



WHOLE ACADEMY
PAY POLICY
FOR TEACHING STAFF
2020-2021

Adopted by the Board of Trustees

Signed
(Chair of the Board of Trustees)

September 2020

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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 2020.

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.

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 qualified teachers employed at the academy are paid on the Main Pay Spine, the Upper Pay Spine or the Leadership 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 Headteachers

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 Headteachers

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 Headteachers

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 Headteachers

The Board of Trustees has determined that 4 deputy head teacher posts, 6 Assistant Headteacher posts, 1 Senior Teacher post and 1 Acting Senior Teacher are to be included in the academy's staffing structure for 2020-21. 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 Headteachers** for the academic year 2020-2021 is as follows:

Spine Point	Value
L20	£75,345
L21	£77,011
L22	£78,725
L23	£80,472
L24	£82,277

The pay range for **Assistant Headteachers** for the academic year 2020-2021 is based on experience prior to taking up the role.

The Board of Trustees will determine the pay range for **Deputy, Assistant Headteachers** 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 Headteachers

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 Headteachers are not eligible for teaching and learning responsibility payments.

The maximum will be 2 incremental points.

Retention awards of a minimum of £1,000 to a maximum of £3,000 may be awarded.

Pay range for Senior Teachers

The Board of Trustees has determined that Senior Teacher posts may be permanent or on a secondment for 2 years and are part of the Academy's staffing structure.

These posts may be for a major whole Academy responsibility or for a project where a Middle Leader is seconded for a period of up to 2 years. Each secondment will be evaluated annually.

The pay range for **Senior Teachers** for the academic year 2020-2021 is based on experience prior to taking up the role.

There is a five point range for the Senior Teacher post in line with Deputy Headteachers and Assistant Headteachers.

Pay range for Leading Practitioners

The Board of Trustees has determined that 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 2020-2021 is as follows:

Range	Value
LP1	£50,170
LP2	£51,229
LP3	£52,313
LP4	£53,414
LP5	£54,552
LP6	£55,715
LP7	£57,003
LP8	£58,132

There is a five point range for Lead Practitioners in line with Deputy Headteachers and Assistant Headteachers.

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.

A maximum of 5 incremental points in the Lead Practitioner range from the starting point.

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 2020 pay award to existing teachers):

Main Pay Scale:	£
M1	£32,157
M2	£33,658
M3	£35,226
M4	£36,866
M5	£39,492
M6	£42,624

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 2020** 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 2020 in the academy having been employed during the previous academy year, the Board of Trustees will expect all teachers to:

- Adhere to and meet the Teachers' Professional Standards for continuous movement on the main pay scale.
- Successfully completed a Performance Management review with targets having been set, reviewed and met.

Failure to meet these requirements will mean that there will be no incremental increase.

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.

Where teachers have been subject to monitoring or an ITP, they need to have independently and consistently met standards until their next performance management review the following year when they will again be reviewed to ensure that they are continuing to meet the standards.

Any pay progression awarded by this academy will be permanent, for as long as the teacher remains continuously employed in this academy and continues to meet the Teachers' Professional Standards.

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:

Upper Pay Scale:	£
UP1	£46,971
UP2	£49,279
UP3	£50,935

And is subject to 2 consecutive successful Performance Management reviews, including excellent attendance and punctuality within the 2 year period.

Applications to the upper pay range (From 1 September 2020 – 31 August 2021 for M6 teachers)

Applications to go through the threshold will only be considered from staff on M6 as the threshold requires this level of experience and a clear demonstration of wider responsibility within the Academy.

A portfolio of evidence should be submitted against the Professional Standards for Post Threshold Teachers (Appendix 7) from the last 2 years.

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 and they continue to meet the Upper Pay Scale standards.

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 2020** 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 an assessment of a portfolio of evidence of the teacher's performance against the Professional Standards for Post Threshold Teachers (Appendix 7). 2 years' service is required on the upper pay range prior to consideration being given to progression by one point up the upper pay range. The previous portfolio of evidence is also required at each stage to enable a fair judgement to be made on the progress made in between pay points.

The criteria for one point's progression are:

- Sustained high quality performance
- Demonstrable contribution to the development of the Academy (in the widest context) e.g. evidence over the previous 2 years of developments in the widest context but over and above the Teachers' Professional Standards³.
- Achievement of or good progress towards their performance management objectives
- A record of good and outstanding teaching in the 2 previous years
- All students make more than expected progress at the end of Key Stages 3, 4 & 5 against National Standards in their subject area
- Excellent attendance and punctuality.
- Assessed as competent against the Professional Standards for Post Threshold Teachers (Appendix 7) this is also with regard to the defined career stage expectations

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 eligible for the upper pay scale or 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	£23,133
2	£24,959
3	£27,073
4	£29,184
5	£31,296
6	£33,410

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 2020** 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 2020 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 £1,615 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

TLR2	
TLR2 (i)	£2,873
TLR 2 (ib)	£3,167
TLR2 (ii)	£4,789
TLR2 (iii)	£7,017

TLR1	
TLR1(i)	£8,289
TLR1 (ib)	£9,476
TLR1 (ii)	£10,108

TLR1 (iii)	£14,030
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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 annually or 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.

NLE* £500 in London which includes travel.

NLE* £500 outside of London plus £100 for travel and expenses.

*National Leader in Education

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.

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. The minimum payment will be £1,000 and the maximum payment will be £3,000.

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. The childcare voucher scheme has now closed to new applicants and has been replaced by a Government backed tax free online voucher scheme. Arrangements will be made to enable staff to participate in the bicycle 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. The training should take place during the Academy vacation periods.

Appendices:

1. Personnel Committee Terms of Reference
2. Leadership Group Pay Spine
3. CEO/Principal pay
4. Staffing Structure 2020/21
5. Leadership and Management Appraisals – 2020-2021
6. Secondment to SLT
7. Professional Standards for Post-Threshold Teachers

Appendix 1

PERSONNEL COMMITTEE	
TERMS OF REFERENCE	
The Personnel Committee will meet as directed by the Full Trustee Board.	
<ul style="list-style-type: none"> • Ensure that every member of staff has a job description and review annually. • Implement the MAT Disciplinary and Grievance Policy and Procedures. • Undertake any procedure that comes under the remit of the Trustee board in relation to staff grievance, discipline or dismissal. 	Annually

STAFFING: SCHEME OF DELEGATION	
<ul style="list-style-type: none"> • One member of every interview panel must have undertaken and passed Safer Recruitment Training. • Appointment of class teachers, NQTs, support teachers and temporary class teachers: Principal/Headteacher interview with Senior Staff/Middle Leaders. • Appointment of Non Teaching Staff: Principal/Headteacher/SLT interview with appropriate line manager and Director of HR. • Appointment of Head of Department: Principal/Headteacher (and Senior Staff if appropriate) • Appointment of SLT: MAT CEO, Principal/Headteacher (and Senior Staff if appropriate) at least one non-staff Trustee • Appointment of Deputy Headteacher: MAT CEO, Principal/Headteacher and one non-staff Trustee. • Appointment of Principal/Headteacher: MAT CEO, three Trustees one of whom must be the Chair of Trustees. • Appointment of the MAT CEO: Full Trustee Board/Members. 	

PERFORMANCE MANAGEMENT & PAY ASESMENT (CONFIDENTIAL)
(Report directly to the Full Trustee Board)

- Review the MAT CEO's Performance – Three Trustees, and/or a Member, who are not employed at the school, are to be appointed by the Full Trustee Board to carry out the review.
- Reviewing the salaries and any discretionary allowances of the MAT CEO and the Headteacher, Deputy Headteachers and other senior staff within member academies in line with the performance reviews and the Whole MAT Pay Policy.
- Agree the operation of the Whole MAT Pay Policy and advise the Full Trustee Board accordingly.
- Pay awards confidential to this committee.
- Appeals Committee

POLICIES			
Oversight of the following Academy Policies/Procedures and to recommend for Board of Trustees approval as follows:	Staff Responsible	• Last Approved	• Review Date
<ul style="list-style-type: none"> • Staff Discipline, Conduct, Grievance Procedures 	CC	Sept 2018	As necessary
<ul style="list-style-type: none"> • Procedures for Dealing with allegations of abuse against Staff 	CC	Sept 2019	As necessary
<ul style="list-style-type: none"> • Whole Academy Pay Policy for teachers and support staff 	CC	Sept 2019	Annually
<ul style="list-style-type: none"> • Support Staff Appraisal Policy 	CC		Annually
<ul style="list-style-type: none"> • Teachers Performance Management Policy & Procedures 	JV/WG		Annually

Appendix 2: Leadership Group Pay Spine

In accordance with the School Teachers' Pay and Conditions Document.

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.

Appendix 6: Secondment to SLT

Secondments to SLT will be for time limited posts with respective time limited payments for particular roles up to £3,000 at the discretion of the Principal and Headteacher. Such posts will also have a reduced teaching load.

Appendix 7: Professional Standards for Post-Threshold Teachers

Professional Attributes: Frameworks

P1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

Professional Knowledge and Understanding: Teaching and Learning

P2. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

Professional Knowledge and Understanding: Assessment and Monitoring

P3. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

P4. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

Personal Knowledge and Understanding: Subjects and Curriculum

P5. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

Professional Knowledge and Understanding: Health and Well-being

P6. Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.

Professional Skills: Planning

P7. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

Professional Skills: Teaching

P8. Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

Professional skills: Team working and Collaboration

P9. Promote collaboration and work effectively as a team member.

P10. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.