



PAY POLICY

MRS T CONDLIFFE

REVIEWED: SEPTEMBER 2018

REVIEW DATE: SEPTEMBER 2019

INTRODUCTION

- This Policy sets out the framework for making decisions on pay for teachers' and support staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the school teachers Pay and Conditions Document (STPCD) 2018 and the locally agreed 'Framework for Support Staff Profiles'. The Pay Policy has been consulted on with the teacher and support staff trade unions.
- In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support Biddulph High School's Education Improvement Plan (EIP) by recognising that the school's staff are its most important resource and by providing a system which will enable Trustees to recruit, retain and motivate staff of the best quality. Pay decisions at this school are made by the Site, Finance and Staffing Committee.
- All teachers employed at this school will be paid in accordance with the statutory provisions of the current STPCD. A copy of the latest version is on-line at the DfE website:
<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>
- All support staff employed at this school will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy),
- It is the intention of the Board of Trustees that this policy should be reviewed and updated at least annually, or when other changes occur to the School Teachers' Pay and Conditions Document and accompanying statutory guidance.

SECTION 1 - TEACHING STAFF

- In adopting this policy, the decisions on pay will be managed in a fair, just and transparent way. The aim of this pay policy at this school is to:
 - Maximise the quality of teaching and learning at the school.
 - Enable the school to recognise and reward teachers appropriately for their contribution to the school.
 - Support the recruitment and retention of a high quality workforce.
- The policy also supports the aims detailed in the school development plan:
 - To achieve outstanding teaching and learning.
 - To continue to raise the achievement of every child.
- Pay decisions at this school are made by The Site, Finance and Staffing Committee of the Board of Trustees, following recommendations made by the Headteacher. Pay decisions will be made with regard both to the pay policy and to the individual's particular post in the school. Staff Trustees are prohibited from being present when the pay or performance appraisal of any other employee at the school is being discussed or considered. The committee will have full delegated powers in accordance with the appropriate school government regulations.

Pay Reviews

- The Board of Trustees will ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than the 31st October each year, and that all teachers are given a written statement 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.
 - Where a pay determination leads or may lead to the start of a period of 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.
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Basic Pay Determination on Appointment

- The Headteacher, in consultation with the Site, Finance and Staffing Committee will determine the pay range for a vacancy prior to advertising it. On appointment the Headteacher and Trustees on the selection committee will determine the starting salary within that range to be offered to the successful candidate. In making such determinations a range of factors may be taken into account:
 - The nature of the post and its responsibilities.
 - The level of qualifications, skills and experience required.
 - Market conditions.
 - The wider school context.
 - There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.
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Pay Progression Based On Performance

- At Biddulph High School, all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs and plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Teacher Appraisal and Capability Policy.
 - Progression through the pay range will be based on the teacher demonstrating, through their appraisal, that they meet the teacher standards and Professional Skills Level Descriptors for the new pay point. To be fair and transparent, assessment of performance will be properly rooted in evidence. In this school we will ensure fairness by the Headteacher (in conjunction with the Leadership Group) closely scrutinising objectives to ensure they are consistent across the school. The Board of Trustees' Finance Committee **supported by the Headteacher** will also perform a quality assurance role. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.
 - Where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Board of Trustees may award accelerated progression within the range. Progression will be subject to agreed criteria being met.
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Judgements of Performance (See Matrix of Career Progression)

- Judgements of performance will be made against the extent to which teachers have met their individual appraisal objectives, the teaching standard grade descriptors commensurate with their pay band (i.e.

teacher, accomplished teacher or 'highly competent practitioner') and can include reference to how the teacher has, within the school, contributed to and impacted on areas such as student progress, wider outcomes for students, improvements in specific practice and effectiveness of teachers.

Within Band 1 (see Matrix of Career Progression)

- Teachers will be eligible for a pay increase of one point on the scale if they are judged as to have met their objectives, are assessed as meeting the teaching standard grade descriptors (associated with a Band 1 teacher) and all aspects of observed teaching is assessed as at least "good" "with minimal areas of teaching that 'require improvement'".
- The progress of students (Objective2) will be judged as at least "good" with minimal groups that may "require improvement."

Within Band 2 (see Matrix of Career Progression)

- 'Highly competent' teachers will be eligible for a pay increase of one point on the scale if they are judged to have met all their objectives, are assessed as fully meeting the teaching standard grade descriptors (associated with Band 2 'accomplished' teacher) and most aspects of observed teaching are assessed as at least good with some outstanding features. The progress of students will be judged as at least "good".

Movement from Band 1 to Band 2

- Teachers moving from Band 1 teacher to Band 2 'accomplished teacher' (point 3 to point 4) will need to have met all their objectives and demonstrate their ability to meet the appropriate teaching standard descriptors for an accomplished teacher. The teacher should also have had at least two-years successful experience at the Band 1 teacher level.

Accelerated Progression

- Teachers will be able to be considered for more rapid progress up the pay range if they exceed all their objectives, fully meet their relevant teaching standard descriptors in all areas and all aspects of their teaching are assessed as outstanding. Examples of exceeding objectives might include:
 - If the teacher is judged to be within the top 10% of teachers in the school who also meet the expectation for progression.
 - The teacher is making a significant impact on student outcomes and/or the effectiveness of other teaching staff.

Interim Reviews

- Interim reviews will take place mid-way (January) through the appraisal cycle. This will be an opportunity to review progress and receive written feedback regarding progress towards achieving objectives and meeting the appropriate standards. Wherever possible indications will be given where there are concerns regarding standards of performance.
- Teaching staff are expected to self-review their progress before they meet with their Line Manager. This interim review is an important part of the appraisal cycle. Staff have a responsibility to ensure that their effectiveness and professional practice is evidenced to support their progress. This is not the responsibility of their Line Manager.
- Teachers who have not met their objectives and/or do not meet the teaching standard criteria may be subject to a 'no progression' determination without recourse to the performance improvement/capability procedure. Where significant concerns exist then the appraisal capability procedures will apply. It is expected that teachers will successfully complete their performance appraisals and progress from Band 1 within a five-year period from the completion of their NQT induction year.

Movement to Band 3 ‘Highly Competent Practitioner’

- Any qualified teacher with at least 2 years’ experience at the accomplished teacher level may apply to be paid on the ‘highly competent practitioner’ pay range and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the ‘highly competent practitioner’ pay range.
- **All applications must be made by the 31st August.** Applications are to be made in writing to the Headteacher. From the 1st September the Headteacher will start to make decisions for the transfer of successful applicants to the ‘highly competent practitioner’ pay range. Applications will be assessed against the results of the 2 most recent appraisals, including any recommendations on pay. The latter appraisal should have contained ‘stretch’ objectives that demonstrate the teacher’s ability to meet the expectations of a ‘highly competent practitioner’. Applicants should submit a statement (a self-review) of evidence demonstrating that he/she has met all the assessment criteria via Blue Sky. Evidence should be included from the previous two years of employment (these do not have to be successive where there has been a break for maternity or sickness purposes).
- If the teacher has applied for an accelerated increase along the pay structure, then the teacher’s self-review should evidence how they are meeting the Band 3 competencies. The assessment will be considered by the Headteacher and formally agreed by the Site, Finance and Staffing Committee as soon as possible after the September performance appraisal and no later than the 31st October. If successful, applicants will move to point 7 of the Band 3 ‘highly competent practitioner’ pay scale from 1st September. If unsuccessful, feedback will be provided by the Headteacher within 10 working days of the notification.
- An application from a qualified teacher will be successful where the Site, Finance and Staffing Committee of the Board of Trustees is satisfied that:
 1. The teacher is ‘highly competent’ in all elements of the relevant teaching standards; and
 2. The teacher’s achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy “highly competent”, “substantial contribution” and the meaning of “sustained” are defined in the “highly competent practitioner” grade descriptors and career progression matrix.

- It is expected that a teacher has at least two-years successful experience at the accomplished teacher level and demonstrated one year of substantial performance and impact at the higher level before transfer to the ‘highly competent practitioner’ pay range can be successful.
- At band 3, two years’ successful appraisal will be required at each progress point in order that ‘sustained’ impact can be approved.
- The school will consider applications from staff who wish to move down from the ‘highly competent practitioner’ level to the accomplished teacher level. This would normally be where the teacher wishes to relinquish some of their ‘substantial’ role in order to focus **solely** on their classroom practice and own impact on student achievement.
- Any appeal against a decision not to move the teacher to Band 3 ‘highly competent practitioner’ pay range will be heard under the school’s general appeals arrangements.
- If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the Band 3 ‘highly competent practitioner’ pay range in that school or schools. This school will not be bound by any pay decision made by another school.

LEADERSHIP PAY

Headteacher

- The Headteacher must demonstrate sustained high quality performance, with particular regard to leadership, management and student progress at the school and will be subject to a review of performance annually against performance objectives before any performance points will be awarded. The task of appraising the Headteacher, including the setting of objectives, will be delegated to a sub-group team of 3 Trustees of which at least 2 will make a pay recommendation in terms of the Headteacher's progress on the leadership scale.
 - The Board of Trustees have set the Individual School Range (ISR) of the Headteacher in accordance with the criteria specified in the School Teachers' Pay & Conditions Document. This is a 7 point pay range. The Board of Trustees will review the Headteacher's ISR annually in the Autumn Term on the basis of increased job weight/responsibility.
 - Trustees have assigned the individual school range (ISR) 7 Points L27-L33.Group 6 School
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Deputy Headteachers/Assistant Headteachers

- The Trustees have determined the 5-point range of Deputy and Assistant Head to reflect the criteria specified in the School Teachers' Pay and Conditions Document.
 - The ranges will be reviewed annually in the Autumn Term on the basis of increased job weight/responsibility. The Board of Trustees will exercise its discretion to adjust the range of someone on the leadership scale at any time during the School Year to retain his/her services. Since 2014 the fixed incremental leadership points on a spine do not exist. Pay ranges still exist and will continue to be used for the purposes of Leadership Pay progression.
 - Trustees have assigned the following salary ranges for other members of the Leadership Group:
 - Headteacher L27-33 (£75,735 - £87,732)
 - Deputy Headteacher L17-21 (£59,265 - £65,384)
 - Assistant Headteachers L12-16 (£52,414 - £57,934)
 - Head of Sixth Form L7-12 (£46,430 - £52,414)
 - Head of Curriculum Area L7-9 (£46,430 - £48,687)
 - The Board of Trustees can vary the pay progression for members of the LG. The criteria for this is ***sustained high quality performance that has resulted in the school making significant progress in areas identified as being key issues for the school.***
 - The task of appraising the Deputy Headteachers and Assistant Headteachers, including the setting of objectives, will be the responsibility of the Headteacher. The Headteacher may delegate appraisal of the Assistant Headteachers to the Deputy Headteachers. The Headteacher will also make a pay recommendation in terms of progress on the leadership scale, which will be formally considered by the Site Finance and Staffing Committee of the Board of Trustees.
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Unqualified Teachers

- An unqualified teacher will be paid at the pay range for unqualified teachers and must be paid such salary within the minimum and maximum of the unqualified pay range (£17,208 – £27,216). Unqualified teachers may not hold TLRs or SEN allowances.
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Leading Practitioner Role

- This school has decided not to establish a post of Leading Practitioner.
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Additional Payments

- The STPCD 2018 does not provide for the payment of 'honoraria' to teachers in any circumstances.
 - Trustees are permitted to make additional payments to teachers for activities which are out of hours learning undertaken other than the 195 days of the normal working year.
 - If in the opinion of the Headteacher, external training is to be received outside of the normal year (195 days) then a special allowance can be calculated as follows:
 - ***Daily rate of 1/195 on point 6 on our Classroom Teaching Pay Scale irrespective of the salary point of the teacher concerned.***
 - In all cases such participation on training outside the 195 days is voluntary.
 - Additional timetabled teaching planned into the curriculum (in addition to the normal timetabled and extra-curricular expectations) will be eligible for either remission in the school day or additional payment at the discretion of the Headteacher.
 - Consideration can be given to fixed term payments using a TLR3. This can either be an annual agreement or in the case of additional work lasting for 6 months (e.g. a responsibility to teach a programme of revision classes which will not last for a whole year, a TLR payment can be decided on and adjusted (pro rata) against the value of an annual payment).
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Acting-Up Allowances

- Trustees reserve the right to pay any member of staff an additional salary where he/she covers in the **prolonged** absence of a more senior colleague. A review should take place within 20 working days of the start of the absence.
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Retention and Recruitment Opportunities

- There is no assumption that a teacher will be paid at the same rate as they were being paid in another school.
 - The Trustees will usually pay recruitment awards of up to £3000 (subject to the budget) where it is considered necessary as an incentive to the recruitment of new teachers. Such allowances are for a fixed period of time. The Trustees are able to award additional pay (where it is considered necessary) to retain the service of existing teachers, for a fixed period of time. They will normally be paid where there is serious difficulty in recruiting and retaining specific staff. Any benefits or payments will be clearly time-limited. The Trustees should make clear at the outset the expected duration of any incentive and benefits and the review date after which they may be withdrawn. The Site Finance & Staffing Committee will conduct an annual review of all incentives, support or benefits.
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Teaching and Learning Responsibility Payments

- TLRs will be awarded to the holders of the posts indicated in the Staffing Structure. TLRs will only be awarded to staff who have a significant responsibility (not required of all classroom teachers) for

undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality Teaching and Learning for which he/she is accountable. Before awarding a TLR the Headteacher and Trustees will ratify at a Board meeting that the post:

1. Is focussed on Teaching and Learning
 2. Requires the exercise of professional skills and judgements
 3. Requires the leadership, management and development of a curriculum area or student development across the curriculum
 4. Has an impact on the education progress of students other than the teacher's assigned classes
 5. Involves the development and enhancing of other staff.
- From 1st September 2018, Biddulph High School will award TLR 2 to staff who undertake additional responsibility within the staffing structure, the annual value of a TLR2 must be no less than £2,652 and no greater than £6,417.
 - There is no requirement for specific differentials, Trustees can decide the relative weight of TLR posts and the appropriate levels of reward. Posts of equal weight should be allocated equal value. In this school:
 1. The current value of TLR2.1 is £2,652
 2. The current value of TLR 2.5 is £4,374
 3. The current value of TLR 2.8 is £6,417
 - The Trustees may award a fixed-term TLR3 to a classroom teacher for clearly time limited school improvement projects or one off externally driven projects. The annual value of the TLR3 will be no less than £540 and no more than £2650. Clear time limits will be established from the outset. TLR3s are not subject to safeguarding. A fixed-term TLR3 can be awarded consecutively on top of an existing TLR.

Part-Time Teachers

- Teachers employed on an on-going basis at the school but work less than a full working week are deemed to be part-time. The Site, Finance and Staffing Committee will ratify 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 with the school's timetabled teaching week for a full-time teacher in an equivalent post.

Short Notice/Supply Teachers

- Teachers employed on a day-to-day or other short notice basis will be paid on a daily rate 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.
- For the first 12 weeks we pay the agency (that we are under contracted to) at the agency rate. After this period, in consultation with the agency we will either take the member of staff onto our pay role or continue to pay the agency at an agreed cost.

Salary sacrifice arrangements

- The term "salary sacrifice arrangement" means any arrangement under which the member of staff gives up the right to receive part of their gross salary in return for the employer's agreement to provide a benefit-in-kind. At Biddulph High School we offer a child care voucher benefit scheme.
- Staff may participate in any such arrangement and the gross salary may be reduced accordingly for the duration of such participation.

Monitoring the Impact of the Policy

- The Board of Trustees will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.
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Appeals

- The order of proceedings is as follows:
 1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
 2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher making the recommendation to the Pay Committee within ten working days of the decision. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
 3. The employee should set down in writing the grounds for questioning the pay decision and send it to the chair of the appeal committee who was not involved in the original determination normally within 10 working days of receiving the outcome of the informal discussion with the Headteacher.
 - Any appeal should be heard by a panel of three trustees who were not involved in the original determination. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. Appendix B in this document lists the appeal process in detail.
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Safeguarding

- **The general circumstances in which safeguarding applies to teachers are:**
 - a) the teacher loses a post as a result of: the discontinuance of, a prescribed alteration to, or a reorganisation of, the school
 - b) the Board of Trustees determines, whether as a result of a change to its pay policy or to the school's staffing structure, that the duties for which the teacher was awarded a TLR1 or TLR2 or an unqualified teacher's allowance are no longer to include the responsibility for which the respective allowance was awarded or are to include a different responsibility, or the responsibility merits an allowance of a lower annual value
 - c) the Board of Trustees determines: to reduce the number of members of the leadership group or teachers paid on the range for leading practitioners
 - d) to lower a pay range applicable to a member of the leadership group or a teacher on the pay range for leading practitioners.

Entitlement to a safeguarded sum

- A teacher who falls within the above shall be paid the amount (if any) by which the pre-safeguarding salary including TLR payments payable to the teacher immediately before the circumstances above took effect exceeds the salary payable to the teacher in the new post.

The safeguarding period

- **The Board of Trustees must pay a safeguarded sum until:**
 - a) the date on which the safeguarding period ends, being the third anniversary of the date on which a teacher starts work in the new post.
 - b) where a safeguarded sum is paid in respect of an allowance awarded to a teacher or a post held by a teacher for a fixed period or to a teacher employed under a fixed-term contract, the date on which that fixed period or fixed-term contract expires.

Additional duties for Safeguarded Staff

- If the total of all safeguarded sums payable to a teacher from time to time exceeds £500, the Board of Trustees must review the teacher's assigned duties and allocate such additional duties to the teacher as it reasonably considers are appropriate and commensurate with the safeguarded sum, for as long as the teacher continues to be paid safeguarded sums which in total exceed £500.
 - The teacher shall not be paid any safeguarded sums if the teacher unreasonably refuses to carry out such additional duties, provided that the teacher is notified of the Board of Trustees' decision to cease paying the safeguarded sums at least one month before it is implemented.
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SECTION 2 – SUPPORT STAFF

- The Board of Trustees adopted the County Council's Framework of Support Staff to ensure that the requirements of the Single Status Agreement 1997 are met. The Board of Trustees will determine the job descriptions and person for new positions within the support staff structure for the school. They are not bound by any locally agreed staff profiles but will use the Hay profiles to ensure a fair system of evaluation. The Board of Trustees will ensure that:
 - All decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements.
 - Decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups.
 - Any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken.
 - All decisions will have regard to equality of opportunity, and in particular, relevant employment legislation.
 - Posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably.
 - Support staff will be appointed to a profile within the Framework of Support Staff Profiles, where an appropriate job profile does not exist, a new profile will be written and evaluated to best suit the needs of the school. The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the Framework determine the salary that will be paid. The Pay and Grading Structure has grades with incremental points within it. The penultimate point is a Contribution Based Point.
 - In April of each year employees will automatically move to the next incremental point plus any standard of living increase where appropriate. When the employee is due to move to the final incremental point within the grade it will not be an automatic progression. It will be dependent upon their satisfactory performance which will be identified within their Performance Management Review (PMR) or the Abbreviated Performance Management Process.
 - The Headteacher will ensure that an employee who is due to be awarded the final incremental point for their grade has received a satisfactory PMR before the end of March in that review year. Failure to do so will mean the employee will move through the final increment automatically.
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APPENDIX A**Biddulph High School's Pay Scale**

3 pay bands with 9 fixed points

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Band 1 'Good Teacher' Main Scale	Point 1	MS1	£23720	annual review
	Point 2	MS2	£25594	
	Point 3	MS3	£27652	
Band 2 'Accomplished Teacher'	Point 4	MS4	£29780	annual review
	Point 5	MS5	£32126	
	Point 6	MS6	£35008	
Band 3 'Highly Competent Practitioner'	Point 7 3a	UPS1	£36646	2 year review
	Point 8 3a	UPS1	£36646	2 year review
	Point 9 3b	UPS2	£38004	2 year review
	Point 10 3b	UPS2	£38004	2 year review
	Point 11 3c	UPS3	£39406	2 year review

APPENDIX B**(a) Procedure for Considering Appeals Relating to Salary**

The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
3. The employee 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 outcome of the discussion referred to above.

Valid grounds for appeal are that the person or committee by whom the decision was made:

- Incorrectly applied any provision of this document.
 - Failed to have proper regard for the 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
4. The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the employee 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.
 5. Any appeal should be heard by a panel of three trustees who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision of the appeals panel is final with no recourse to the Grievance procedure.

(b) Procedure for Considering Appeals Relating to Salary

1. Introduction by Chair: explanation of procedure.
 2. The Finance Committee representative (who may be the Head teacher) should put the case for the salary assessment decision.
 3. The employee (or representative) may ask question of The Finance Committee representative.
 4. The Appeals Committee may ask questions of the Finance Committee representative.
 5. The employee (or representative) should put the case explaining the objection to the decision of the Finance Committee.
 6. The Finance Committee representative may ask questions of the employee.
 7. The Appeals Committee may ask questions of the employee and ask further questions of the Finance Committee representative regarding the case made on behalf of the employee.
 8. The Head teacher to be invited to express their views if they have not already done so.
 9. The Finance Committee representative to sum up case.
 10. The employee (or representative) to sum up case.
 11. The parties to retire.
 12. The Appeals Committee to consider the case and to notify parties of their decision.
- **This procedure may be varied by agreement of all the parties.**
 - **The Appeals Committee may ask the Academy HR Support (if applicable) to attend to offer advice to Trustees.**
 - **For further information/clarification on the expected career progression of staff in this school, see the Career Matrix documents.**
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Documents associated with this policy:

1. **Teachers Career Progression matrix (clearly sets out expectations for career progression and pay)**
 2. **Flow chart for lesson observation expectations**
 3. **Pay Review flow chart**
 4. **Advice for setting the pay for Deputy Headteachers and Assistant Headteachers.**
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Further details on any aspect of this policy and its implementation can be obtained from the academy.

REVIEWED	:	SEPTEMBER 2018
REVIEW DATE	:	SEPTEMBER 2019
Mrs E Robinson, Chair of Trustees	:
Date	:
Mr S P Ascroft, Headteacher	:
Date	:

“Working together to achieve our personal best”