



**The Romero Catholic Academy**  
Nurturing the Talent of Tomorrow



# **Pay Policy**

## **Teachers and Leadership**

### **2018 - 2019**

**Responsible for policy**

**Date of policy**

**Date approved by Remuneration Committee**

**Date of review**

**Chair of Directors**

**Remuneration Committee**

**November 2018**

**January 2019**

**September 2019**



## Definitions

In this **Pay Policy** and Procedure, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Pay Policy** and Procedure and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Term.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Chair'** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.
- vii **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- viii **'Companion'** means a willing work colleague (not family member) not involved in the substance of the employee's performance issues under review by this Capability Policy and Procedure, or an accredited representative of a trade union or other professional association of which the employee is a member, who should be available for the periods of time necessary to meet the timescales under this Capability Policy and Procedure.
- ix **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- x **'Local Academy Committee'** means the governing body of the School.
- xi **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- xii **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xiii **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xiv **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xv **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.



## **Pay Policy**

### **Introduction**

1. This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2018 (STCPD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any other conditions used in Coventry schools.
2. A School Pay Policy provides a policy framework within which the pay structure of the school will be determined, and conditions of service will be applied. The policy is freely available to all Directors, Academy Committees, staff and other interested parties so that the process and policies for decision making are open and clearly understood by all who might have an interest in them, or be affected by them.
3. This document will be reviewed by the Remuneration Committee in light of changes to national pay and conditions of service. In any event it will be reviewed annually.
4. This policy should be read in conjunction with this school's Appraisal Policy, which sets out the framework for a clear and consistent assessment of the overall performance of all teachers in the school, including the leadership team, and for supporting their development needs within the context of the school's improvement plan and their own professional needs. All appraisals undertaken during the academic year 2017-18 will produce recommendations for pay for the teacher, to take effect from 1<sup>st</sup> September 2018.
5. In adopting this pay policy, the aim is to:
  - Maximise the quality of teaching and learning at the school
  - Support the recruitment and retention of a high quality workforce
  - Enable the school to recognise and reward staff appropriately for their contribution to the school
  - Ensure that decisions on pay are managed in a fair, just, transparent and objective way
6. Pay decisions within the Company are made by the Directors through the Remuneration Committee and the Local Academy Committee. The Company has established a Remuneration committee(s) with the necessary power to undertake consideration of salaries within the school for the Catholic Senior Executive Leader (CSEL), all (Executive) Principals and Vice Principals. For Assistant Vice Principals, Leading Practitioners and teachers, the Local Academy Committee are delegated responsibility for consideration of salaries through the Pay Review Committee. This Committee meets before 31<sup>st</sup> October each year.



### Equalities

7. The Romero Catholic Academy seeks to provide equality of opportunity for all staff regardless of race, gender, nationality, ethnic origin, marital status, disability, economic status, sexual orientation, age, trade union, political belief or responsibility for dependants. In matters related to staffing and pay it will act in accordance with the School's Equality Policy and any other associated policy, including the School's Appointment Procedure.
8. The Romero Catholic Academy recognises the implications of equal pay legislation. In this connection it recognises in complying with this legislation, the need to take into account comparisons with other schools.
9. The Romero Catholic Academy will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation. This information will be made available on request. This will be through Core Committee 2, People Strategy and Organisation.

### Pay Reviews

10. The Remuneration Committee will ensure that each teacher's salary, including the CSEL, Principal, Vice Principal(s) and Assistant Vice Principal(s), are reviewed annually as part of the Appraisal process, to take effect from 1 September. They will endeavour to complete all annual pay reviews by 31<sup>st</sup> December.
11. 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.
12. Where a pay determination leads or may lead to the start of a period of safeguarding, the Directors will give the required notification as soon as possible and no later than one month after the date of the determination.

*There are some circumstances, such as absence due to maternity or long term sick leave, which will need to be considered on a case by case basis and adjustments made to ensure equality of opportunity.*

### Pay Relativity

13. The Remuneration Committee will ensure that there is proper pay relativity between jobs within the school. Appropriate differentials will be created and maintained between jobs within the school, in a coherent rational structure, which addresses the need of the school as a whole and the need to reward individuals appropriately.

### Safeguarding

14. The Romero Catholic Academy will operate salary safeguarding arrangements in line with the School Teacher's Pay and Conditions Document.



## Appeals

15. The Romero Catholic Academy has an appeals procedure in relation to pay in accordance with the provisions of the STPCD. It is set out as an appendix to this pay policy.

## Leadership Pay

16. Changes to the pay of leadership group members under the School Teachers' Pay and Conditions Document 2014 will **only** be applied to individuals appointed to a leadership post on or after 1<sup>st</sup> September 2014 or whose responsibilities have changed significantly after that date.

17. The Romero Catholic Academy has determined individual pay ranges for Principals, Vice and Assistant Principals within the broad pay range appropriate to the school's group size. The leadership pay range effective from 1 September 2018 in each school is attached at **Appendix 2**;

18. In setting individual pay ranges within the leadership group it will only be in exceptional circumstances where the Principal's pay range is overlapped by the pay range of another member of the leadership group.

## Principal Pay

### Basic Pay Determination on Appointment after 1<sup>st</sup> September 2014

19. For appointments on or after 1<sup>st</sup> September 2014, or where leadership responsibilities significantly change after this date, the Directors will take into account; all of the permanent responsibilities of the role, the challenges that are specific to the role and other considerations including recruitment and retention difficulties.

20. The Directors may decide that circumstances warrant setting the Principal's pay range up to 25 per cent above the maximum of the pay range for the school's group size. In exceptional circumstances and supported by a business case and external advice, it may be extended beyond that figure. In both cases, this should be communicated to HR without delay and a form will be provided for you to outline your case. Payment will not be processed without all of the appropriate information provided.

21. Discretionary payments to the Principal will only be made for clearly temporary additional responsibilities or duties which have not been previously taken into account when setting the individual pay range. These payments will not exceed 25 per cent of the annual salary which is otherwise payable to the Principal other than in wholly exceptional circumstances. (See point 31)

## Principals

22. The Directors, through the Remuneration Committee, will only re-determine the pay range of a serving Principal if the responsibilities of the post change significantly or if it is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1<sup>st</sup> September 2015. In other circumstances the appropriate provisions of the STPCD 2014 will continue to be applied unless specified otherwise within this policy.



23. The Principal will be placed on a seven point pay range. This will be separated by at least one clear point from any other leadership pay ranges. In reaching a determination regarding discretionary payments to an existing Principal the provisions of paragraphs 20 and 21 of this policy will be applied.

School Group	Salary Range 2018 (DfE document Sept 2018)
	£
Group 1	£45,213 - £60,153
Group 2	£47,501 – £64,736
Group 3	£51,234 – £69,673
Group 4	£55,064 – £74,685
Group 5	£60,755 – £82,701
Group 6	£65,384 – £91,223
Group 7	£70,370 – £100,568
Group 8	£77,613 – £111,007

**Schools where the Principal is *permanently* accountable for more than one school**

24. The Directors will arrange for a joint committee with the Chair of the Local Academy Committee or Governing Body (if outside the Company) from all the schools involved to be established to oversee the arrangements. This committee will have the power to deal with the pay and performance Appraisal of the Principal concerned. They will determine the pay range by the application of the total unit score of all the schools concerned. Any discretionary payments made will take account of the full responsibilities of the post.

25. Consideration will be given to the remuneration of other teachers who, as a result of the Principal's role are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher).

**Principals *temporarily* accountable for more than one school**

26. In such circumstances such a role will be regarded as an acting headship on a temporary basis, will be time-limited, subject to regular reviews and will last no longer than 2 years.

In such temporary arrangements, the Principal is appointed on a fixed term variation of contract. A Memorandum of Understanding will be in place.

**Additional note – ISR ranges**

*Current ISR ranges for leadership posts have, in the main, been the historical range prior to conversion. During Autumn 2018, in consultation with Principals, the ISR ranges were revised in readiness for 2019 – 2020. The revisions were to ensure consistency across the schools and to consider the ISR ranges of one form entry schools where there is a recruitment issue.*

*The information regarding ISR ranges, will be circulated separately in a document in the current year and will be included in the Pay Policy for 2019 -2020.*



### **Pay Progression based on Performance**

27. The provisions for pay progression apply to pay decisions for **all** members of the leadership group for September 2017.
28. Performance and salary reviews for members of the leadership group will take place every year on or after 1<sup>st</sup> September and before 31<sup>st</sup> December. There is no requirement for leadership teachers to apply for progression within their pay ranges.
29. For performance reviews in 2018, reference will be made to the appropriate appraisal arrangements. The Remuneration Committee will ensure that performance based progression reflects individual performance. It will determine the criteria for pay progression and the performance objectives set in the previous year in line with the School Improvement/Development Plan when awarding performance points.
30. The Remuneration Committee will be satisfied that there has been a 'sustained high quality of overall performance' having regard to the most recent appraisal outcome before awarding an additional reference point.
31. Where the performance is exceptional it may award a bonus of 1.5% of the relative increment point on the leadership scale. This will be considered by the Remuneration Committee. For the purpose of this policy 'exceptional performance' means performance beyond the scope of the appraisee's job description and performance objectives, and that has led to whole school improvement. There should be a clear rationale and this should be communicated in any letter regarding the pay decision.
32. The Pay Review Committee will be the reviewer for the Principal, objectives set for 2018/19 will link to the School Improvement/Development Plans and self-evaluation. The Pay review committee will be made up of the CSEL, Academy Representative (1 or 2) and the Link Foundation. This committee will recommend any pay decisions to the Remuneration Committee which will ratify the decision. For Vice Principals, the Local Academy Committee will make the recommendation (from the Pay Review Committee reviewing all teachers) and recommend a decision to the Remuneration Committee. In each school, judgements of performance for members of the leadership group will be made against the National leadership standards.

### **Classroom Teachers**

#### **Basic Pay Determination on Appointment**

33. The Academy Committee will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate having regard to any qualifications or experience they may have which they consider of value. In making such determinations, the Academy Committee may also take into account a range of factors, including:
  - the requirements of the post;
  - any specialist knowledge required for the post;
  - the experience required to undertake the specific duties of the post;
  - the wider school context.



34. On appointment the starting salary will be determined within the range offered at a point no less than the teacher's current salary.

35. Where an unqualified teacher becomes qualified whilst continuing to work at this school they will be paid at a salary on the qualified teacher range that is at least the same as the salary being paid to them on the unqualified range.

#### **Pay Progression based on Performance**

36. Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Appraisal Policy.

37. The Romero Catholic Academy follow the provisions of the **STPCD 2018** in September 2018 and award a point on the main scale pay range, unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. This discretion will only normally be exercised in the context of the school's Appraisal Process.

38. The Directors will determine the Company's own reference points. Consideration will be given to issues of equality and equal pay. The pay scale for the main pay range effective from 1 September 2018 in this school is:

*(A recommended range for use is:*

<i>(Minimum) Point 1</i>	<i>£23,720</i>
<i>Reference Point 2</i>	<i>£25,594</i>
<i>Reference Point 3</i>	<i>£27,652</i>
<i>Reference Point 4</i>	<i>£29,780</i>
<i>Reference Point 5</i>	<i>£32,126</i>
<i>(Maximum) Point 6</i>	<i>£ 35,008</i>

39. Decisions regarding pay progression for **September 2018** will be made with reference to the teacher's appraisal reports, where judgements of performance will be made against the objectives and relevant standards and the pay recommendations they contain. In the case of NQT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

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

41. The evidence used will originate in the school's Appraisal Process.

42. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking advice from the senior leadership team.

43. The Academy Committee will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels. In this school, judgements of performance will be made against National teacher standards.



## **Movement to the Upper Pay Range**

### **Applications and Evidence**

44. Teachers may apply to be paid on the upper pay range with effect from 1<sup>st</sup> September 2018 when they consider that they meet the criteria specified in the School Teachers' Pay and Conditions Document. On rare occasions, in light of their appraisal report, they may do so before they reach the maximum of the main pay range.
45. Applications (via a written letter) may be made once every academic year, by 30<sup>th</sup> September.
46. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.
47. Where a teacher is subject to the 2011 Regulations or the 2012 Regulations, the relevant body shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

All applications should include the results of reviews or appraisals under the 2012 or 2013 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria, using evidence from the previous 12 months (minimum), taking into account any breaks in service)

Applications (via a letter outlining your case) should be made to the Principal.

### **The Assessment**

48. An application (via letter) from a qualified teacher will be successful where the Academy Committee is 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.
49. For the purposes of this pay policy:

*'Highly competent' means performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice. At least two examples of mentoring support must be evidenced, along with the impact it has had.*

*'Substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning).*

*'Sustained' means that performance has been maintained over a period of 12 months (minimum).*



50. The application will be assessed robustly, transparently and equitably by the Principal. A response from the reviewer together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) (under section 2.1 of the Appeals procedure attached at Appendix 1) will take place before a recommendation is made to the appropriate committee of the Academy Committee.

Final recommendations from the reviewer (including recommending 'unsuccessful') will be made to the appropriate committee of the governing body within 20 working days.

51. Decisions and feedback will be provided by (Principal, Line Manager/Subject Leader) as soon as possible and within 10 working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open to the teacher. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's pay appeal procedure, Appendix 1.

If successful, applicants will move to the upper pay range from the previous 1 September and will be placed onto Point 1 of the upper pay range.

With effect from 1 September 2017 the Directors will determine the Company's own reference points. Consideration will be given to issues of equality and equal pay. The payscale for upper pay range from 1 September 2018 in this school is:

<i>(Minimum)Reference Point 1</i>	<i>£36,646</i>
<i>Reference Point 2</i>	<i>£38,004</i>
<i>(Maximum)Reference Point 3</i>	<i>£39,406</i>

## **Leading Practitioner teacher posts**

### **Basic Pay Determination on Appointment**

52. The Romero Catholic Academy take account of the STPCD when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner.

53. With effect from 1 September 2018 the Directors will determine the school's own reference points. Consideration will be given to issues of equality and equal pay. The pay range for Leading Practitioners effective from 1 September 2018 in this school is:

<i>Minimum</i>	<i>£40,162</i>
<i>Maximum</i>	<i>£61,005</i>



### **Pay Progression based on Performance**

54. The Principal will agree appraisal objectives for the leading practitioner.
55. The Local Academy Committee will have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with the STPCD.
56. The Local Academy Committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The Local Academy Committee will be able to objectively justify its decision.

### **Unqualified Teachers**

#### **Basic Pay Determination on Appointment**

57. The Local Academy Committee will pay any unqualified teacher in accordance with paragraph 17 of the STPCD. The Local Academy Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with the STPCD.
58. With effect from 1 September 2018 the Directors will determine the Company's own reference points. Consideration will be given to issues of equality and equal pay. The pay range for unqualified teachers effective from 1 September 2018 in this school is:

<i>(Minimum) Reference Point 1</i>	<i>£17,208</i>
<i>Reference Point 2</i>	<i>£19,210</i>
<i>Reference Point 3</i>	<i>£21,210</i>
<i>Reference Point 4</i>	<i>£23,212</i>
<i>Reference Point 5</i>	<i>£25,215</i>
<i>(Maximum) Reference Point 6)</i>	<i>£27,216</i>

#### **Pay Progression based on Performance**

59. The Local Academy Committee must consider annually whether or not to increase the salary of the teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the relevant pay range (above)



60. With effect from 1 September 2018, in order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

61. The evidence used will originate in the performance management cycle.

62. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher.

#### **Part Time Teachers**

63. Part-time teachers will be paid on a pro-rata basis in relation to a full-time teacher in line with the STPCD 2018 and the Local Academy Committee will provide them with a written statement detailing this. Any additional hours worked in the same role, in agreement with the part-time teacher, will be paid at the same rate.

64. Part Time teachers will not be required to work or attend non-pupil days, or parts of days, on days they do not normally work. It will be, however, open to a teacher to attend non-pupil days by mutual agreement with the Principal.

#### **Short Notice/Supply Teachers**

65. Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

#### **Pay increases arising from changes to the STPCD**

66. All teachers are paid in accordance with the statutory provisions of the School Teachers Pay and Conditions Document 2018 and should be aware that this is updated from time to time. Pay increases resulting from the annual School Teachers Review Body Report and within the School Teachers Pay and Conditions Document will be considered by the pay committee and the affordability will be considered before determining if they shall be applied to all pay scale points within the Academy



## **Allowances and Payments**

67. Teachers on the Main Pay Spine or the Upper Pay Spine may be awarded the following:

### **Teaching and Learning Responsibility Payments (TLRs)**

68. The Local Academy Committee can award a TLR payment to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure of the school.

TLR1: The annual value of a TLR1 must be no less than £7,853 and no greater than £13,288

TLR 2: The annual value of a TLR2 must be no less than £2,721 and no greater than £6,646.

69. The Local Academy Committee may consider awarding a fixed term third TLR (TLR3) for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £540 and no greater than £2,683. The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term.

70. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a TLR3.

### **Special Needs Allowance (Only applicable in Special School)**

71. The Local Academy Committee will award SEN allowances in accordance with the criteria and provisions set out in the STPCD 2018.

72. The pay committee will award an SEN spot value allowance on a range of between £2,001 and £3,954 to any classroom teacher who meets the criteria as set out in the STPCD 2018.

73. The value of SEN allowances to be paid at the school will be determined by the Local Academy Committee if the situation arose.

### **Acting Allowances**

74. If a teacher is assigned and carries out the duties of a member of the leadership group, but has not been appointed as an acting Principal, Vice Principal or Assistant Vice Principal, the Local Academy Committee must decide, within four weeks, whether the teacher should be paid an allowance based upon;

- The relevant point within the leadership group pay spine, as the Local Academy Committee consider appropriate, which must be no lower than the minimum point of the ISR or the minimum point within either the deputy/assistant Principal range.
- The date from which the allowance will be paid, which can be a date on or after the teacher is first assigned and carries out the duties.



75. If the Local Academy decide not to pay an allowance but the teacher continues to be assigned and carry out the duties of a member of the leadership group the Local Academy Committee can at any time determine whether or not an allowance will be paid.

**Additional Payments - Continuing professional development outside directed time; Initial teacher training activities; and out-of school learning activities**

76. The relevant body may make such payments as they see fit to a teacher, excluding a Principal, in respect of:
- (a) continuing professional development undertaken outside the school day;
  - (b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
  - (c) participation in voluntary out-of-school hours learning activity requiring a teacher's professional judgement, agreed between the teacher and the Principal or, in the case of the Principal, between the Principal and the relevant body;
  - (d) additional responsibilities and activities due to, or in respect of, the provision of services by the Principal relating to the raising of educational standards to one or more additional schools. (this does not apply to the provision of services by the Principal to the school in relation to which the Principal has been appointed either on a permanent or temporary basis).
77. The Pay Committee will make additional payments to teachers in accordance with the provisions of the STPCD 2018:

*payment made on the basis of the teacher's current hourly rate as calculated using:*

*$\frac{\text{annual salary}}{1265} = \text{hourly rate}$*

*1265*

78. Payments to full time classroom teachers will only be made in respect of those activities undertaken outside the 1265 hours of directed time and will recognise any preparation time required.

**Additional duties outside of the STPCD**

79. Teachers and Principals will not be paid twice for the same time worked. The proportion of any payment for external services that should be paid to the teacher/Principal and the proportion that should be paid to the school will be agreed in advance in accordance with the determinations of the governing body. Payment to the individual teacher/Principal will be based on work, including preparation, done outside of normal school/working hours.
80. Any payment to a Principal under STPCD 2018 will be subject to the overall limit on discretionary payments.



### **Recruitment and retention incentives and benefits**

81. The Remuneration Committee will make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.
82. No awards for recruitment and retention benefits will be made to a Principal, deputy or assistant Principal, other than as a reimbursement of reasonably incurred housing or relocation costs.
83. Where the Remuneration Committee is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, they will conduct a regular formal review of all such awards. The Remuneration Committee will make clear at the outset the expected duration of any such incentives and benefits, which will be reviewed every twelve months unless there are exceptional circumstances.

### **Support Staff**

84. The Romero Catholic Academy notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The Local Academy, with the consideration of advice from HR, will determine the pay grade of support staff on appointment in accordance with the scale of grades currently applicable in relation to employment with the Company which the Directors consider appropriate for the post. In reaching its determination, the will consider the advice of HR.
85. The Directors will determine the pay grade of support staff on appointment to the Shared Services team



## Appendix 1 – Pay Appeals Procedure For Teachers

### 1. Principles

- 1.1 This procedure is consistent with the provisions of the Employment Act 2008.
- 1.2 Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Pay Review Committee that affects their pay.
- 1.2 At any formal hearing or appeal hearing the teacher will be entitled to be accompanied by a trade union representative or colleague (not family member)
- 1.4 Each stage and action within this procedure will be taken without unreasonable delay.

### 2. Procedure

- 2.1 If the Reviewer decides not to recommend a teacher for pay progression, a full discussion should take place with the teacher in which the evidence used to inform the decision is reviewed. In relation to this progression additional evidence may be submitted to the Reviewer within 5 working days. The Reviewer will consider this before they make a recommendation to the pay review committee of the Local Academy Committee
- 2.2 In all other circumstances if an employee is not satisfied or has concerns relating to their pay they should first seek to resolve this by discussing the matter informally.
- 2.3 Where this is not possible, or where the employee continues to be dissatisfied they should follow a formal process as detailed below.
- 2.4 Within 10 working days of the notification of the pay determination (decision) the teacher should put in writing the grounds for questioning the pay determination and send it to the person (or committee) who made the original determination
- 2.5 In accordance with School Teachers' Pay and Conditions the reasons for seeking a review of a pay determination are;  
That the person or committee who made the decision –
  - incorrectly applied any provision of the School Teachers' Pay and Conditions Document
  - failed to have proper regard for statutory guidance
  - failed to take proper account of relevant evidence
  - took account of irrelevant or inaccurate evidence was biased; or
  - otherwise unlawfully discriminated against the teacher
- 2.6 Within ten working days of receipt of the written grounds for questioning the pay decision the committee or person, who made the pay determination, will arrange for a hearing to be established so a review of the decision can be heard. This will give the teacher an opportunity to make representations in person.



- 2.7 The hearing should follow the principles and process detailed in 3.1 below.
- 2.8 Following the hearing the employee will be informed in writing of the decision and the basis of the decision, and the right to appeal.
- 2.9 Within ten working days of receipt of written notification of the outcome of the formal hearing if the teacher remains dissatisfied they should confirm, in writing, their intention to appeal and the basis of this appeal see paragraph 2.6 above
- 2.10 Any appeal on pay matters made by a teacher against the decision of a person or a committee of governors will be heard by a person or freshly constituted committee of academy committee representatives or directors, none of whom will have had prior involvement in the case. This will normally occur within 20 working days of the receipt of the written appeal notification.

### **3. The Appeal Hearing Process**

- 3.1a. The Chair of the Appeal Committee will first introduce all present and will seek confirmation that they understand that the status of the hearing is in accordance with the School Teachers' Pay and Conditions Document.
  - b. Any documentation provided in evidence must be provided to both parties prior to the hearing and sufficient time given for it to be considered. This does not preclude evidence being tabled at the hearing but sufficient time must be given for its consideration.
  - c. Each party or member(s) of the Appeal Committee may request an adjournment during the hearing. No reasonable request for an adjournment will be refused.
  - d. The School's representative will first put the case for the pay determination in the presence of the employee and his/her representative and may call witnesses and present evidence.
  - e. The employee (or his/her representative) will then have the opportunity to ask questions of the School's representative on the evidence given by them and any witnesses whom they may call.
  - f. The member(s) of the Appeal Committee shall then have the opportunity to ask questions of the School's representative and witnesses.
  - g. The employee or their representative will put their case in the presence of the School's representative and may call witnesses and present evidence.
  - h. The School's representative will then have the opportunity to ask questions of the employee and their witnesses.
  - i. The member(s) of the Appeal Committee will then have the opportunity to ask questions of the employee and their witnesses.



- j. The School's representative and the employee and his/her representative will withdraw.
  - k. The member(s) of the Appeals Committee with the person appointed as Secretary, any adviser(s) shall deliberate in private.
  - l. If for any reason the Chair needs to recall any of the witnesses or either party to ask further questions or seek further clarification before reaching a decision both parties will be recalled.
  - m. Both parties will be recalled and informed verbally of the outcome, which will then be confirmed in writing. This will include a note of the evidence considered and the reasons for the decision.
- 3.2 The decision of the person or committee considering the appeal will not be subject to further review under The Romero Catholic Academy Grievance procedure.



**Appendix 2 Pay Information**

**Leadership Pay Spine 2018/19**

Spinal Point	01/09/18	Spinal Point	01/09/18
01	£39,965	24	£70,370
02	£40,966	25	£72,119
03	£41,989	26	£73,903
04	£43,034	27	£75,735
05	£44,106	28	£77,613
06	£45,213	29	£79,535
07	£46,430	30	£81,515
08	£47,501	31	£83,528
09	£48,687	32	£85,605
10	£49,937	33	£87,732
11	£51,234	34	£89,900
12	£52,414	35	£92,315
13	£53,724	36	£94,416
14	£55,064	37	£99,763
15	£56,434	38	£99,158
16	£57,394	39	£101,574
17	£59,265	40	£104,109
18	£60,755	41	£106,709
19	£62,262	42	£109,383
20	£63,806	43	£111,007
21	£65,384		
22	£67,008		
23	£68,667		

**Main Pay Scale Range 2018-19**

(Minimum) Point 1	£23,720
Reference Point 2	£25,594
Reference Point 3	£27,652
Reference Point 4	£29,780
Reference Point 5	£32,126
(Maximum)Point 6	£35,008



**Leading Practitioner Range 2018-19**

<b>Spinal Point</b>	<b>01/09/2018</b>
1	£40,162
2	£41,168
3	£42,196
4	£43,246
5	£44,324
6	£45,435
7	£46,658
8	£47,735
9	£48,927
10	£50,183
11	£51,486
12	£52,672
13	£53,989
14	£55,335
15	£56,712
16	£58,219
17	£59,557
18	£61,055

**Unqualified Teachers Pay Scale 2018/19**

<b>Reference Point</b>	<b>Value</b>
1	£17,208
2	£19,210
3	£21,210
4	£23,212
5	£25,215
6	£27,216



**Appendix 3**

**Pay Decisions 2018 2019**

<b>Role</b>	<b>Cycle</b>	<b>Pay Decision</b>	<b>Ratified</b>	
<b>Catholic Senior Executive Leader</b>	September – August	Board and External adviser	Remuneration Committee	Deadline December 31st
<b>Principals</b>	September – August	CSEL; Link Director and LAC member External adviser	Remuneration Committee	Deadline December 31st
<b>Vice Principals</b>	September – August	LAC Pay Review Committee	Remuneration Committee	Deadline October 31st
<b>Shared Services Team Head of Finance/ HR/ ABD</b>	September – August	CSEL	Remuneration Committee	Deadline October 31st
<b>Teaching Staff</b> Assistant Vice Principals; Teachers	September – August	LAC Pay Review Committee	NA	Deadline October 31st
<b>Shared Services Team</b> Support staff	September – August	CSEL and ABD	NA	Deadline October 31st
<b>Schools and Teaching school</b> Support staff	April – March	Principal	NA	Deadline March 31 <sup>st</sup>

*The Remuneration panel meets termly and it consists of Foundation Directors only.*