Maxima	£2,630	£2,683
SEN	Minima	£2,106	£2,149
SEN	Maxima	£4,158	£4,242

Appendix D – criteria for Pay Progression

In the following section * denotes the expected annual progression within this pay range.

Repeated progression of less than this (except where the employee is at the top of the range) should trigger a review to determine whether the likely cause is a failure in the school's pay policy or performance/capability issues for an individual employee, following which appropriate action will be taken.

Within the criteria below, "relevant standards" shall mean any national standards relevant to the employee's position, and are likely to include one or more of:

- National Standards of Excellence for Head Teachers (2015) (not mandatory)
- Teachers' Standards (2011)
- Senco Standards

Where it is not obvious that a set of standards will be relevant, the employee shall be informed of the standards they are required to meet at the start of the Appraisal cycle.

The teacher standards can be expanded to clarify what they mean for teachers at 3 different stages of their career:

- Teacher
- Accomplished Teacher
- Expert Teacher

	TEACHER	ACCOMPLISHED TEACHER		EXPERT TEACHER		Example Required Evidence to support judgements
Pay Scale	M1a, M1b, M2a, M2b, M3a, M3b	M4a, M4b, M5a	M5b, M6a, M6b	UPR 1, 2	UPR 3	
Professional practice	All teaching at least satisfactory; much better	All teaching good or better	All teaching good, with up to ¼ outstanding	All teaching good, more than ¼ outstanding	All teaching good, at least 1/3 outstanding	Lesson Observations Learning Walks
Professional outcomes	Most pupils (in relevant taught groups) achieve and make progress in line with school expectations	Almost all pupils (in relevant taught groups) achieve and make progress in line with school expectations	Almost all pupils (in relevant taught groups) achieve and make progress in line with school expectations; some (at least 1 in 6) exceed them (not EYFS)	Almost all pupils (in relevant taught groups) achieve and make progress in line with school expectations; some (at least 1 in 5) exceed them	Almost all pupils (in relevant taught groups) achieve and make progress in line with school expectations; many (at least 1 in 4) exceed them	Reading, Writing and Maths attainment and progress data Book Scrutiny
Average Pupil Progress (avg across Reading, Writing, Maths)	All children make expected progress	All children make expected progress Evidence of children make accelerated progress		All children make expected progress Evidence of children make accelerated progress		Data Trackers Pupils' books
Professional relationships	Positive working relationships with pupils, parents & colleagues	These relationships are securely focussed on improving provision for pupils	Professional relationships with pupils, colleagues & staff lead to excellent class provision	Plays a proactive role in building key stage teams to improve provision & outcomes	Plays a proactive role in building school wide teams to improve provision & outcomes	Symphony Network minutes Staff Meeting Minutes
Professional development	Able, with support, to identify key professional development needs & respond to advice & feedback	Takes a proactive role in accessing relevant support & professional development from colleagues	Fully competent practitioner able to keep up-to-date with changes & adapt practice accordingly	Plays a proactive role in leading the professional development of Key Stage colleagues (through significant subject leadership)	Plays a proactive role in leading the professional development of colleagues across the school (and school to school)	CPD Evaluations Developing Self and Others (CPD)

Objectives can also reflect the 3 career stages, either through the objective itself or through the success criteria for measuring achievement of the objectives.

Leadership Spine	PAY PROGRESSION DESCRIPTOR
0 points	<ul style="list-style-type: none"> Not fully met the teacher standards to the required level; or Not fully met all objectives.
1 point *	<ul style="list-style-type: none"> Successful completion of performance management review
2 points	<p>Exceptional performance in the following circumstances:</p> <ul style="list-style-type: none"> Linked to exceptional pupil progress in the relevant key stage/whole school as applicable For Leadership staff excluding the Head Teacher - Significant leadership and management initiative demonstrating measureable impact on pupil achievement and/or attitudes to learning and teaching. For the Head Teacher – raising the profile of the school.

Leading Practitioners	PAY PROGRESSION DESCRIPTOR
0 points	<ul style="list-style-type: none"> To be confirmed if a Leading Practitioner post is created
1 point *	<ul style="list-style-type: none"> To be confirmed if a Leading Practitioner post is created
2 points	<ul style="list-style-type: none"> To be confirmed if a Leading Practitioner post is created

Upper Pay Range	PAY PROGRESSION DESCRIPTOR
0 points	<ul style="list-style-type: none"> Not fully met the teacher standards to the required level; or Not fully met all objectives.
½ point *	<p>Fully met the teacher standards to the required level; and</p> <ul style="list-style-type: none"> Fully met all objectives;
1 point	<p>Fully met the relevant teacher standards to the required level; and</p> <ul style="list-style-type: none"> Fully met all objectives and significantly exceeded expectations overall with clear evidence to demonstrate how the achievement was directly the result of the teacher's own actions.

Main Pay Range	PAY PROGRESSION DESCRIPTOR
0 points	<ul style="list-style-type: none"> Not fully met the teacher standards to the required level; or Fallen well short of meeting one of more objectives (any level)
½ point	<ul style="list-style-type: none"> Fully met the minimum teacher standards for the new pay point; and Achieved the significant majority of all objectives required for normal rate progression
1 point *	<p>Fully met the teacher standards for the new pay point; and either</p> <ul style="list-style-type: none"> Fully achieved all objectives for current level; or Fully achieved any objectives for normal progression and almost achieved any objectives that reflect a higher career stage
1½ points	<p>Largely met the teacher standards for the career stage above the minimum for the new pay point; and either</p> <ul style="list-style-type: none"> Fully achieved all objectives where some reflect a higher career stage than that required for normal progression; or Achieved the significant majority of objectives where they all reflect a higher career stage.
2 points	<p>Largely met the teacher standards for the career stage above the minimum for the new pay point; and either</p> <ul style="list-style-type: none"> Fully achieved all objectives where they are all at a higher level
2½ points	<p>Fully met the teacher standards for the career stage above the minimum for the new pay point; and</p> <ul style="list-style-type: none"> Fully achieved all objectives where they are all at a higher level

NQTS are not subject to Appraisal while they are completing their NQT year. Where, as a result of this, no performance management objectives have been set the teacher shall be awarded 1

point progression if they have successfully completed their NQT year, or half of one point if they have not yet completed their NQT year but their assessments to date have shown satisfactory progress.

In all cases judgements on pupil progress and achievement of objectives will be moderated to take account of external factors, outside of the Teacher's control, which impact on pupil progress or achievement of objectives, and the actions taken by the teacher to try to counter this.

It is recognised that, in exceptional circumstances (e.g. pupils who start at the school mid-year or the extremely/unusually low attainment of individual pupils which negatively impacts on overall group attainment or progress), consideration will be given for the removal of such data from the overall picture to more fairly reflect the impact of the teacher's teaching. It should also be recognised that pupil progress is subject to moderation across Symphony Schools.