PAY POLICY FOR
CENTRALLY-EMPLOYED TEACHERS

This policy is suitable for adoption by central services subject to appropriate amendments. In developing the policy, full consideration has been given to the requirements set out in the Equality Act, 2010 in relation to protected characteristics.

September 2018
Policy for determining pay in Cambridgeshire County Council Central Services

Cambridgeshire County Council adopted this policy for the individuals in its Central Services that are covered by School Teachers Pay and Conditions on 1st September 2018.

1. Introduction

This policy sets out the framework for making decisions on pay for all staff employed directly by the County Council to work within its central services. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be published to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by their immediate line manager and/or Head of Service.

By adopting this pay policy we aim to:

- assure the quality of teaching and learning;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

We will act with integrity, confidentiality, objectivity and honesty in the best interests of the services; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Our procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

Our intention is to comply at all times with the following legislation:

- Employment Rights Act 1996;
- Employment Relations Act 1999;
- Employment Act 2002;
- Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
- Agency Worker Regulations 2010; and
- Equalities Act 2010/2012.

The County Council will promote equality in all aspects of each service, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

2. Equalities and Performance Related Pay

The Council will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made
on a case-by-case basis, depending on the individual employee's circumstances and the service's circumstances.

3. **Job descriptions**

Line managers will ensure that each member of staff is provided with a job description in accordance with the agreed staffing structure. Job descriptions will identify key areas of responsibility and will automatically be reviewed as part of the annual performance management cycle in order to reflect changing needs of the service.

4. **Links with appraisal**

The County Council will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the County Councils Appraisal Policy for Centrally Employed Teachers). Although the County Council will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers’ Standards and any other criteria so that such evidence can be taken into account at the review.

Appraisal objectives will become more challenging as staff progress up their pay range/grade.

Moderation of objectives will take place within line management structures to ensure consistency and fairness; HR will moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

5. **Roles and responsibilities**

The Council will:

a. fulfil its obligations to teachers as set out in the STPCD and the Conditions of Service for School Teachers in England and Wales (commonly known as the ‘Burgundy Book’);
b. consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified;
c. ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see ‘Procedures’) and an individual service’s spending plan. The County Council will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the County Councils continued compliance with equalities legislation;
d. develop clear arrangements for linking appraisal to pay progression and consult with the County Council’s union representatives on the appraisal and pay policies;
e. ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly; and
f. ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

Employees will be expected to:
a. play an active part in the appraisal process: this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
b. keep records of their objectives and review them throughout the appraisal process;
c. share any evidence they consider relevant with their appraiser; and
d. ensure they have an annual review of their performance.

6. Pay

6.1 Pay portability

The County Council will maintain teachers’ previous pay entitlements in accordance with the principle of pay portability, except in the following circumstances:

- where recruitment and retention allowances have been agreed with a previous school, unit or local authority; and
- where the assessment of salary made by a previous school, unit or local authority clearly do not reflect the level of skills, qualifications and experience held by the teacher.

Where either of the above applies, the County Council will not be bound by the decision of the previous employer and reserves the right to make an alternative salary offer, which the prospective employee may choose whether or not to accept.

6.2 Pay decisions

Pay decisions for individuals appointed within one of the County Council’s central services are made by the line manager and / or Head of Service.

The need to create or maintain appropriate differentials between posts within central County Council services will be considered, recognising: accountability and job weight; the County Council’s need to recruit and retain and motivate sufficient employees of the required quality at all levels.

6.3 Pay reviews for teachers

Line managers, or appropriate team managers, will ensure that all teachers on the Main Scale or Upper Pay Scale and all members of staff paid on the Leadership Pay Scale will have their salary reviewed annually with effect from 1st September. Each member of staff will be notified of the outcome of the review by no later than 31st October each year. The exception to this is those who hold positions equivalent to a Head Teacher, whose pay review will be determined by no later than 31st December.

6.4 Pay increases for teachers

Teachers’ pay will be reviewed annually as outlined in Section 6.3. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual’s pay. Confirmation will be provided following any review and, where applicable, will give information about the basis on which it was made.
6.5 Salary safeguarding for teachers

Where a pay determination leads, or may lead, to the start of a period of salary safeguarding, notification will be given to the individual as soon as possible and no later than one month after the date of determination.

6.6 Basic pay determination on appointment

The pay scales that the Council has established for all teaching and leadership posts can be found on Camweb.

6.6.1 Unqualified teachers

The line manager will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value.

6.6.2 Main Pay Scale and Upper Pay Scale teachers

The line manager will determine the pay range for a teaching vacancy prior to advertisement. On appointment they will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the line manager will apply the following policy.

The line manager reserves the right to set the appropriate grade for teaching posts within the service they manage but undertakes that they will not restrict the pay range advertised or the starting salary and pay progression prospects available for teacher posts, other than by the minimum and maximum of the Main Pay Range, or the minimum and maximum of the Upper Pay Range. For the avoidance of doubt, this means that teaching posts may be advertised on either the Main Pay Range, or the Upper Pay Range, or the full extent of both ranges, depending on the nature of the duties assigned to the post, e.g.

- The requirements of the post;
- Any specialist knowledge required for the post;
- The experience required to undertake the specific duties of the post; and
- The wider school / service context.

The County Council will apply the principle of pay portability in making pay determinations for all new appointees, except in the circumstances described in section 6.1 above.

When determining the starting pay for a teacher taking up their first appointment as a qualified teacher, the County Council will pay the teacher on the Main Pay Range and will allocate pay scale points, as a minimum, on the following basis:

- one point for each full year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;
- one point for each full year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
- one point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people; and
• one point for each three years of other remunerated or unremunerated experience including caring for children during a career break.

The line manager will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.

The County Council will pay teachers who are “post-threshold” on the Upper Pay Scale.

6.6.3 Leadership teacher posts

The pay ranges for teachers on the Leadership scale will be determined in accordance with the criteria specified in the STPCD and ensuring fair pay relativities. The following paragraphs set out the arrangements for appointments or determinations made on or after 1 September 2014.

a. The County Council may seek independent advice and/or benchmarking data, as appropriate, when determining leadership pay.

b. The County Council will record the rationale for leadership pay determinations and the reasons for any re-determination of pay. Pay on appointment or following a review of leadership pay related to a significant change in responsibilities or other appointments will be as under the STPCD.

c. The County Council will assign the service to a Head Teacher Group by reference to the service’s total unit score, calculated in accordance with the STPCD, before determining the Leadership Pay Range for the post.

d. When determining the Leadership Pay Range, the County Council will take into account:
   • All the permanent responsibilities of the role, including any permanent responsibility as the Head of Service or manager of more than one service;
   • Any challenges that are specific to the role; and
   • All other relevant considerations, for example, any recruitment and retention difficulties, the requirement for a fixed-term appointment or candidate specific factors, including how well the appointee meets the requirements of the post and how much room is appropriate for progression for the individual.

e. The County Council will ensure there is room for salary progression to be determined by subsequent performance.

f. The County Council may also determine to use its discretion to set the leadership pay range up to 25% above the Head Teacher Group. In exceptional circumstances and where supported by a business case, the County Council may agree to award above the 25% limit.

6.6.4 Serving teachers on Leadership pay scales

The County Council will review teachers on Leadership scales pay in accordance with the STPCD, the Council’s Appraisal policy for Centrally Employed Teachers and this policy, having regard to the most recent appraisal report and the recommendation on pay that it contains. It will award one point progression where there has been a sustained high quality of performance, with particular regard to leadership, management and pupil progress in the service. Consideration may be given to awarding two point progression where performance is assessed as having significantly exceeded the sustained and high quality of performance that must be demonstrated for one point progression.
All pay decisions (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the leadership postholder. Decisions will be justified.

Pay ranges may be re-determined for a serving leadership teacher in accordance with the above arrangements as at 1 September or at any time if they consider it is necessary, for example as a result of a significant increase in pupil numbers or a significant change in responsibilities.

Pay ranges will only be reviewed if there are significant changes to posts or new appointments, in accordance with the arrangements in the STPCD.

The line manager will normally appoint new leadership teachers at the bottom point of the relevant pay range. The line manager will pay teachers as deputy or assistant Head Teachers only where they are satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all teachers or TLR holders, and that the role:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead and manage the service through the:
  - development of teaching and learning priorities across the service;
  - accountability for the standards of achievement and behaviour of pupils across the service;
  - accountability for the planning and deployment of the service's resources;
  - leading policy development and implementation across the service in accordance with statutory provisions;
  - managing whole service operational activity;
  - working with external bodies and agencies; and
  - securing pupils' access to their educational entitlements
- has an impact on the educational progress of the service's pupils;
- involves leading, developing and enhancing the teaching practice of the service's staff; and
- includes line management responsibility for a significant number of people and/or the line management of other line managers.

6.6.5 Leading Practitioner teacher posts

Leading Practitioner teacher posts may be established for teachers whose primary purpose is to model and lead improvement in teaching skills, where those duties fall outside the criteria for the Teaching and Learning Responsibility (TLR) payment structure. The County Council does not anticipate employing Leading Practitioner teacher posts. However, should this position change, such teachers will be paid on the Leading Practitioner Pay Range using the minimum and maximum salary values as set out in the STPCD.

When determining the pay scales for such posts, the County Council will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.

The policy of the County Council will be to appoint any new Leading Practitioner teacher at the bottom point of the pay range.

7. Pay progression based on performance
The arrangements for teachers' appraisal are set out in the Council's Appraisal Policy for Centrally Employed Teachers. Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions. The evidence used will be only that available through the performance management/appraisal process.

Where teachers have joined the service part way through a performance management/appraisal cycle, the line manager will, where necessary, seek evidence from the previous employment to assist pay decisions and where necessary, seek evidence from the teachers themselves.

7.1 Unqualified teachers

Unqualified teachers will be awarded pay progression on the Unqualified Teachers' Pay Scale following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Criteria for progression

To move up the Unqualified Teachers' Pay Scale, one annual point at a time, unqualified teachers will have met their objectives and the line manager will be satisfied that:

- the teacher is competent in all elements of the Teachers' Standards.

If the evidence shows that an unqualified teacher has achieved exceptional performance, discretion may be applied to award enhanced pay progression of one additional point. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. Decisions should be justified.

Assessment

Unqualified teachers will be assessed by their line manager on an annual basis. The line manager will record the evidence and decision on the appraisal form and notify the teacher of the outcome of the assessment by no later than 31st October each year. Any pay increase will be paid, with effect from 1st September, in the next available pay cycle.

7.2 Teachers on the Main Pay Scale

Teachers will be awarded pay progression on the Main Pay Scale following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Criteria for progression
To move up the Main Pay Scale, one annual point at a time, teachers will have met their objectives and the line manager will be satisfied that;

- the teacher is competent in all elements of the Teachers' Standards.

As a teacher moves up the Main Pay Scale, evidence should show:

- An increasing contribution to the work of the service; and
- An increasing impact on the effectiveness of staff and colleagues.

If the evidence shows that a teacher has achieved exceptional performance, discretion may be applied to award enhanced pay progression of one additional point. Any increase will be clearly attributable to the performance of the teacher in question. Decisions should be justified. Further guidance on the progression criteria can be found in paragraph 7.7.

Teachers in their induction year will be awarded pay progression on the successful completion of induction.

Assessment

Teachers will be assessed by their line manager on an annual basis. The line manager will record the evidence and decision on the appraisal form and notify the teacher of the outcome of the assessment by no later than 31st October each year. Any pay increase will be paid, with effect from 1st September, in the next available pay cycle.

7.3. Teachers applying to go through threshold to the Upper Pay Scale

Teachers on the Main Pay Scale are able to apply to go through threshold and move on to the Upper Pay Scale. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Scale.

Applications may be made once a year as part of the annual appraisal process. Where teachers wish to be assessed, they should notify their appraiser in writing on the appraisal form for discussion and review at the end of year appraisal review meeting.

The evidence to be used will chiefly be what is available through the performance management/appraisal process. If a teacher is simultaneously employed by another employer, they may submit separate applications if they wish to apply to progress on the Upper Pay Range by that school. The County Council will not be bound by any pay decision made by another school.

Criteria for progression

An application from a qualified teacher will be successful where the teacher has met their objectives and the line manager is satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher’s achievements and contribution to the service are substantial and sustained.
A successful application will be clearly attributable to the performance of the teacher in question. Decisions should be justified. Further guidance on the progression criteria can be found in paragraph 7.7.

**Assessment**

The assessment will be undertaken as part of the appraisal year end process.

The line manager will notify the teacher of the result of their application as part of the end of year appraisal discussion. The feedback will include information about the appeals process available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the Council's general appeals arrangements.

If successful, the teacher will move to SCP 1 of the Upper Pay Scale, with effect from 1st September, in the next available pay cycle.

**7.4 Teachers on the Upper Pay Scale**

Teachers will be awarded pay progression on the Upper Pay Scale following each successful performance management/appraisal review.

**Criteria for progression**

To move up the Upper Pay Scale, one annual point at a time, teachers will have met their objectives and the line manager, or appropriate team manager, will be satisfied that:

- the teacher is highly competent in all elements of the Teachers' Standards; and
- the teacher's achievements and contribution to the service are substantial and sustained.

If the evidence shows that a teacher has achieved exceptional performance, discretion may be applied to award enhanced pay progression. Any increase will be clearly attributable to the performance of the teacher in question. Decisions should be justified. Further guidance on the progression criteria can be found in paragraph 7.7.

**Assessment**

Teachers will be assessed by their line manager on an annual basis. The line manager will record the evidence and decision on the appraisal form and notify the teacher of the outcome of the assessment by no later than 31st October each year. Any pay increase will be paid, with effect from 1st September, in the next available pay cycle.

**7.5 Teachers on the Leadership Pay Scale**

Teachers will be awarded pay progression on the Leadership Pay Scale following each successful performance management/appraisal review.

**Criteria for progression**

To move up the Leadership Pay Scale, one annual point at a time, teachers will have met their objectives and the appropriate Service Director or delegated Head of Service will be satisfied that:
• the teacher meets the National Standards of Excellence for head teachers;
• the teacher is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
• the teacher has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement; and
• the teacher has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

If the evidence shows that a teacher has achieved exceptional performance, discretion may be applied to award enhanced pay progression. Any increase will be clearly attributable to the performance of the teacher in question. Decisions should be justified.

Assessment

Leadership teachers will be assessed by the appropriate Service Director or delegated Head of Service on an annual basis. The assessing manager will record the evidence and decision on the appraisal form and notify the teacher of the outcome of the assessment by no later than 31st December each year. Any pay increase will be paid with effect from 1st September in the next available pay cycle.

7.6 Leading Practitioner teacher posts

The County Council does not currently have any Leading Practitioner teacher posts. However, should this position change, such teachers will have their pay reviewed in accordance with the process set out for teachers on the leadership pay scale.

7.7 Progression criteria

‘Increasing impact’: this will be measured through teaching practice observations, pupil progress assessments and achievements and changes made in their practice and contribution to the service compared with previous years.

‘Highly competent’: the teacher’s performance is assessed as having exceptional depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working.

‘Substantial’: the teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

‘Sustained’: the teacher will have met their objectives and they will be expected to show that their teaching expertise has grown over the period and is consistently good to outstanding.

7.8 Uplifts to National Pay Scales

Cambridgeshire County Council’s pay scales have been updated in accordance with the STPCD as follows:

• 3.5% uplift applied to all points of the unqualified pay range and main pay range
• 2% uplift applied to all points of the upper pay range, leading practitioner pay range and all allowances

• 1.5% uplift applied to all points of the leadership pay ranges

• Where a teacher/leadership group member is paid on the minimum of their pay range/band, their salary, excluding any allowances, will be uplifted to the new minimum.

• All pay uplifts will be back-dated to 1st September 2018.

Any pay uplifts, other than those stipulated as mandatory by the STPCD, will be linked to performance.

7.9 Teachers who have been absent

Teachers who have been on maternity or extended sick leave for all, or part, of the appraisal year are entitled to consideration for pay progression in the same way as other teachers, whether or not they have returned to service following the period of absence.

In the event of the performance appraisal process not having taken place, a decision should be reached on the basis of the information that is available. This may include information from the previous performance appraisal or information on the teacher’s performance during any part of the appraisal year that they were present.

Managers are encouraged to conduct a performance appraisal prior to a teacher starting their period of absence wherever this is appropriate.

8. Part time teachers

Teachers employed on an ongoing basis who work less than a full working week are deemed to be part-time. 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 working week for a full-time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.

9. Short notice/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. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate.

10. Acting-up Payments and Honoraria

An acting-up payment may be appropriate where an employee takes on the full duties of a more senior post for a substantial period (usually four weeks or more) in the absence of the post-holder or where there is a vacancy pending recruitment to a vacant post. Where an
acting-up payment is agreed, the employee will receive a salary which is not less than the minimum point of the salary or, in the case of a Leadership post, the minimum point of that range, for the “acting-up” post

11. Part Time Employees

The County Council will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator. For teaching staff, this will include the application of the provisions of the STPCD in relation to part-time teachers’ pay and working time.

12. Notification of Pay Determinations

Decisions will be communicated to each member of staff by the line manager on the appraisal form at the earliest opportunity and no later than one month after the end of year appraisal meeting. Decisions on the pay of those on the leadership pay scale will be communicated in writing on the appraisal form by the appropriate Service Director or delegated Head of Service. All communication regarding pay determinations will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued by the line manager as soon as practicable after the pay decision has been made.

13. Salary Sacrifice Arrangements

The County Council operates salary sacrifice schemes in relation to Childcare Vouchers/other arrangements. Staffing choosing to participate in this scheme will have their gross pay reduced according to the terms of the scheme for the duration of their participation.

14. Discretionary allowances and payments

14.1 Teaching and Learning Responsibility Payments (TLRs)

The County Council pays TLR 1 and 2 payments to teachers, in accordance with the pay ranges specified in the STPCD as updated from time to time and the following levels and values will apply:

The Teaching and Learning Responsibility Payment amounts that the Council has established can be found on camweb.

The criteria for the award of TLR 1 and 2 payments are as follows:

Before awarding any TLR 1 or 2 payment, the Head of Service and or line manager must be satisfied that the teacher’s duties include a significant responsibility that is not required of all teachers in the service and that:

- is focused on teaching and learning;
• requires the exercise of a teacher’s professional skills and judgement;
• requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
• has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils; and
• involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Head of Service or line manager must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people. Reference to the County Council’s job weighting scheme for TLR payments in assigning any such payment will be made. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

Before making any TLR3 payment, the Head of Service or line manager must be satisfied that the responsibilities meet the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

Where it is proposed to make a TLR3 payment, the proposed responsibilities, level of payment and the duration of payment will be set out clearly and will be subject to consultation with local union representatives. It will be ensured that TLR3 payments will only apply to clearly time-limited arrangements, improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3 payments will not be used to replace or otherwise limit teachers’ pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

Before implementation, TLR payments should be discussed with the HR Advisory Team to ensure consistency of approach and application.

14.2 Special educational needs (SEN) allowances

The County Council will award SEN allowances to any teacher who meets the criteria as set out in the STPCD.

When deciding on the amount of the allowance to be paid, the County Council will take into account the structure of the Services SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

15. Other payments

15.1 Continuing professional development outside directed time; Initial teacher training activities;

The line manager will make additional payments to all teachers (including the Head Teacher) who agree to undertake such activities. Additional payments will be calculated at a daily or
hourly rate with reference to each teacher’s actual pay spine position or, where appropriate at a higher level reflecting the responsibility and size of commitment.

The line manager recognises that such activities are entirely voluntary and that some teachers’ commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the standard working day, the service will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

15.2 Honoraria

The County Council will not pay any honoraria to any individual employed on STPCD for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

16. Safeguarding

The County Council will operate salary safeguarding arrangements in line with the provisions of the STPCD.

17. Appeals

The arrangements for considering appeals on pay determination are set out in Appendix one of this policy.

18. Monitoring the impact of the policy

The HR team will monitor the outcomes and impact of this policy on an annual basis. The HR Advisory Team will prepare a written report on the operation of the pay policy, recording pay decisions taken and equality impact, which will be provided to the relevant Service/Assistant Directors, including trends in progression across specific groups of teachers to assess its effect and the County Councils continued compliance with equalities legislation.
Appendix one: Pay appeals procedure

The County Council is committed to ensuring that appeals against pay decisions meet and are consistent with the requirements of the dispute resolution provisions of employment law.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by their line manager and or Head of Service (or a committee or individual acting with delegated authority) that affects their pay.

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

That the person or committee by whom the decision was made:

a. incorrectly applied any provision of the STPCD;
b. failed to have proper regard for statutory guidance;
c. failed to take proper account of relevant evidence;
d. took account of irrelevant or inaccurate evidence;
e. was biased; or
f. otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation on the appraisal form of the pay determination 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 decision-maker within ten working days of the decision.

3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow the appeal process.

4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person who made the determination, within ten working days of the discussion referred to above.

5. The person who made the determination should arrange a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. The hearing will be chaired by the relevant Head of Service/Assistant Director. Following the hearing the employee should be informed in writing of the decision which is final.

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows:

Introductions and outline of roles
Confirmation of any witness(es) attending
Employee/employee representative states their case and presents any witnesses
Chair asks questions
Management ask questions
Management state their case
Chair asks questions
Employee/employee representative ask questions
Chair sums up both sides
Adjourn for deliberation
Chair reconvenes the hearing and informs all parties to their decision
Written notification of the decision is sent to the employee