



WHOLE ACADEMY  
PAY POLICY  
FOR TEACHING STAFF  
2017-2018

Adopted by the Board of Trustees

Signed .....  
(Chair of the Board of Trustees)

September 2017

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### **Introduction:**

The Board of Trustees aims to maximise the achievement of every student at the academy and recognises the value of a well-motivated and capable body of teaching staff in the achievement of this. This pay policy seeks to ensure that all teaching staff are properly rewarded for their contribution towards this shared goal and sets out the framework for making decisions relating to pay.

The Board of Trustees is required to establish a whole academy pay policy, monitor the implementation and outcome(s) of the arrangements and review the policy and its operation every year. This policy has been developed to comply with the Department for Education 2013 Teachers Professional Standards. The pay policy has clear links to the Teachers' Professional Standards and the Teachers' Performance Management Procedures with regard to pay decisions which are linked to individual performance, and should be read in conjunction with this policy.

In adopting the pay policy the aim is to:

- Maximise the quality of teaching and learning at the academy, by ensuring that implementation of the policy takes full account of the academy's plans for improvement and development.
- Have proper regard for the work/life balance of staff at the academy.
- Recruit, retain, motivate and develop staff.
- Be able to demonstrate that the policy and decisions on pay are managed in a fair, just and equitable way, recognising the principle of equal pay for like work and work of equal value.
- Determine the annual pay budget, including that for pay progression, compatible with the academy's overall budget position.
- Ensure that pay decisions are managed in a fair, just and transparent way.

This policy has been consulted on with staff recognised trade unions and was adopted by the Board of Trustees of Southfields Academy in October 2013. It has been reviewed for September 2017.

### **Basic Principles:**

The Board of Trustees has established a Personnel Committee with fully delegated authority for this function. The membership and terms of reference for the Personnel Committee is attached (Appendix 1).

The staffing structure for the academy was confirmed in September 2013. All posts within the structure have detailed job descriptions which are subject to review from time to time, in consultation with staff, to reflect the changing needs of the academy. Job descriptions are written with due regard to enabling staff to maintain a reasonable work/life balance.

The Board of Trustees is committed to the operation of an appraisal policy for teachers, with the objective of maximising the professional development of all

teaching staff and progress of students. The Board of Trustees will ensure that all teaching staff in the academy have access to advice, training and development opportunities appropriate to their needs.

The Board of Trustees will ensure that the pay policy is implemented fairly and consistently and that decisions can be objectively justified. Adjustments will be made to take account of special circumstances, eg maternity absence, on a case by case basis.

### **Appeals Procedure:**

A member of staff may seek a review of any determination in relation to his or her pay or any other decision taken by the Board of Trustees (or committee or individual acting with delegated authority) that effects his or her pay.

Where incremental progression is not automatic, the member of staff will receive written confirmation of their pay determination and the basis upon which the decision was made.

Appeals may be made on the grounds that the person or committee by whom the decision was made has:

- a) incorrectly applied any statutory provision
- b) failed to have proper regard for statutory guidance
- c) failed to take proper account of relevant evidence
- d) was biased, and/or
- e) otherwise unlawfully discriminated against the individual concerned.

This list is not exhaustive.

It is the intention of the Board of Trustees that appeals will be dealt with promptly, thoroughly and impartially. The procedure for considering appeals is as follows:

#### *Informal stage*

1. If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Principal/Headteacher within ten working days of the decision.
2. Where this is not possible, or where the staff member continues to be dissatisfied with the decision, he/she may follow a formal appeal process.

#### *Formal stages*

3. The staff member should set down in writing the grounds for questioning the pay decision and send it to the person or committee who made the determination,

within ten working days of the notification of the decision being appealed against or the outcome of the informal discussion referred to above.

4. The committee or person who made the determination should arrange a hearing, within ten working days of receipt of the written appeal, at which he/she/they will consider the appeal and give the staff member an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal to the Chair of the Board of Trustees. The deadline for any appeal will be ten working days from receipt of written confirmation of the decision.
5. Any further appeal should be submitted in writing, stating the grounds of the appeal. The appeal will be heard by a panel of three Trustees who were not involved in the original determination normally within twenty working days of the receipt. The member of staff will be given the opportunity to make representations in person and the person or committee who made the decision will attend to explain the procedures that were observed in the pay determination process. The appeal panel shall consider all the evidence in private before making a decision. The decision of the appeal panel will be given in writing and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision. The decision of the appeal panel at this hearing will be final.

At all hearings under formal procedures the staff member is entitled to be accompanied by a work colleague or union representative or member of their professional association.

#### *Modified Procedure*

There will be no entitlement to invoke the appeal procedure after leaving the employment of the academy. Where an appeal has been lodged under point 5 of the formal stage of the procedure, but has not been heard prior to leaving, the Chair of the Board of Trustees will consult with relevant academy staff and provide a written response on behalf of the academy.

#### **Teaching Staff Pay:**

The Board of Trustees recognises and values the contribution made to the academy by teaching staff. This group of staff includes all staff at the academy that are subject to teachers' terms and conditions, including unqualified teachers/instructors.

The professional duties applicable to all teachers are set out in the Department for Education Teachers' Standards Document.

#### ***Conditions of Service***

Pay and conditions for teaching staff are negotiated nationally and the statutory requirements are set out in the Academy Teachers' Pay and Conditions Document

(issued annually) and the Conditions of Service for Academy Teachers in England and Wales (often referred to as the Burgundy Book).

### ***Pay Spine***

All teachers employed at the academy are paid on the Main Pay Spine.

### ***Pay Reviews***

The Board of Trustees will ensure that every teacher's salary is reviewed with effect from 1 September each year and no later than 31 October (31 December for Head Teachers). Where a teacher is on long term absence at the relevant time consideration will be given to adjusting the timing on a case by case basis. Individual written pay statements setting out salary and any allowances and the end date of any temporary allowances will be available upon request.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be provided 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 a period of salary safeguarding, the Board of Trustees will give the required notification as soon as possible and no later than one month after the date of the determination.

### ***Pay range for head teachers***

The Board of Trustees has a statutory duty to assign a academy group size and a seven point individual academy range for the head teacher whenever it sees fit, eg when planning a new appointment, when the pay range for a deputy or assistant head teacher is set which overlaps with the ISR, or when there is a change in the academy, such as an increase in pupil numbers or the introduction of additional services, which leads to a change in responsibilities for the head teacher.

Where an ISR has been determined prior to 1 September 2011 and is above the calculated group size, it will remain in place. A new determination must be made should the head teacher post become vacant.

Where the Board of Trustees has, prior to 1 September 2011, made a decision to increase the individual academy range beyond the maximum of the leadership group pay spine (Spine Point L43), this will remain in place and the Board of Trustees will continue to determine the value of each point above the highest point for so long as that ISR applies.

The Board of Trustees will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the ISR and the ratification of decisions made in this respect.

### ***Determination of discretionary payments to head teachers***

The Board of Trustees will determine an ISR which takes into account the full responsibilities of the Head Teacher's post as and when it sees fit. The total of all discretionary payments made to a head teacher in respect of any academy year (with the exclusion of residential payments and/or relocation expenses) will not exceed 25 per cent of the amount which corresponds to their point on the assigned ISR in that year.

It will be wholly exceptional to make discretionary payments which exceed the limit of 25 per cent. If it is considered that there are wholly exceptional circumstances that warrant a payment in excess of this limit, the Board of Trustees will make a business case, and will seek external independent advice. The Board of Trustees will keep a full and accurate record of advice received and all decisions made by the Board of Trustees and the reasoning behind them.

In making any decision to exercise its discretion in this respect, the Board of Trustees will ensure that to action such an increase will offer the academy value for money in the services it is able to provide in relation to the costs incurred and will require [evidence to support any such case](#).

On appointment a head teacher must be paid a salary equal to the amount specified for one of the bottom four points of the individual academy range.

### **Pay progression for Head Teachers**

The individual academy range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made with reference to the teachers' performance management policy and having regard to the results of the most recent performance management report and pay recommendation. Any such movement up the individual academy range will be considered only where there is clear evidence of sustained high quality of performance and student outcomes and shall not exceed two spine points in the course of any academy year.

Head teachers are not eligible for teaching and learning responsibility payments.

### ***Pay range for deputy and assistant head teachers***

The Board of Trustees has determined that 4 deputy head teacher posts, 7 assistant head teacher posts, and 1 senior teacher post are to be included in the academy's staffing structure for 2017-18. Where there is more than one deputy head teacher

or more than one assistant head teacher, the Board of Trustees have the discretion to determine different pay ranges for each post.

The Board of Trustees will determine a five point pay range for deputy and assistant head teachers. The Board of Trustees must ensure that the pay range for deputy and assistant head teachers is determined in accordance with due regard to pay rates for other teaching posts and the head teacher. The pay range for deputy head teachers for the academic year 2017-2018 is as follows:

Spine Point	Value
L20	£70,307
L21	£71,864
L22	£73,462
L23	£75,092
L24	£76,776

The pay range for assistant head teachers for the academic year 2017-2018 is as follows:

Spine Point	Value
L14	£61,695
L15	£63,040
L16	£64,524
L17	£65,836
L18	£67,303

The pay range for senior teachers for the academic year 2017-2018 is as follows:

Spine Point	Value
L5	£50,904
L6	£51,991
L7	£53,193
L8	£54,246
L9	£55,411

The Board of Trustees will determine the pay range for deputy, assistant headteachers, and senior teacher in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in the responsibilities of serving deputy or assistant head teachers.

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in

the basis for calculating pay, or at any time if it is considered necessary to retain a deputy or assistant head teacher.

In making any decision to exercise its discretion in this respect, the Board of Trustees will ensure that to action such an increase will offer the academy value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

On appointment a deputy or assistant head teacher must be paid a salary equal to the amount specified for one of the bottom three points of the deputy or assistant head teacher pay range.

### **Pay progression for Deputy and Assistant Head Teachers**

The deputy and assistant head teacher ranges are not incremental scales and there is no automatic right to pay progression. Decisions regarding pay progression will be made with reference to the academy's teachers' Performance Management Procedures and having regard to the results of the most recent Performance Management report and pay recommendation. Progression will only be considered where there has been sustained high quality performance.

Deputy and assistant head teachers are not eligible for teaching and learning responsibility payments.

### ***Pay range for Leading Practitioners***

The Board of Trustees has determined that two leading practitioner posts are to be included in the academy's staffing structure. These posts have the primary purpose of modelling and leading improvement of teaching skills.

Where there is more than one leading practitioner post in the academy, the Board of Trustees have the discretion to determine different pay ranges for each post.

The professional responsibilities of leading practitioners are in accordance with the professional standards for teachers. Additional duties will be set out in the job description and will include:

- A leadership role in developing, implementing and evaluating policies and practices within the academy that contribute to academy improvement,
- The improvement of teaching skills within the academy and the wider academy community which impact significantly on pupil progress,
- Improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as defined by the annual RAP, Ofsted outcomes or other external reviews.

The pay range for leading practitioners for the academic year 2017-2018 is as follows:

Range	Value
LP1	£46,812
LP2	£47,804
LP3	£48,815
LP4	£49,844
LP5	£50,904
LP6	£51,991
LP7	£53,193
LP8	£54,246

The pay range will be determined when making appointments, on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay.

In making any decision to exercise its discretion in this respect, the Board of Trustees will ensure that to action such any increase will offer the academy value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

On appointment a Leading Practitioners may be assigned at any point within the range. The Board of Trustees will consider the following factors when determining salary on appointment:

- Any specialist knowledge required for the post
- The level of expertise required
- Proven experience of successful performance and excellence in teaching

### **Pay progression for Leading Practitioners**

The Leading Practitioner pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made with reference to the most recent appraisal report and recommendation on pay and an assessment of the teacher's performance against the teacher standards. Any such movement up the Leading Practitioner pay range will only be made where there has been sustained high quality of performance.

### **Main pay range**

Qualified teachers who have not been assessed as meeting the criteria to access to upper pay range will be paid in accordance with the main pay range.

The Board of Trustees has adopted the following main pay range (to take effect after the September 2016 pay award to existing teachers):

<b>Main Pay Scale:</b>	<b>£</b>
M1	£28,377
M2	£29,858
M3	£31,414
M4	£33,050
M5	£35,592
M6	£38,244

In determining where on the main pay range an individual teacher should be placed on appointment, the Board of Trustees will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Number of year's teaching experience
- The teacher's current remuneration

On first appointment to the main pay range, a teacher will normally be placed at the minimum point.

### **Pay progression for main pay range teachers**

Consideration of pay progression as part of the annual review **from 1 September 2017** will be managed as set out below:

The main pay range will continue to be an incremental scale. Where a classroom teacher remains in post on 1 September 2017 in the academy having been employed during the previous academy year, the Board of Trustees will expect all teachers to:

- Adhere to the Teachers' Professional Standards.
- Partake in a Performance Management interview and mid year review of professional targets.

Judgements will be properly rooted in evidence.

It is not expected that teachers who are subject to poor performance procedures (informal or formal) during the previous year will be awarded a point. This will be dealt with through the normal support and capability procedures.

Any pay progression awarded by this academy will be permanent, for as long as the teacher remains continuously employed in this academy.

### **Upper Pay Range**

Qualified teachers who have been assessed as meeting the criteria to access the upper pay range will be paid accordingly. The current upper pay range is:

<b>Upper Pay Scale:</b>	£
UP1	£43,615
UP2	£45,757
UP3	£47,296

And is subject to 2 consecutive Performance Management reviews.

### **Applications to the upper pay range (From 1 September 2017 – 31 August 2018 for M6 teachers)**

It is good practice to supply a folder of evidence which includes lesson observation grades, progress matrices and a commitment to continuing professional development. The folder should be evidenced against Upper Pay Threshold standards.

Any decision to move a teacher to the upper pay range or to award pay progression within the range by this academy will be permanent, for as long as the teacher remains continuously employed in this academy.

Any qualified teacher may apply to be paid on the upper pay range once in any 2 year cycle. Teachers who are simultaneously employed at another academy will need to submit a separate application to each academy for consideration. This academy will not be bound by any pay decision made by another school/academy.

## **Pay progression for upper pay range teachers**

Consideration of pay progression as part of the annual review **from 1 September 2017** will be managed as set out below:

The upper pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made with reference to the most recent Performance Management report and recommendation on pay and an assessment of the teacher's performance against the teacher standards. Where an upper pay range teacher remains in post on 1 September 2014 in the academy having been employed during the previous academy year, the Board of Trustees will give consideration to progression by one point up the upper pay range. The criteria for one point's progression are:

- Sustained high quality performance
- Demonstrable contribution to the development of the Academy (in the widest context)
- Achievement of or good progress towards their objectives
- Assessed as competent against the Teacher Standards, with regard to the defined career stage expectations
- A record of good and outstanding teaching (as defined by Ofsted) in the 2 previous years
- All students make more than expected progress at the end of Key Stage 4 against National Standards in their subject area

Judgements will be properly rooted in evidence.

The Board of Trustees does not intend to exercise their discretion in relation to awarding additional points for exceptional performance.

It is not expected that teachers who are subject to poor performance procedures (informal or formal) during the previous year will be awarded a point. This will be dealt with through the normal support and capability procedures.

### ***Pay range for unqualified teachers***

An unqualified teacher is defined as those without recognised QTS standards as judged in the UK.

The pay range for an unqualified teacher is:

Range	£
1	£21,170
2	£23,102
3	£24,773
4	£26,706
5	£28,636
6	£30,573

In determining where on the unqualified pay range an individual teacher should be placed on appointment, the Board of Trustees will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Previous teaching experience
- The teacher's current remuneration

On first appointment to the unqualified pay range, a teacher will normally be placed at the minimum point.

Consideration of pay progression as part of the annual review **from 1 September 2017** will be managed as set out below:

The unqualified pay range will be an incremental scale. Decisions regarding pay progression will be made with reference to the most recent appraisal report and recommendation on pay. Where an unqualified teacher remains in post on 1 September 2014 in the academy having been employed during the previous academy year, the Board of Trustees will give consideration to progression by one point up the unqualified pay range. The criteria for one point's progression are:

- Sustained high quality performance
- Demonstrable contribution to the development of the academy
- Achievement of or good progress towards their objectives
- A record of 'good' teaching (as defined by Ofsted)
- All students make expected levels of progress for stage/age, some will make more than expected progress.

Judgements will be properly rooted in evidence.

It is not expected that teachers who are subject to poor performance procedures (informal or formal) during the previous year will be awarded a point. This will be dealt with through the normal support and capability procedures.

Unqualified teachers are not eligible for teaching and learning allowances. The Board of Trustees will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

### **An unqualified teacher who becomes qualified**

Upon obtaining qualified teacher status, an unqualified teacher will be transferred to the main pay range. Where the unqualified teacher was employed within this academy immediately prior to obtaining qualified status, they will be placed on the main pay range on the same or a higher salary than the sum of their previous salary in the unqualified teacher range and any unqualified teacher allowance they had been receiving.

### ***Allowances for classroom teachers***

#### **Teaching and Learning Responsibility Payments**

TLRs can only be awarded to posts held by qualified teachers paid on the main or upper pay ranges. They cannot be awarded to unqualified teachers or members of the Leadership Group.

TLRs are awarded at the discretion of the Board of Trustees to the holders of the posts indicated in the attached staffing structure. Unless otherwise indicated, the TLR will last for the duration of the post.

Heads of Department of foundation subjects will be paid on the TLR2 range at point TLR2 (ii). Where historical TLR payments exist, they will be protected as long as the current postholder continues in post. Subsequent appointments would be made on the basis of a payment of TLR2 (ii).

Where the responsibilities are linked to a clearly time-limited academy improvement project or one-off externally driven responsibilities, a fixed term TLR3 may be awarded and reviewed annually.

The values of TLRs to be awarded are set out below:

**TLR3** £1,500 per annum pro-rata to the holder of Teaching and Learning related posts for the period from the date of appointment to the end of the academic year. There will be no entitlement to safeguarding at the end of this period.

## TLR2 & 1

<b>TLR2</b>	
TLR2 (i)	£2,665
TLR2 (ii)	£4,441
TLR2 (iii)	£6,513

<b>TLR1</b>	
TLR1(i)	£7,697
TLR1 (ib)	£8,799
TLR1 (ii)	£9,386
TLR1 (iii)	£12,932

TLRs will only be awarded if the Board of Trustees is satisfied that the duties of the post include a significant responsibility that is not required of all classroom teachers and that:

- a) is focused on teaching and learning,
- b) requires the exercise of a teacher's professional skills and judgement, and
- c) has an impact on the educational progress of students other than the teacher's assigned classes or groups of students,

In addition to the above, the award of a TLR1 or 2:

- d) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage student development across the curriculum,
- e) involves leading developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the Board of Trustees must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

A teacher may not hold more than one TLR of any value.

All TLR posts are subject to an annual Performance Management review against set targets in discussion with the SLT line manager.

## CPD Payments

A payment of up to £1,500 will be made for the fixed period of one academic year for additional responsibilities which constitute continuous professional development. The payment of £1,500 will be payable in 3 equal instalments of £500 at the end of each term. All CPD payment are subject to termly reviews and possible extension in the summer term.

### ***Additional allowances***

#### **Participation in out of academy hours learning activity agreed between the teacher and the Board of Trustees**

For a number of years, the Board of Trustees have approved the operation of Easter revision study support sessions to assist students to prepare for examinations. This additional activity will be paid at the rate of £25.00 per hour.

#### **Additional responsibilities and activities due to or in respect of the provision of services by the head teacher relating to the raising of educational standards to one or more additional academies**

Head teachers may occasionally provide services to other academies, for example as a consultant leader, academy improvement partner, local leader of education or national leader of education. When such arrangements have been entered into, the Board of Trustees will determine how much, if any additional payment will be made and for how long. Payments are not automatic. Payments are in accordance with the DfE/NCTL guidelines. E.g. NLE's £500 plus expenses per day.

#### **Recruitment and retention allowance**

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment or retention payment be made to a head teacher if the Board of Trustees has already taken into account recruitment and/or retention difficulties in determining the appropriate ISR.

A recommendation to offer a recruitment and/or retention allowance will be made by the Principal/Headteacher. Any allowance will be paid for a maximum of three years.

When a recruitment and retention incentive or benefit is agreed, written notification should be given to the teacher advising whether the reward is for recruitment or retention, the nature of the award, how it will be paid, and if it is not a one-off award, the start date and duration of payment (including the date after which it may be withdrawn) and the basis for any agreed uplifts during the period.

#### **Salary sacrifice**

The Board of Trustees supports the following salary sacrifice arrangements: childcare vouchers and bicycle scheme. Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

## **Bonuses/Honoraria**

The Board of Trustees will not pay any bonus or honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

## **Part-time teachers**

Teachers employed on an ongoing basis at the academy who work less than a full working week are deemed to be part time. The Board of Trustees will ensure that part time teachers are given 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 to the academy's timetabled teaching week for a full time teacher in an equivalent post.

Part time teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary and the same percentages will be applied to any allowances awarded to a part time teacher.

## **Re-Structures**

In the event of any re-structure, there will be no salary protection.

## **Compromise Agreements**

Any payment in respect of a compromise agreement will be approved by the Chair of Trustees and will not exceed 3 months' salary.

## **Army Reservists**

Any member of the Army Reservists will be entitled to 10 working days paid leave only in any 12 month period. This has to be agreed with the Principal and the Chair of Trustees and cannot impact on the efficient running of the Academy. Where possible the training should take place during the Academy vacation periods.

## **Appendices:**

1. Personnel Committee Terms of Reference
2. Leadership Group Pay Spine
3. Staffing Structure 2017/18
4. Leadership and Management Appraisals – 2017-2018

## **September 2017**

## Appendix 1

<b>PERSONNEL COMMITTEE</b>		
Susan Hayday	Trustee, Chair	Yes
Mark Heathcote	Trustee	Yes
Verity Pillinger-Cork	Trustee	Yes
<b>TERMS OF REFERENCE</b>		
<ul style="list-style-type: none"> <li>• Scrutinize the staffing structure of the Academy, in line with the SDP / RAP. (Drafted by Principal and Headteacher).</li> <li>• Ensure recruitment will be undertaken in accordance with the Personnel Procedures Manual.</li> <li>• Oversee and advise on the training and development of the Board of Trustees.</li> <li>• Undertake any procedure that comes under the remit of the Board of Trustees in relation to staff grievance, discipline or dismissal, in accordance with the Academy Staffing Regulations 2012.</li> </ul> <p><b>(Personnel panels open to all Non-Staff Trustees excluding Parent Trustees)</b></p>		Annually

<b>STAFFING: SCHEME OF DELEGATION</b>
<ul style="list-style-type: none"> <li>• One member of every interview panel must have undertaken and passed Safer Recruitment Training</li> <li>• Appointment of class teachers, NQTs, support teachers and temporary class teachers: Principal's interview with Senior Staff and report staffing levels to Policy and Finance Committee</li> <li>• Appointment of Non-Teaching Staff: Principal's interview with Senior Staff and report staffing levels to Policy and Finance Committee</li> <li>• Appointment of Head of Department: Principal, Headteacher (and Senior Staff if appropriate) and report to Trustees</li> <li>• Appointment of SLT: Principal (and Senior Staff if appropriate) at least one non-staff Trustee and up to three Trustees (including not more than one staff Trustee) if possible</li> <li>• Appointment of Senior Deputy Headteacher or Deputy Headteacher, Principal and</li> </ul>

- three Trustees one of whom must be the Chair of Trustees and not more than one staff Trustee
- Appointment of Headteacher: three Trustees one of whom must be the Chair of Trustees and not more than one staff Trustee
  - Appointment of the Principal: Full Board of Trustees

**PERFORMANCE MANAGEMENT & PAY ASESSMENT (CONFIDENTIAL)  
(Report directly to the FGB)**

- Review the Principal’s and Headteacher’s Performance.
- Review the salaries and any discretionary allowances of the Principal, Headteacher, Deputy Headteachers and other staff in line with the performance reviews and the Whole Academy Pay Policy.
- Review the operation of the Performance Management Policy and Whole Academy Pay Policy and advise the Board of Trustees accordingly.
- (N.B. Pay awards confidential to this committee.)
- Act as the Appeals Committee

**POLICIES**

<b>Oversight of the following Academy Policies/Procedures and to recommend for Board of Trustees approval as follows:</b>	<b>Staff Responsible</b>	<b>• Last Approved</b>	<b>• Review Date</b>
<ul style="list-style-type: none"> <li>• Staff Discipline, Conduct, Grievance Procedures</li> </ul>	CC	Dec 2014	As necessary
<ul style="list-style-type: none"> <li>• Procedures for Dealing with allegations of abuse against Staff</li> </ul>	CC	Sept 2012	As necessary
<ul style="list-style-type: none"> <li>• Whole Academy Pay Policy for teachers and support staff</li> </ul>	CC	Sept 2016	As necessary
<ul style="list-style-type: none"> <li>• Support Staff Appraisal Policy</li> </ul>	CC		Annually
<ul style="list-style-type: none"> <li>• Teachers Performance Management Policy &amp; Procedures</li> </ul>	JV/WG		Annually

## Appendix 2: Leadership Group Pay Spine

Spine point	£
L1	£46,812
L2	£47,804
L3	£48,815
L4	£49,844
L5	£50,904
L6	£51,991
L7	£53,193
L8	£54,246
L9	£55,411
L10	£56,644
L11	£57,916
L12	£59,084
L13	£60,377
L14	£61,695
L15	£63,040
L16	£64,524
L17	£65,836
L18	£67,303
L19	£68,788
L20	£70,307
L21	£71,864
L22	£73,462
L23	£75,092
L24	£76,776

L25	£78,496
L26	£80,255
L27	£82,054
L28	£83,909
L29	£85,806
L30	£87,755
L31	£89,741
L32	£91,783
L33	£93,786
L34	£96,017
L35	£98,218
L36	£100,464
L37	£102,783
L38	£105,135
L39	£107,516
L40	£110,019
L41	£112,584
L42	£115,210
L43	£117,904

### **Appendix 3: Chief Executive Officer / Principal Pay**

This is an appendix to the Southfields Academy pay policy to reflect the role of Chief Executive Officer of a Multi Academy Trust.

- The CEO of the Southfields Multi Academy Trust will be paid on the Hay Pay Scales and is not employed under teachers' pay and conditions.
- The CEO's annual pay award will be decided by the Personnel Committee and the Personnel Committee will be advised by an external education advisor.
- The CEO will usually only receive an award of one incremental point unless exceptional performance is considered to merit a rise of two points.
- This appendix will be reviewed annually and in the case of new schools joining the Southfields Multi Academy Trust.