



# Chiltern Way Academy

Turning Futures Around

**MODEL PAY POLICY**

**FOR ACADEMIES**

**September 2018**

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*NOTE: Italics* - denotes no additional information in toolkit.

## Pay Policy Chiltern Way Academy

### 1. Introduction

(i) This document sets out the Academy's policy on pay. It is based on Buckinghamshire County Council's model pay policy which was written in consultation with the relevant Teachers' Professional Associations and UNISON. This policy sets out the procedures that apply in setting pay levels for staff in Academies and the discretions that the Governing Body must apply. This policy is underpinned by the following core criteria and this Academy will:

- comply with legislation as set out in the School Teachers' Pay and Conditions Document, the Conditions of Service for school teachers in England and Wales (the Burgundy Book) and Bucks Pay employment conditions. Where any differences of interpretation arise between this policy and the above, the relevant statute will apply
- abide by all other relevant legislation including compliance with the following legislation: the Employment Relations Act 1999<sup>(1)</sup>, the Equality Act 2010<sup>(2)</sup>, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000<sup>(3)</sup> and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002<sup>(4)</sup>. and in particular not to discriminate in the application of this policy on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex, sexual orientation or other grounds protected in law (e.g. part-time worker status, trade union membership or HIV positive status)
- have a staffing structure related to the Academy's stated aims and development plan
- demonstrate that the Governing Body is implementing its pay policy in a fair, consistent and responsible way.

(ii) A copy of the Academy policy and toolkit can be found in the Finance Director's Office (and the model policy is available on the HR zone of Buckinghamshire County Council's Schoolsweb).

### 2. Scope

(i) This policy applies to all teaching and support staff employed in Chiltern Way Academy.

### 3. Roles and Responsibilities

(i) The Governing Body will:

- ensure that all employees and Governors are given clear access to copies of the pay policy including the toolkit, appendices, the Staffing Structure and any updates
- ensure that its processes are open, transparent and fair. It will ensure that all decisions taken in respect of pay are objectively justified.
- review the staffing structure as necessary based on recommendations from the Principal and, where changes are proposed, take into account comments from staff following a consultation process

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<sup>(1)</sup> 1999 (c.26).

<sup>(2)</sup> 2010 (c.15).

<sup>(3)</sup> S.I. 2000/1551.

<sup>(4)</sup> S.I. 2002/2034.

- seek to ensure there is pay relativity between jobs within the Academy
  - delegate authority to its appropriate committees to administer the pay policy on its behalf and to deal with appeals against pay decisions
  - agree the Academy budget and ensure that appropriate funding is allocated for performance pay at all levels.
- (ii) The **Finance, Personnel and General Purposes** Committee will:
- review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased
  - consider recommendations from the Principal on matters relating to pay and grading
  - treat information about individual members of staff (including earnings) as confidential
  - exercise its responsibilities within the constraints of the Academy's locally managed budget and in accordance with the Academy's financial and improvement plans
  - consult with employees when drawing up the pay policy and during each annual review of the policy
- (iii) The Principal will:
- provide job descriptions for all employees, on behalf of the Governing Body. Job descriptions need to be in place at the time of appointment and will be reviewed as part of the appraisal/performance management process; any changes will be made in consultation with the post holder.
- (iv) The Employee will:
- participate in arrangements made for their appraisal/performance management, as set out in their conditions of employment. Where appropriate, relevant information from appraisal/performance review statements may be taken into account by the Principal and the Governing Body (or relevant committee) in taking decisions relating to pay.

#### **4. Principles**

- (i) The Governing Body seeks to provide equal opportunities for all staff, in accordance with equal opportunities, equal pay legislation and the Academy's Code of Conduct.
- (ii) The Governing Body will promote equality in all aspects of Academy life, including in the advertising of posts, appointing, promoting and paying employees, training and employee development.
- (iii) The Governing Body of **Chiltern Way Academy** seeks to ensure that all staff are valued and receive proper recognition and remuneration for their work and their contribution to Academy life.
- (iv) The Governing Body has responsibility for establishing the Academy's pay policy and for ensuring that it is followed, having taken advice from the Principal on all matters with the exception of his/her own salary. It considers and approves the staffing structure for the Academy.
- (v) The Governing Body delegates authority to the **Pay Review** Committee to administer the pay policy on its behalf, including the determination of gradings,

salaries and pay progression. The committee will also hear appeals in respect of any decision taken in relation to an individual's pay.

(vi) The **Finance, Personnel and General Purposes** committee will review job descriptions regularly and will reconsider the grade if responsibility or accountability is changed. The committee will consider recommendations from the Principal. Committee members are required to treat information about each individual's earnings as confidential. These responsibilities are exercised within the constraints of the Academy's locally managed budget and in accordance with Academy's financial and development plans.

## **5. Pay Discretions**

(i) The Governing Body has significant discretion over the structure of pay scales, salaries on appointment to posts, awarding of allowances, and performance pay awards. The Governing Body will decide how to apply these discretions fairly and equitably with the advice of the Principal. The criteria will be set out in this policy and all decisions are taken in the context of the Academy's Development Plan.

## **6. Consultation**

(i) The **Finance, Personnel and General Purposes** Committee will consult with members of staff when drawing up the pay policy and during each annual review of the pay policy. The Governing Body will also consult with the Council and/or advisers, and relevant professional associations where appropriate.

## **7. Vacant posts**

(i) Information about vacancies including those carrying additional payments or allowances (whether permanent, temporary or acting) will be made known to employees in time for them to apply for posts for which their training and experience are appropriate.

## **8. Staffing Structure**

(i) The Governing Body will keep the Academy staffing structure under review and ensure that a copy is kept with this policy (attached at **Appendix A and B**). If any changes are proposed (including to posts attracting Teaching and Learning Responsibility payments) there will be full consultation with staff and the relevant unions or professional associations - usually for a maximum of five weeks - prior to implementing any changes. Where any posts could be deleted, the Governing Body may need to apply their Redundancy Policy.

## **9. Job Descriptions/Role Profiles and Job Summaries**

(i) The Principal will provide job descriptions for all employees, on behalf of the Governing Body. Job descriptions/role profiles and job summaries need to be in place at the time of appointment and job descriptions should be reviewed as part of the appraisal process to check that they are still appropriate. Any changes will be made in consultation with employees. Job summaries will identify key areas of responsibility and line management structures. Written statements of the terms and conditions of employment will be provided.

## **10. Appraisal/Performance Management<sup>5</sup>**

(i) All Academy employees are required to participate in arrangements made for their appraisal, in accordance with their conditions of employment. Reference will be made, in the case of teachers, to the Academy's Appraisal Policy and the relevant legislation.

(ii) Relevant information from appraisal/performance review statements will be taken into account by the Principal and the Governing Body in taking decisions and in advising those responsible for taking decisions on the use of any discretion in relation to pay. For teaching staff, any decision to increase pay must be related to an assessment of performance in accordance with the school teachers' Appraisal Regulations 2012.

## **11. Pay relativity**

(i) The Governing Body will seek to ensure that there is pay relativity between jobs at the Academy. Appropriate differentials will be created and reviewed between posts within the Academy, recognising accountability and job weight and the Governing Body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **12. Records**

(i) Salary records will be confidential to the individual concerned, the Principal and the **appropriate** committee(s) of the governing body.

## **Support Employees**

### **13. General**

(i) The Governing Body will comply with all local agreements on employees' Conditions of Service i.e. Bucks Pay, National Joint Council for Local Government services and local amendments.

(ii) The **Finance, Personnel and General Purposes** Committee will determine the range and grade of each post based on the requirements of the role profile and job summary. Where appropriate, these will be compiled following a formal job evaluation process undertaken by the Human Resources service.

(iii) The **Finance, Personnel and General Purposes** Committee will place all new appointees on a Bucks Pay Range.

### **14. Designated first Aiders**

(i) The Governing Body has determined to pay designated First Aid at Work trained employees a retainer (of £115 per annum) while they are available, qualified and willing to render first aid to employees.

### **15 . Bucks Pay (Academies)**

(i) The **Finance, Personnel and General Purposes** Committee will determine the starting salary within the range and will base this decision on the following criteria:

- level of experience
- qualifications
- added value to the Academy

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<sup>5</sup> Refer to Toolkit para 1a.

- level of training required to fulfil the needs of the post
- present salary
- protection in cases of re-deployment
- date next increment due
- formal evaluation

(ii) Annual increments are paid on 1 April each year subject to satisfactory performance. This will be managed through the appraisal process.

(iii) Employees new to the Council and existing County Council employees who have been promoted or re-graded and who have not been in post or paid their new salary for six months at 1 April (i.e. those appointed between 1 October and 31 March) will receive their first increment six months after appointment, subject to satisfactory job performance. All subsequent increments will be paid on 1 April each year.

(iv) The Governing Body may award merit or accelerated increments within the range at any time. Criteria for such decisions will be:

- successful completion of job-related examination/qualifications
- achievement exceeding normal job requirements but at an equivalent level of responsibility
- completion of key tasks to a degree which exceeds line manager's recorded expectations

## **16. Payments for additional duties**

(i) Where an employee is required by the Governing Body to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they will be entitled to receive the appropriate salary to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employee's existing incremental step, when the payment made will be equivalent to an increase of at least one increment. Once the qualifying period of four weeks has been completed, payment at the higher rate will be backdated to the first day the duties were undertaken and cease when they revert to their substantive post.

## **17. Honoraria**

(i) The Governing Body will pay an honorarium where, for an extended period, an employee is asked to undertake:

- a significant part of the duties of a higher graded post
- duties outside of the scope of his/her post which are particularly onerous
- undertaking a specialist project at an equivalent level of responsibility to the post holder's current job description

## **18. Handling salary queries**

(i) If an employee has a query about their salary, they should in the first place seek to resolve the matter informally with the Principal (or in the case of the Principal with the Chair of the **Principal's PM** Committee). If the matter remains unresolved the grievance procedure could be followed if necessary.

## Teachers

### 19. General

(i) The Governing Body will follow the requirements of the current School Teachers' Pay and Conditions Document ("**the document**") in implementing the pay policy for teaching staff.

(ii) A copy of **the document** is available in Academy and is also on-line from the DFE website:

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

(iii) The discretions allowed by "**the document**" will be applied according to identified Academy needs and based on clearly laid down criteria, subject to annual review.

### 20. Staffing structure

(i) A copy of the Academy staffing structure for teaching staff is set out in **Appendix A, B & C** to the pay policy. The structure sets out the posts and their values within the Academy and has been agreed by the Governing Body following consultation with the relevant teachers' professional associations. Changes to the structure will only be made with the approval of the Governing Body and by further consultation.

### 21. Appraisal

(i) The Governing Body will ensure that a review against appraisal objectives is undertaken annually in accordance with the Academy's Appraisal Policy for teaching staff.

### 22. Part-time teaching staff

(i) The **Finance, Personnel and General Purposes** Committee will calculate part-time teaching hours in accordance with the provisions of "**the document**", based on timetabled teaching time. This pro-rata principle means taking the number of hours that the teacher is employed in that capacity during the course of the Academy's timetabled teaching week as a proportion of the total number of hours in the Academy's timetabled teaching week.<sup>6</sup>

### 23. Pay Reviews

(i) The Governing Body will apply any national or locally agreed pay awards and, for teachers, will decide annually whether or not they should be applied to all salaries within the pay ranges set out in this policy.<sup>7</sup>

(ii) The Governing Body will ensure that every teacher's salary is reviewed with effect from 1 September each year. A written statement will be provided setting out the teacher's salary and any other financial benefits to which they may be entitled within one month of the pay decision. A revised statement will be issued at other times of year to reflect any changes to circumstances or the job description. Where a pay decision leads or may lead to the start of a period of safeguarding, the Governing

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<sup>6</sup> Academy Teachers' Pay and Conditions Document 2018 para 40 and 41

<sup>7</sup> Refer to Toolkit para 1a

Body will give the notification as soon as possible and no later than one month after the date of the determination.

(iii) The School Teachers' Pay legislation removes the provision for automatic pay uplifts (the former "cost of living" pay increase). All pay uplifts (other than explicit changes specified in the School Teachers Pay and Conditions document) are at the discretion of the Governing Body.

(iv) **For the academic year 2018/19** the Governing Body will apply salaries based on the following:

- Main pay range and unqualified pay range– a 3.5% uplift will be applied to all salaries across the range
- Upper and leading practitioner pay ranges - a 2% uplift will be applied to all salaries across the ranges.
- Leadership pay ranges (including headteachers) – a 1.5% uplift will be applied to all salaries across the range
- Teaching and Learning and SEN allowances – a 2% uplift will be applied to all allowances

Salary ranges applicable from 1.9.18 are attached at appendix 1.

All other salary decisions will be made following the outcome of appraisal reviews and formal decisions of the **Pay Review** Committee.

#### **24. Pay Appeals – teaching staff**

(i) A teacher may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or committee or individual acting with delegated authority) that affects their pay.

An appeal may be lodged on the grounds that the decision:

- incorrectly applied any provision of the document
- failed to have proper regard for statutory guidance
- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher

This list is not exhaustive.

(ii) The appeal process has 3 stages:

Stage 1: Informal discussion with the appraiser or Principal

Stage 2: Formal representation to the person or Governor's Committee making the pay determination

Stage 3: Formal appeal hearing to an Appeals Panel of Governors

(iii) The decision at Stage 3 will be final. Refer to the Toolkit for detailed process.

## **Salary entitlements**

### **25. Leadership Group**

(i) The Governing Body will determine those posts that have substantial strategic responsibilities for Academy leadership. These comprise the Leadership Group and include

- the Principal
- Heads of Campus
- the Deputy Heads
- the Assistant Heads

(ii) The **Finance, Personnel and General Purposes** Committee will establish, and recommend to the whole Governing Body for approval, the Academy group size and appropriate pay ranges for members of the Leadership Group in accordance with the provisions of the document. The Academy group size will be recalculated:

- whenever a new Principal is to be appointed
- if it becomes necessary to change the Principal group (including where the Principal becomes responsible and accountable for more than one Academy in a federation on a permanent basis)
- if there has been a significant change to the responsibilities of the post
- at least every three years

(iii) After setting the Academy group size, appropriate pay ranges will be established for each member of the Leadership Group. These individual ranges will be reviewed on a regular basis, but not more than once per year.

(iv) The Governing Body will ensure that a review against performance objectives is undertaken annually in accordance with the Academy's appraisal policy. Members of the Leadership Group must demonstrate sustained high quality of performance, with particular regard to leadership and management, and pupil progress at the Academy.

(v) The **Pay Review** Committee will consider recommendations made to it following the performance review and will agree an award where there has been sustained high quality performance taking into account the performance objectives.

(vi) The leadership pay range that the Governing Body will apply is set out in Appendix 1.

### **26. Principal**

(i) The **Finance, Personnel and General Purposes** Committee will set a seven point pay range from within the range of points for the Academy group. In doing so the **Finance, Personnel and General Purposes** Committee will take into account the following:

- the complexity and challenge of the role
- difficulty in recruiting to the post
- permanent additional responsibilities
- long term provision to other Academies

(ii) The pay range will form the basis for the future pay progression of the Principal. The **Pay Review** Committee will ensure that appropriate objectives are set and that the level of progression is clearly established and measured. The pay range will be reviewed on a regular basis to take account of any change to the size and circumstances of the Academy. The **Finance, Personnel and General Purposes** Committee will formally record the Academy's group size and the Principal's pay range and note the rationale for their decisions.

(iii) The Governing Body will consider setting a pay range with a limit of 25% above the top of the assessed Principal group range where the committee consider the permanent responsibilities and level of challenge go beyond the assessed pay range. The reasons for doing so will be formally noted.

(iv) The Governing Body may determine that additional payments can be made to the Principal which exceed the limit of 25%. However, this would only be in wholly exceptional circumstances and external independent advice will be sought before any such arrangement is made. A business case will be agreed by the Governing Body setting out the rationale for the decision.

## **27. Heads of Campus**

(i) The **Finance, Personnel and General Purposes** Committee will set a pay range of **Seven** consecutive points for each Head of Campus and Assistant Heads and **five** consecutive points for Deputy Heads, taking account of the complexity and challenge of their roles.

(ii) The **Finance, Personnel and General Purposes** Committee will carefully consider pay differentials between members of the Leadership Group to ensure fairness and equity. Decisions on pay ranges for Deputy and Assistant Principals will be formally noted together with the rationale for the decision.

## **28. Acting allowances**

(i) The Governing Body will consider awarding an acting allowance to a teacher who for a minimum period of four weeks, carries out the duties of a member of the Leadership Group. Such an allowance would be assessed as though the teacher were being appointed to the substantive post. Payment will be backdated to the commencement of the duties.

## **Teaching staff not paid on the leadership pay spine**

## **29. Salary ranges**

- (i) The Governing Body will pay teaching staff on the following pay ranges:
- [the leading practitioner pay range]
  - the main pay range
  - the upper pay range
  - the unqualified teacher range

## **30. Leading practitioners**

The Governing Body will not appoint qualified teachers whose primary purpose will include modelling and leading improvement of teaching skills.

### **31. Qualified teachers**

(i) All qualified teachers, other than those appointed as leading practitioners, will be placed on the appropriate point of the main pay range, or upper pay range (for post-threshold teachers).

(ii) Teachers will be placed on the appropriate pay range in accordance with the provisions set out in the document. New appointees will be placed on the main or upper pay range having regard to:

- the requirements of the post
- any specialised knowledge required for the post
- the experience required to undertake the duties of the post
- the wider Academy context (including the Academy staffing structure)

(iii) Whilst there is no presumption of portability of salaries in the School Teachers' Pay and Conditions document the **Finance, Personnel and General Purposes** Committee will take full account of the relevant previous experience of any newly appointed teacher.<sup>8</sup>

### **32. Unqualified teachers**

(i) The Governing Body will only employ an unqualified teacher who can meet one of the following criteria:

- A trainee working towards Qualified Teacher Status
- An overseas trained teacher who has not exceeded the four years allowed without having Qualified Teacher Status
- An instructor with a particular skill who will be used only for so long as a qualified teacher is not available

(ii) Any such teacher will be employed on a fixed term contract, subject to termly or annual review and will be paid on the Unqualified Range.

(iii) Unqualified teachers (including Overseas Trained, teachers trained and qualified in the EEA, Graduate and Registered Teachers) will be paid on the unqualified scale until Qualified Teacher Status is granted/confirmed.

### **Salary progression**

### **33. Annual pay review**

#### **Teaching staff (Main pay range, Upper pay range, Leading practitioner pay range, Unqualified teacher pay range)**

(i) Annual pay reviews will take place following a review of performance objectives conducted in accordance with the Academy's appraisal policy. Teachers will need to have made good progress towards their objectives and have demonstrated they are competent in all elements of the Teachers' standards.

(ii) Assessments will be properly rooted in evidence.

(iii) Where during the course of the appraisal year, it becomes apparent that a teacher may not successfully meet the objectives set, they will be informed of the potential impact for their next pay review and measures will be agreed so there may

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<sup>8</sup> Refer to Toolkit para 1a.

be a reasonable prospect of achieving the standard required for potential pay progression..

(iv) The pay committee will be able to justify its decision to award no points, one point or more than one point **or** uprate salaries, and will have been advised by the Principal before making its decision.

(v) For newly qualified teachers, evidence from following the statutory induction process will inform decisions on pay progression.

#### **34. Movement to Upper Pay Range**

(i) The committee will consider applications from any teacher who wishes to apply to move to the upper pay range. [Applications may be made once per academic year and no later than 31 October].

(ii) The Governing Body will need to be satisfied that the application supports the following:

- that the teacher is highly competent in all elements of the relevant standards
- the teacher's achievements and contribution to the Academy are substantial and sustained

(iii) In considering the application to support the above the **Pay Review** Committee will take account of the two most recent performance management /appraisal reviews, plus any additional evidence the teacher wishes to provide.

(iv) The process for making an application is as follows:

- apply in writing to the Principal (enclosing supporting evidence) by **17<sup>th</sup> October 2017**.
- the application will be acknowledged and the name of the assessor will be notified within 5 working days.
- the application will be assessed, and if successful, a recommendation will be made by the Principal to the pay committee for pay to be increased.
- the Governing Body's pay committee will ratify the recommendation and notify the teacher of the outcome in writing, no later than one month following the decision.

(v) Where the application has been successful, pay movement to the minimum point of the Upper pay range will take effect from the start of the academic year in which the application has been made and pay will be back dated to 1<sup>st</sup> September.

If the application is unsuccessful the **Pay Review Appeals** Committee will ask the Principal to provide feedback and the teacher will be informed of their right to appeal the decision. The pay appeal process in section 24 will apply.

#### **Allowances and additional payments for teaching staff (Main pay range and Upper pay range)**

#### **35. Teaching and Learning Responsibility payments (TLRs)**

(i) The **Finance, Personnel and General Purposes** Committee has designated posts within the Academy's staffing structure as attracting a TLR payment for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning across the Academy. While a teacher occupies that post either on a permanent or temporary basis (for example covering maternity or long term sick leave) the TLR will be payable.

(ii) TLR posts must:

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

(iii) Minimum and maximum rates for each TLR are set out in Appendix 1.

(iv) The values of TLRs to be awarded in this Academy are as set out below:

**TLR 1** The Academy has no TLR1 positions.

**TLR 2**

£2,721
£4,530

**TLR 3**

(i) The Governing Body may consider awarding a fixed term payment (TLR 3) to a member of staff who is allocated a time limited Academy improvement project or for one-off externally driven responsibilities.

(ii) The level of the TLR 3 payment will be based on the size, complexity and significance of the project but will not be less than the minimum and maximum rates set out in the Document. In deciding the level of allowance payable, the Governing Body will take account of the job weight of the post and apply objective criteria to ensure fairness and equity. The allowance will not be paid on a pro rata basis and cannot be subject to safeguarding at the end of the time limited period.

(iii) A teacher in receipt of either a TLR 2 may also hold a TLR 3 at the same time.

(iv) The criteria for the award, level and duration of any TLR3 payment will be set out in any job description or project documentation.

### **36. Special Educational Needs allowance**

(i) Minimum and maximum rates are shown at appendix 1.

(ii) The **Finance, Personnel and General Purposes** Committee will award an allowance which will be paid to a classroom teacher in accordance with the provisions below:

An allowance will be awarded to classroom teachers who are:

- employed in an SEN post that requires a mandatory SEN qualification
- working in special Academy; or
- engaged wholly or mainly in taking charge of special classes of children or who teach pupils with SEN in designated special classes. Or where he/she is taking charge of special classes consisting wholly or mainly of children with SEN.

- Working in a non-designated setting where the post involves working directly with children with SEN, requires the teacher's professional skills and judgement in the teaching of children with SEN and has a greater level of involvement in the teaching of children with SEN than the normal requirement for teachers in this Academy.

(iii) Where a SEN allowance is to be paid, the committee will determine the spot value of the allowance, taking into account the structure of the Academy's SEN provision and the following factors:

- 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.

### **37. Salary Safeguarding**

(i) The **Finance, Personnel and General Purposes** Committee will ensure that safeguarding provisions set out in the Academy Teachers Pay and Conditions document and, for support employees, the Bucks Pay Employment Conditions will apply in all relevant cases.

### **Additional Payments**

**THE PAYMENT OF HONORARIA TO TEACHING STAFF IS NOT PERMITTED UNDER THE TERMS OF THE TEACHERS' PAY AND CONDITIONS DOCUMENT.**

### **38. Residential Allowances**

(i) Teachers (including members of the Leadership Group) working in residential special Academies will be paid for residential duties in accordance with the national agreement reached by the Joint Negotiating Committee for Teachers in Residential Establishments.

### **39. Recruitment and retention incentives and benefits, [including salary advance scheme for rental deposits]**

(i) These can be awarded to any member of the teaching staff (excluding the Principal, deputy or assistant Principals).

The Governing Body will pay a benefit of up to £5,000 to teachers who are newly recruited and meet the following criteria:

#### **market forces and hard to recruit specialists**

and to teachers who have specific skills and experience that the Academy need to retain.

(ii) A recruitment and retention incentive or benefit can be paid as an additional allowance to the monthly salary. This will be subject to regular [annual] review. Staff will be informed of the level of allowance, the reason for the award, and the date the allowance will be reviewed or ended.

### **40. Salary Sacrifice arrangements**

(i) The **Finance, Personnel and General Purposes** and to teachers who have specific skills and experience that the Academy need to retain.

committee will provide for staff to participate in these arrangements where the Academy/ Council operate any of the following schemes (for appropriate groups of staff);

- a child care voucher or other child care benefit scheme
- a cycle or cyclist's safety equipment scheme

#### **41. Initial teacher training activities**

(i) Any payment for activities related to the provision of initial teacher training as part of the ordinary conduct of the Academy shall be determined by the **Pay Review** Committee taking into account the level of funding available to the Academy by virtue of its partnership with a higher education institution.

#### **42. Out of Academy hours learning activity**

(i) The **Pay Review** Committee will pay a teacher who participates in out-of-Academy hours learning activities provided:

- the teacher has been asked by the Principal to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity.
- such activity has taken place outside of the 1,265 directed hours of working
- the activity requires the exercise of the teacher's professional skills and judgement.
- the basis on which such a payment is made by the Academy to the teacher is reviewed on a regular basis

A separate contract of employment will be issued for this work. Payment will be based on 1/195 of the teacher's salary, by completion of a supply claim form.

#### **43. Payment for continuing professional development**

(i) The **Pay Review** Committee has determined to use its discretion to award an additional payment for undertaking voluntary Continuing Professional Development at weekends or in Academy holidays, based on a daily rate of 1/195 of the teacher's current salary provided:

- the teacher has been asked by the Principal to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity
- the activity has taken place outside the 1,265 directed hours of working
- the basis on which the payment is made is reviewed on a regular basis
- a separate contract of employment will be issued for this work.

#### **44. Short notice/supply teachers**

(i) Teachers employed on a day to day or other short notice basis must be paid in accordance with the provisions of **the document** on a daily basis calculated on the assumption that a full working year consists of 195 days. Periods of less than a day will be calculated pro-rata, to arrive at an hourly rate taking into account an element for PPA time.

#### **45. Payment for provision of services to one or more additional Academies**

The governing body will make payments to a teacher other than a Principal or Head of Campus, in respect of the provision of services relating to the raising of educational standards to one or more additional Academies.

#### **Review**

This pay policy was agreed by the Finance Personnel & General Purpose committee on 3<sup>rd</sup> December 2018. It will be reviewed annually thereafter on consultation with staff and where appropriate relevant unions, to take account of changes to pay and conditions legislation and advice issued by the Council.

**SIGNED**      David Mortimer  
  
(Chairman of Governors)

**Appendix 1 – Extract from LGA information issued September 2018**

**MAIN PAY RANGE - OPTION A**

**Discretionary reference points 2018/19 (with 3.5% on points M2 to M6a)**

		England and Wales	Inner London	Outer London	Fringe area
Minimum	M1	23,720	29,664	27,596	24,859
	M2	25,344	30,905	29,019	26,471
	M3	27,380	32,515	30,815	28,506
	M4	29,488	34,209	32,723	30,621
	M5	31,811	36,841	35,498	32,938
	M6a	34,325	39,584	38,202	35,452
Maximum	M6b	35,008	40,372	38,963	36,157

**MAIN PAY RANGE - OPTION B**

**Discretionary reference points 2018/19 (with 3.5% on points M2 to M6a)**

		England and Wales	Inner London	Outer London	Fringe area
Minimum	M1	23,720	29,664	27,596	24,859
	M2	25,594	31,211	29,307	26,732
	M3	27,652	32,837	31,120	28,789
	M4	29,780	34,548	33,047	30,924
	M5	32,126	37,206	35,850	33,264
	M6a	34,665	39,976	38,580	35,803
Maximum	M6b	35,008	40,372	38,963	36,157

Option A is based on the 2017 model that uprated points M2 to M6a by 1% only.

Option B is based on the 2017 model that included uniform 2% increases

The Governing Body of Chiltern Way Academy has adopted Option B

**UPPER PAY RANGE**

**Discretionary reference points 2018/19 (with 2% on point U2)**

		England and Wales	Inner London	Outer London	Fringe area
Minimum	U1	36,646	44,489	40,310	37,758
	U2	38,004	46,676	41,801	39,113
Maximum	U3	39,406	48,244	43,348	40,520

### **UNQUALIFIED TEACHER PAY RANGE**

Discretionary reference points 2018/19

		England and Wales	Inner London	Outer London	Fringe area
Minimum	1	17,208	21,641	20,441	18,339
	2	19,210	23,642	22,443	20,338
	3	21,210	25,644	24,445	22,340
	4	23,212	27,644	26,450	24,341
	5	25,215	29,644	28,450	26,342
Maximum	6	27,216	31,644	30,452	28,343

### **LEADING PRACTITIONERS PAY RANGE**

Discretionary reference points 2018/19

	England and Wales	Inner London	Outer London	Fringe area
Minimum	40,162	47,751	43,348	41,268
Maximum	61,055	68,652	64,245	62,164

### **Allowances**

	Min £	Max £
<b>TLR 1</b>	7,853	13,288
<b>TLR 2</b>	2,721	6,646
<b>TLR 3</b>	540	2,683
<b>SEN</b>	2,149	4,242

**LEADERSHIP GROUP PAY RANGE**

Discretionary reference points 2018/19

	England and Wales	Inner London	Outer London	Fringe area
1	£39,965	£47,517	£43,136	£41,065
2	£40,966	£48,522	£44,139	£42,069
3	£41,989	£49,549	£45,158	£43,091
4	£43,034	£50,592	£46,208	£44,142
5	£44,106	£51,670	£47,281	£45,215
6	£45,213	£52,771	£48,383	£46,318
7	£46,430	£53,992	£49,604	£47,538
8	£47,501	£55,061	£50,673	£48,603
9	£48,687	£56,243	£51,857	£49,791
10	£49,937	£57,494	£53,110	£51,041
11	£51,234	£58,787	£54,401	£52,335
12	£52,414	£59,974	£55,588	£53,521
13	£53,724	£61,282	£56,900	£54,832
14	£55,064	£62,621	£58,231	£56,169
15	£56,434	£63,987	£59,601	£57,535
16	£57,934	£65,493	£61,106	£59,040
17	£59,265	£66,825	£62,438	£60,378
<b>18*</b>	<b>£60,153</b>	<b>£67,638</b>	<b>£63,297</b>	<b>£61,247</b>
18	£60,755	£68,315	£63,930	£61,860
19	£62,262	£69,821	£65,437	£63,366
20	£63,806	£71,365	£66,978	£64,915
<b>21*</b>	<b>£64,736</b>	<b>£72,221</b>	<b>£67,880</b>	<b>£65,837</b>
21	£65,384	£72,943	£68,559	£66,496
22	£67,008	£74,567	£70,177	£68,115
23	£68,667	£76,221	£71,836	£69,770
<b>24*</b>	<b>£69,673</b>	<b>£77,158</b>	<b>£72,813</b>	<b>£70,771</b>
24	£70,370	£77,930	£73,541	£71,480
25	£72,119	£79,675	£75,290	£73,223
26	£73,903	£81,458	£77,074	£75,012
<b>27*</b>	<b>£74,985</b>	<b>£82,463</b>	<b>£78,123</b>	<b>£76,077</b>
27	£75,735	£83,288	£78,905	£76,838
28	£77,613	£85,169	£80,785	£78,715
29	£79,535	£87,095	£82,704	£80,642
30	£81,515	£89,072	£84,684	£82,614
<b>31*</b>	<b>£82,701</b>	<b>£90,186</b>	<b>£85,845</b>	<b>£83,799</b>
31	£83,528	£91,089	£86,704	£84,637
32	£85,605	£93,160	£88,773	£86,713
33	£87,732	£95,290	£90,906	£88,840
34	£89,900	£97,459	£93,073	£91,008
<b>35*</b>	<b>£91,223</b>	<b>£98,706</b>	<b>£94,362</b>	<b>£92,320</b>
35	£92,135	£99,694	£95,306	£93,243
36	£94,416	£101,971	£97,584	£95,521
37	£96,763	£104,325	£99,936	£97,869
38	£99,158	£106,713	£102,330	£100,263
<b>39*</b>	<b>£100,568</b>	<b>£108,048</b>	<b>£103,706</b>	<b>£101,659</b>
39	£101,574	£109,129	£104,743	£102,676
40	£104,109	£111,671	£107,283	£105,218
41	£106,709	£114,273	£109,883	£107,816
42	£109,383	£116,940	£112,551	£110,491
43	£111,007	£118,490	£114,147	£112,105

\* These points and point 43 are the maximum salaries for the eight head teacher group ranges