



Pay Policy

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ST JOHN'S MEAD CEVC PRIMARY SCHOOL PAY POLICY

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1 Statement of Intent

This policy will be applied to the pay of all staff employed to work in St John’s Mead School, excluding any staff whose pay is not determined by the governing body.

The Governing Body is responsible for determining the salaries of teaching staff in accordance with the provisions of the School Teachers’ Pay and Conditions Document (STP&CD) and for support staff in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions (Green Book) and the associated local provisions.

In exercising its responsibility for salary decisions the Governing Body will have regard to the following key principles:

- all decisions on pay will be made within the context of this Pay Policy, which is available to all staff and governors;
- the Pay Policy will support the Governing Body in its statutory duty to promote high standards of educational achievement at the school;
- the Pay Policy and associated staffing structures will provide for all staff to be valued and to receive appropriate financial recognition for the duties undertaken;
- any relationship between pay and performance will take account of provisions made within the school’s Appraisal Policy and will have regard to any national requirements, standards or criteria set out in the Appraisal regulations or STP&CD.
- there will be equality of opportunity for all staff and decisions will be made on a non-discriminatory basis and will comply with the requirements of the prevailing legislation; relevant adjustments will be considered to take account of absence situations or other special cases based on the particular circumstances that apply.
- staff in regular part-time service will be remunerated/ receive entitlements pro-rata to full-time staff;

1.1 Operation and Review

The Pay Policy will be adopted and reviewed annually by the Governing Body after consultation with staff and their professional association/trade union representatives; this will

include consideration of the equality impact of pay decisions. The Governing Body is responsible for determining the overall resources to be made available for salary purposes, for the general oversight of the operation of the Pay Policy and to establish review arrangements. Responsibility for the application of the Pay Policy is delegated to the Pay Committee (the Pay Committee therefore has fully delegated powers to determine pay decisions in accordance with the Pay Policy).

1.2 The Pay Committee

The Pay Committee membership will be a specially convened meeting of Staffing Committee governors appointed to the Governing Body. The Headteacher will attend in an advisory capacity and will withdraw when his/her salary is under consideration.

The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- to undertake an annual pay review for each member of staff based on the criteria set out in the Pay Policy with effect from 1 September;
- to observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- to minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;
- to recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- to keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and recommend changes or modifications to the Governing Body, as appropriate, and at least annually;
- to carry out the performance review of the Headteacher supported by a suitably skilled and/or experienced external adviser who has been appointed by the Governing Body for that purpose *;

In the case of new appointments to the staff, decisions on starting salary will be delegated to the Headteacher or Selection Panel as appropriate.

In the case of a new Headteacher appointment, the full Governing Body will determine the salary range, however, the determination of the starting salary will be made by the Selection Panel under their delegated powers.

1.3 Pay Reviews

The Pay Committee will ensure, through the Headteacher, that all staff are aware of the arrangements for the annual pay review and of how this relates to the operation of the School's Appraisal and Capability policy (policy Number 26). The Headteacher will make recommendations on performance related pay progression (where applicable) for those staff for whom he/she is the reviewer and will have regard to the recommendations from the nominated reviewer in all other cases.

The Pay Committee will ensure that pay reviews for all teaching staff are carried out by 31 October each year. Such reviews will be initiated by the Headteacher (except their own review which will be initiated by the Chair of Governors and will be carried out by 31 December). Review decisions will apply from 1 September on a retrospective basis.

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. A written statement will be given after any review, and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

Pay decisions will be notified in writing to each member of staff. This will normally be undertaken by the Headteacher on behalf of the Pay Committee. In the case of the Headteacher, notification of the pay decision will normally be undertaken by the Chair of Governors.

1.4 Appeals

The arrangements for considering appeals are as follows:

An employee may seek a review of any determination in relation to his/her pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects his/her pay.

The following list 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 STP&CD (teachers only);
- 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;
- f) otherwise discriminated against the employee; or
- e) acted contrary to any agreed school policy.

The order of proceedings will be as follows:

1. The employee receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher normally within ten working days of the decision.
3. Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal process.
4. The employee should set down in writing the grounds for questioning the pay decision and send it to the Headteacher, normally within ten working days of the notification of the outcome of the discussion referred to above.
5. The Headteacher should arrange a hearing of the Pay Committee, normally within ten working days of receipt of the written grounds for questioning the pay decision, and give the employee an opportunity to make representations in person to that Committee. Following the hearing the employee should be informed in writing of the decision and the right to appeal as appropriate.
6. Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, normally within 5 working days. Where the appeal is rejected the letter will include a note of the evidence considered and the reasons for the decision.
7. The employee is entitled to be accompanied by a trade union representative or work colleague during the process.

2 PAY DETERMINATION FOR TEACHING STAFF

2.1 General

The Governing Body will determine the overall number and type of posts to be employed within the school within the statutory framework of the STP&CD, i.e.

- Leadership Group (Head, Deputy or Assistant Head Teachers)
- Leading Practitioners
- Classroom Teachers (Main Pay Range or Upper Pay Range)
- Unqualified Teachers

The school's current staffing structure is set out in Appendix 2. This includes details of relevant additional allowances.

The pay range available for any vacancy will be set out within the advertisement, including details of any additional allowance(s) that will be payable.

In order to attract the best range of candidates, classroom teacher vacancies will normally be advertised without any restrictions on the pay point available within the Main or Upper Pay Ranges.

The starting salary on appointment will be determined in accordance with the policy set out in sections 3 or 4 below, as appropriate.

Salary progression for serving teaching staff will be determined in accordance with section 5.

3 PAY FOR THE LEADERSHIP GROUP

3.1 Headteacher

A seven point Individual School Range (ISR) will be set to reflect the size and circumstances of the school in accordance with the requirements of the STP&CD.

The ISR will normally be set within the relevant school group size, in accordance with an assessment of the unit total of all pupils calculated mainly according to pupil numbers at each key stage and the number with statements or special educational needs.

The ISR will be reviewed in the event of a vacancy occurring or as otherwise provided for in the STP&CD, e.g. where there is a significant change in the Headteacher's responsibilities, or if there is a need to review pay in relation to other staff pay changes.

In setting the ISR the factors taken into consideration will include:

- the overall responsibilities of the post;
- the unit total of the school in relation to the range for the school group;
- trends in pupil numbers;
- relative salary levels, having regard to recruitment and retention factors;
- pay differentials in relation to other posts in the school structure;
- particular features within school that have a significant impact on managerial requirements;

A newly appointed Headteacher will normally commence at the lowest point of the ISR. However, in accordance with the provisions of the STP&CD, the post may be offered at up to three points above the minimum salary where it is necessary or appropriate to secure the appointment of a suitably qualified and experienced candidate.

The Governing Body will consider the need to award any further discretionary payments to the Headteacher as provided for within the STP&CD. Any such payments will be restricted to

a maximum of 25% of the substantive annual salary; the reason for and duration of any discretionary payments will be recorded and confirmed in writing. Appropriate reasons may be:

- a) the school is a school causing concern;
- b) demonstrable difficulties in filling the vacancy or retaining the existing Headteacher, where these are not already reflected in other salary payments;
- c) the headteacher is appointed as a temporary Headteacher for one or more additional schools.

The award of any further discretionary payment will only be determined in the most exceptional circumstances and where the full governing body has previously obtained and considered external advice to justify such a payment.

3.2 Deputy Headteacher(s) and Assistant Headteacher(s)

The salary range(s) of 5 points will be set to reflect the size the responsibilities of the post, and the circumstances of the school, the structure of the school's leadership group and the need to provide for salary differentials accordingly. The additional factors listed above will also be considered, as appropriate.

The salary range(s) will be reviewed in the event of a vacancy occurring or as otherwise provided for in the STP&CD.

A newly appointed Deputy or Assistant Headteacher will normally commence at the minimum of the range set. However, the post may be offered at up to two points above the minimum salary where it is necessary or appropriate to secure the appointment of the preferred candidate.

4 TEACHING POSTS

4.1 Leading Practitioner teaching posts

The Governing Body does not envisage employing teachers as Leading Practitioners at the present time.

4.2 Classroom Teaching Posts

The Governing Body has established the following pay scales for classroom teachers. (As from the 1st September 2016):

Main Pay Range	Upper Pay Range
M1 £22,468	U1 £35,571
M2 £24,243	U1a £36,229
M3 £26,192	U2 £36,889
M4 £28,207	U2a £37,570
M5 £30,403	U3 £38,250
M6 £32,835 (Max £33,160)	

For first teaching appointments the starting salary will be at the first point of the main scale. Unless the teacher has demonstrable prior experience which is deemed to be of particular value and relevance, up to (eg 2) additional pay points may be awarded.

For teachers already in employment as qualified teachers in maintained schools, academies or other comparable education settings the starting salary will normally be determined with reference to the last evidenced salary position on the main or upper pay range, as appropriate.

For all other appointments the salary position will be based upon the specific requirements of the post and the extent and relevance of prior relevant experience, having regard to the last evidenced salary position. The starting salary may be set within the upper pay scale in appropriate circumstances.

4.3 Movement to the Upper Pay Scale

4.3.1 Applications and Evidence

Any qualified teacher paid on the Main Pay Range may apply to be paid on the Upper Pay Range and any application will be assessed in accordance with this policy. It is for the individual teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

Teachers applying for progression to the Upper Pay Range will be expected to have a proven record of successful teaching experience and will normally have reached the maximum point of the Main Pay Range.

Applications may be made once a year using the school's application form. The form should be completed and submitted to the nominated appraiser prior to the scheduled annual review meeting. The teacher's application will be discussed as part of the review meeting and will be appended to the review statement, together with the appropriate recommendation and comments.

The principal evidence for decisions will be the teacher's application form and the two most recent appraisal statements, together with any relevant supporting information which contributes to the school's appraisal procedures (e.g. classroom observations, pupil progress data, work sampling). The teacher will not be expected to submit documentation or other evidence which is already available from school records but will have the opportunity to submit any supplementary information they believe to be relevant.

Where he/she is not the nominated reviewer, the Headteacher will moderate applications for movement to the Upper Pay Range and, where necessary, discuss relevant points with the teacher and reviewer prior to the application being formally considered by the Pay Committee.

If a teacher is simultaneously employed at another school(s) they must submit separate applications. This school will not be bound by any pay decision made by another school.

4.3.2 Assessment Criteria for M6 to Upper Pay Scale

To approve an application for movement onto the Upper Pay Scale from M6, the Pay Committee must be satisfied that:

- a) the teacher is highly competent in all elements of the relevant standards; and
- b) the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this school's pay policy;

"highly competent": means the teacher has demonstrated good and developing 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": means 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.

"sustained": means the teacher must have had at least two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will be expected to show that their teaching expertise has grown over the relevant period and is consistently judged good or better.

4.3.3 Notification of Decision

The decision will be notified in writing within 5 working days of the Pay Committee's decision.

Where the application is successful the teacher's salary will move to the first point of the Upper Pay Range from 1 September, as applicable.

Where the teacher's application is unsuccessful the written notification will include the reasons for the decision and the arrangements for appeal, if required, as provided in a developmental context to include advice on areas for improvement in order to meet the school's stated criteria.

4.4 Part-time teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The Governing Body (implemented by the Headteacher) will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. Pay and directed working time (where applicable) will be pro rata to a full time teacher based on 1265 hours in a school year.

4.5 Unqualified teachers

An unqualified teacher will normally be paid on the scale for unqualified teachers. The starting position on the pay scale will have regard to the previous qualifications and experience of the individual, in particular where the individual holds a recognised overseas teaching qualification, a recognised post-16 teaching qualification or a recognised qualification relating to their subject area; and/or

- has undertaken previous service in a teaching capacity in a recognised setting; and/or
- has significant and relevant experience outside of teaching which contributes to their teaching role.

An unqualified teacher on an employment based route into teaching may be paid on the scale for qualified teachers where it is considered that he/she has appropriate skills or experience to justify the application of this discretion.

An additional allowance may be paid to an unqualified teacher where it is considered that his/her basic salary is not adequate having regard to his/her responsibilities, qualifications and experience. However, the total salary paid to an unqualified teacher will not in any event exceed the salary that would be applicable to a qualified teacher holding the same post.

4.6 Supply teachers

The payment of supply teachers will be calculated on an hourly basis based on 1/1265 of the annual salary. Where a supply teacher is covering the full range of duties of the absent teacher, he/she will be paid 6.5 hours for each day worked. Otherwise payment will have regard to any wider professional duties required to be undertaken (e.g. preparation and marking) in addition to class contact time.

5 PAY PROGRESSION BASED ON PERFORMANCE

5.1 General

The arrangements for teacher appraisal are set out in the school's Appraisal and Capability policy.

Decisions regarding pay progression will be made with reference to the teachers' annual appraisal reports and the pay recommendations they contain. In the case of Newly Qualified teachers (NQTs) pay decisions will be made with reference to the statutory induction process. All pay progression decisions will be clearly attributable to the performance of the teacher in question.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the pay policy and pay decisions.

The evidence used in pay progression decisions will be that which is available through the school's appraisal procedures and supporting information systems. The pay review arrangements will seek to avoid unnecessary administrative burdens on teaching staff and school leaders in so far as this is compatible with the operation of an objective and evidence based policy for pay determination.

Final decisions about whether or not to accept recommendations on pay will be made by the Governing Body having regard to the professional advice of the Head teacher, where he/she is not the reviewee.

The Governing Body will ensure that appropriate funding is allocated to provide for pay progression for eligible teachers in accordance with the stated criteria.

All teachers will have the opportunity to progress to the top of their pay range as a result of successful appraisal reviews.

It is expected that the majority of eligible teachers will fulfil the criteria for pay progression. Where this is not the case advice and clarification of expectations will be provided on a developmental basis; withholding pay progression does not imply that capability procedures will be invoked.

Where teachers have joined the school part way through an appraisal cycle, the Headteacher will, where necessary, seek evidence from the previous school(s) to assist pay decisions. Should this not be available, relevant evidence or information may need to be provided by the teacher.

5.2 Leadership Group - Headteacher, Deputy Headteacher and Assistant Headteacher

For those on the leadership spine there will be an annual review of pay, following a review of performance.

To achieve progression there must be a demonstration of sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and a review of performance against performance objectives.

To be fair and transparent, judgements will be properly rooted in evidence and there must have been a successful appraisal of performance.

A successful performance appraisal will include consideration of:

- performance objectives;
- classroom observation (where relevant)
- other evidence

To ensure that there has been high quality performance, the performance appraisal will assess that the individual has grown professionally by developing his/her leadership and (where relevant) teaching experience.

Where the performance appraisal criteria described above have been satisfied any increase in salary will normally be limited to one point. The discretion to award a second point will only be considered where a) objectives which are particularly challenging have previously been agreed with the Headteacher / Deputy Headteacher / Assistant Headteacher or b) other exceptional circumstances apply.

The principles set out in 5.1 above will apply, as appropriate to Leadership Group pay progression.

5.3 Classroom Teachers on the Upper Pay Range

Classroom teachers will be awarded pay progression of one point within the school's Upper Pay Range following the successful completion of two successive annual appraisal reviews.

To be successful the teacher will be required to have

- achieved or made good progress towards their objectives
- grown professionally by continuing to develop his/her teaching expertise
- consistently fulfilled the school's stated criteria for Upper Pay Range teachers as set out in 4.3 above.

5.4 Classroom Teachers on the Main Pay Range

Classroom teachers will be awarded pay progression of one point within the school's Main Pay Range following each successful annual appraisal review.

A successful review will require that the teacher has

- achieved or made good progress towards their objectives
- demonstrated that they are suitably competent in all elements of the Teachers' Standards having regard to their specific role and experience
- been judged as 'good' or better, in the relevant classroom teaching observations carried out within the review period according to the appraisal process.

Appraisal objectives will become more challenging as the teacher progresses through the Main Pay Range in order to reflect the teacher's developing experience and expertise.

Optional Addition

The discretion to award a main pay scale teacher an additional pay point may be applied in exceptional circumstances where, in addition to a proven record of outstanding teaching, there has been a substantial contribution to wider school development or relevant activities beyond the normal expectations of a Main Pay Range classroom teacher. This should be discussed in advance with the reviewer in order to prepare appropriate evidence.

5.5 Unqualified Teachers

Staff paid on the scale for unqualified teachers will be awarded pay progression of one point within that scale following each successful annual appraisal review.

A successful review will require that the unqualified teacher has

- achieved or made good progress towards their objectives.
- demonstrated that they are suitably competent to fulfil and develop the overall requirements of their role.

6 OTHER ALLOWANCES

6.1 Teaching and Learning Responsibility Payments (TLRs)

TLR payments will be awarded for undertaking a sustained responsibility that is needed to ensure continued delivery of high quality teaching and learning.

A TLR will be paid to a teacher whose duties include a significant responsibility that is not required of all classroom teachers and that meets the TLR criteria as defined in the STP&CD.

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure (see Appendix 2).

Vacancies for posts carrying TLRs will be advertised within the school or more widely depending on the particular circumstances.

TLR 1 and TLR2 payments will only be awarded on a temporary basis to teachers who are temporarily undertaking a substantive TLR post, for example to cover maternity leave, sick leave, a vacancy or secondment.

A TLR 3 payment of between £500 and £2500 may be awarded, for time limited school improvement projects or one-off externally driven projects in accordance with STPCD provisions. The additional responsibilities, the level of payment and its duration will be specified prior to the appointment being made and will be confirmed in writing to the teacher(s) concerned.

6.2 Special educational needs allowances

The payment of 'spot value' SEN allowances will be awarded in line with the criteria laid down in the relevant paragraphs of the STP&C document. Any SEN allowances awarded will be no less than £2001 and no more than £3954 per annum.

All teachers working within a Special School should be awarded an SEN allowance of £2001, as a minimum.

Where an SEN allowance is to be paid, the spot value awarded will take into account:

- 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.

6.3 Recruitment and retention payments and benefits

The payment of recruitment and retention incentives and benefits may be considered in exceptional circumstances in respect of individual or categories of posts for which specific and demonstrable recruitment/retention difficulties have been identified.

Where it is decided to pay such an incentive/benefit, the amount will be determined to meet the circumstances of the case. The level of payment and any review period or time limit will be set out in writing to the teacher concerned.

6.4 Acting Allowance- Leadership Posts

Any teacher who carries out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher (as appropriate) for a period of at least 4 weeks or longer may be paid at the appropriate point on the salary range for that post. Where the acting up arises from a known absence (e.g. vacancy or maternity leave) the salary will be adjusted from the date the acting duties commence. Where the acting up arises from an unplanned event, the salary adjustment will be back dated to the date on which the full additional responsibilities were taken up.

7 OTHER PAYMENTS

The Governing Body may make additional payments to teaching staff as provided for in the STP&CD in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- participation in out-of-school hours learning activity
- additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards at one or more additional schools.

Any payments to be made will be determined by the Pay Committee and will be clarified prior to the relevant activity taking place. Payments will normally be based on the teacher's actual salary.

Activities undertaken outside of contractual obligations will be on a mutually agreed basis.

8 GENERAL SAFEGUARDING

The Governing Body recognises its responsibilities for safeguarding the salaries of teachers as set out in the STP&CD.

9 SUPPORT STAFF

The salaries for support staff posts will be determined in accordance with the pay and grading structure of South Gloucestershire Council. Grades will be established with reference to model job descriptions and related advice provided by the Local Authority. The Governing Body will (through the Headteacher) request the job evaluation of individual posts where there is no comparable model job description/grade available.

The commencing salary for any post will normally be the minimum of the range for that grade. Discretion to appoint at a higher point may be exercised where this is necessary to recruit a suitably qualified and/or experienced candidate, taking account of the individual's previous employment history and/or salary level.

Incremental progression will be applied within the relevant salary range as provided for under the conditions of service for Local Government staff.

Payments for overtime working and any other additional allowances will be in accordance with those applicable to South Gloucestershire staff.

Any representations by support staff regarding pay and grading issues will be considered under the procedure outlined under para 1.5.

The Local Authority Conditions of Service will determine the safeguarding arrangements for support staff which include (in relevant circumstances) a personal pay protection for three years, limited to a maximum of 12.5% above the maximum contractual pay for the new post.

In undertaking its responsibilities for applying pay and grading decisions to support staff, the Governing Body will be mindful of the Council's residual responsibilities under equal pay legislation and will apply the outcomes of a job evaluation review whenever it is necessary to do so.

10 APPENDIX 1- PROCEDURE FOR FORMAL HEARING/APPEAL

10.1 Procedure for formal hearing

All parties should receive copies of the appropriate documentation prior to the hearing / appeal to allow for sufficient consideration.

1. Chair introduces those present. Checks all documentation is held by all parties and confirms the procedure for the meeting.
2. Headteacher presents their case. Questions may be asked by the employee / representative, followed by questions from the Panel.
3. Employee / representative present their case. Questions may be asked by Headteacher, followed by questions from the Panel.
4. Headteacher invited to sum up their case.
5. Employee / representative invited to sum up their case.
6. Adjournment.
7. Panel considers information provided and decides on outcome. This must be confirmed in writing with the employee being informed of their right of appeal, as appropriate.

10.2 Procedure for Appeal

Same procedure as detailed in section 10.1 but the Appeal Panel is three governors who were not involved in the original determination. The decision should be confirmed in writing. The decision of the Appeal Panel is final – there is no further right of appeal.

11 APPENDIX 2 – STAFFING STRUCTURE

The following staffing structure exists within the school

- Head teacher – Leadership Spine Range
- Deputy Head – Leadership Spine Range
- TLR2 – Maths Standards
- TLR2 – English Standards
- TLR2 – Key stage 1 leader
- TLR2 – Early Years Foundation Stage Leader
- SENCo Allowance – Inclusion
- UPS/MS All Teachers are subject leaders.