



Pay and Appraisal Policy

Purpose of the Policy

Avon House believes that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

In adopting this Pay Policy the aim is to:

- assure the quality of teaching and learning at the school;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Pay decisions at this school are made by the Governing Body. The Head Teacher shall be responsible for advising the Governors during the review process.

Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually with effect from 1st September. The salary review will be made no later than the end of the Spring Term and teachers will be notified of the outcome in writing, setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Basic Pay Determination on Appointment

The Governing Body 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.

Leadership Teacher Posts (Head Teacher, Deputy and Middle leaders)

The Governing Body will pay teachers as Deputy or Head of Department only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers and that the role

- (a) is focused on leading teaching and learning;
- (b) requires the teacher to lead and manage the school through
 - managing whole school operational activity;
 - working with external bodies and agencies; and



- (c) involves leading, developing and enhancing the teaching practice of the school's staff and includes line management responsibility for a significant number of people and/or the line management of other line managers.

In the case of a Deputy Head Teacher post, the Governing Body must also be satisfied that this significant responsibility features a job weight, including responsibility for discharging in full the responsibilities of the Head Teacher in the absence of the Head Teacher.

Teaching Assistants Pay Range

Teaching assistants' pay range will be determined by the Governors at the annual review stage. Moving through the scale is determined by qualification and the role which will be discussed at the time of appointment.

Classroom Teachers on the Main Pay Range

Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance management/appraisal review to CT5. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Classroom teachers in their NQT year will be awarded pay progression on the successful completion of induction from CT1 to CT5 in successive years.

Classroom Teachers on the Upper Pay Range

Classroom teachers will be awarded pay progression on the Upper Pay Range U. This will be awarded to staff who are subject leaders in Mathematics, English or Early Years. Staff wishing to apply for an Upper Pay Range role will need to complete Appendix I attached to this policy.

Leading Practitioner Teachers

Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management/appraisal review. The progression will be set within the minimum and maximum band.

Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.



Unqualified classroom teachers

Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management/appraisal review. The progression will be set within the minimum and maximum band.

Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Teaching & Learning Responsibility Payments (TLRs)

The criteria for the award of TLR payment is as follows:

Before awarding any TLR payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- a) is focused on teaching and learning;
- b) requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;
- c) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- d) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a number of people. The TLR payments are listed on the Avon House Pay Scale. These payments will be withdrawn if the post is relinquished and will be confirmed in writing.

We consider the following curriculum areas to be considered as middle lead positions: English, MFL, Humanities, STEM and RPS. Where a member of staff holds more than one subject lead, only one TLR will be paid unless agreed by the Head Teacher and Governing Body.

TLR payments can be awarded to a teacher for a project undertaken on behalf of the school. Remuneration will be discussed and agreed in writing prior to the start of the project. The Governing Body will ensure that the use of TLR applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

Short Notice / Supply Teaching

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on their daily rate. If a teaching assistant is asked to cover a lesson for a class teacher a form must be completed to assess the need for the class teacher to be released to attend to other duties (Appendix II). This will need to be signed by the Head Teacher to authorise an additional salary payment.



Part-Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay subject to the provisions of the school's timetabled teaching week for a full-time teacher in an equivalent post.

Monitoring the Impact of this Policy

The Governing Body will monitor the outcomes and impact of this policy on an annual basis in conjunction with the Head Teacher during their meeting held in the Spring Term.

Reviewed September 2018 AC

Reviewed August 2019 AC

Reviewed August 2020 AC



Appendix I

Upper Pay Range Application Form

Teacher's Details:

Name: _____

Post applied for: _____

Performance Management/Appraisal Details:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant's signature _____ Date _____



Appendix II

Cover Lesson Payment

Name:

Class:

Class Teacher requiring Cover:

Reason Cover is required:

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Request accepted Y/N

Signed by Head Teacher:

Date: