



# Pay Policy

## St. John Paul II Multi Academy

Registered Office: c/o Sacred Heart

**E:** enquiry@sjp2.net | **T:** 0121 354 6270 | **W:** johnpaulii.co.uk  
Catholic Senior Executive Leader (CSEL): Mr M Emery

Company House Registered No. 08706247

Date of last review by the Board	15.12.20	Review period	Annual
Date of next review	Winter 2021		





# Pay Policy

## 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) 2016 and the locally agreed 'Framework for Support Staff Profiles'. The Pay Policy has been consulted on with Staff and representatives from the Academy Staff Consultative Committee which includes local trade union representatives.

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the Academy Improvement Plan by recognising that the academies staff are its most important resource and by providing a system which will enable Directors to recruit, retain and motivate staff of the best quality.

Pay decisions at the school are made by the Full Local Governing Body (LGB) of a school or the Board of Directors (BOD) with power to make decisions over employee's pay invested in the Staffing/ Academy Committees which meets regularly.

## Contents

- P1. [Introduction](#)
- P2. [Pay Reviews](#)
- [Appeals](#)
- P4. [Principals](#)
- P5. [Deputy and Assistant Principals](#)
- P6. [Leadership Group Progression Criteria](#)
- P7. [Recruiting Teaching Staff](#)
- P8. [Basic Pay Determination on Appointment of a classroom teacher](#)
- P9. [Pay Progression based on Performance](#)
- P10. [Leading Practitioner roles](#)
- P11. [Working Time](#)
- P12 – 15. [Upper pay range and assessment](#)
- P16. [The Teachers Main Pay Range](#)
- P17. [Unqualified Teachers Pay Range](#)**
- P18. [Part-time Teachers](#)
- P19. [Short Notice/Supply Teachers](#)
- P20. [Allowances and Payments](#)
- P21. [Recruitment and Retention](#)
- P22. [Teaching and Learning Responsibility Payments \(TLRs\)](#)
- P23. [Additional Payments](#)
- P24. [Residential duties](#)
- P25. [Acting-Up Allowances](#)

---

- P26. [Cover Arrangements](#)

---

- P27. [Appeals – Teachers](#)

---

- P28. [Support Staff](#)
- P29. [Pay Progression for Support Staff](#)
- P30. [Appeals-Support Staff](#)
- P31. SPOT salary Staff
- P32. Pay progression for SPOT Salary Staff
- P32. **[Procedure for Considering Appeals Relating to Salary](#)**

Annex A – <a href="#">Upper Pay Range Application Form</a>	Page 27
Annex B – <a href="#">Example Written Statements</a>	Page 28
Annex C – <a href="#">Procedure for Considering Appeals Relating to Salary</a>	Page 29



## Introduction

All teachers employed at St John Paul II Academy will be paid in accordance with the statutory provisions of the current STPCD. A copy of the latest version may be found in the academy office and is also on-line at the DfE website.

All support staff employed at St John Paul II Academy 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), unless they have been specifically appointed to alternative conditions.

The CSEL and Directors will consult staff and unions on this policy and review it each year, or when other changes occur to:

- The Academy Teachers’ Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current Academy Teachers’ Pay and Conditions Document and the accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance will take precedence.

b) 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), as adopted and applied by St John Paul II Academy through local agreement.

## P2. Pay Reviews

The Directors will ensure that every teacher’s salary is reviewed annually, with effect from 1 September and by no later than 31 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.

Decisions on the pay of the Principal will be communicated by the chair of the Board of Directors, in writing, in accordance with the STPCD timing of salary determination and notification.

Where a pay determination leads or may lead to the start or cessation 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.

## P3. Appeals

All employees are entitled to seek a review of any determination in relation to their pay and therefore the appeals process contained in this document will be adopted in all cases where an employee wishes to make an appeal against a pay decision.



#### P4. Principals

The unit total for St John Paul II Academies\* are as follows:

Bishop Walsh Catholic School: L29-36  
 St Edmund Campion Catholic School: L29-L36  
 St Joseph's Catholic Primary School: L18- L24  
 St Nicholas's Catholic Primary School: L15- L21  
 SS Mary and John Catholic Primary School: L18- L24  
 SS Peter and Paul Catholic Primary School: L15 – L21  
 Holy Cross Catholic Primary School: L15- L21  
 Sacred Heart Catholic Primary School :L15 – L21

and Directors have assigned the academy Principal groups as follows\*

Bishop Walsh Catholic School: ISR Grp 6  
 St Edmund Campion Catholic School: ISR Grp 6  
 St Joseph's Catholic Primary School: ISR Grp 3  
 St Nicholas's Catholic Primary School: ISR Grp 2  
 SS Mary and John Catholic Primary School: ISR Grp3  
 SS Peter and Paul Catholic Primary School: ISR Grp 2  
 Holy Cross Catholic Primary School: ISR Grp 2  
 Sacred Heart Catholic Primary School: ISR Grp 2

Should a permanent Executive Principal position be needed within the MAC, the calculation for the post will be done in accordance with the STPCD.

The total sum of additional payments made to a Principal in any academic year must not exceed 25% of the amount of the Principal's point on the leadership group spine other than in wholly exceptional circumstances where the payments have been approved by the Directors after receiving external independent advice.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or;
- in respect of relocation expenses which relate solely to the personal circumstances of that Principal.

#### P5. Vice and Assistant Principals

Directors have assigned the following salary ranges for other members of the leadership group, for the following positions where applicable. This will depend on the staffing structure of the individual schools.

##### ***Bishop Walsh:***

- Head of School : Points L22- L26
- Vice Principal : Points L18-L22
- Assistant Principal : Points L12 – L16

##### ***St Edmund Campion Catholic School:***

- Head of School : L22- L26
- Vice Principal : Points L18-L22
- Assistant Principal : Points L12 – L16



***St Joseph's Catholic Primary School:***

- Head of School: Points L16 – L20
- Vice Principal: Points L12 – L16
- Assistant Principal: Points L4 – L10

***St Nicholas' Catholic Primary School:***

- Head of School: Points L13 – L17
- Vice Principal: Points L8 –L13
- Assistant Principal: Points L2 – L8

***SS Mary and John Catholic Primary School:***

- Head of School: Points L16 – L20
- Vice Principal: Points L12 – L16
- Assistant Principal: L4 – L10

***SS Peter and Paul Catholic Primary School:***

- Head of School: Points L13 – L17
- Vice Principal: Points L8 –L13
- Assistant Principal: Points L2 – L8

***Holy Cross Catholic Primary School:***

- Head of School: Points L13 – L17
- Vice Principal: Points L8 –L13
- Assistant Principal: Points L2 – L8

***Sacred Heart Catholic Primary School:***

- Head of School: Points L13 – L17
- Vice Principal: Points L8 –L13
- Assistant Principal: Points L2 – L8

***P6. Leadership Group Progression Criteria***

Members of the leadership group must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the academy and will be subject to a review of performance against performance objectives before any performance points will be awarded.

The Directors will consider movement by more than one point in line with the provisions of the STPCD.

The salary of members of the leadership group will be reviewed annually taking account of the performance objectives set under the St John Paul II appraisal system and the progression arrangement set out in the STPCD.



## **P7 Recruiting Teaching Staff**

Advertisements for vacant posts in the academy will be considered by Directors. All posts will be advertised internally or externally, locally or nationally as appropriate.

The advertisement will include the relevant pay range for the post determined by the Directors as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement must reflect the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

Where the post is on a temporary or fixed term basis, the advertisement will specify the reason for and duration of the post.

The advertisement will clearly state the pay range applicable to the post.

## **P8. Basic Pay Determination on Appointment of a classroom teacher**

On appointment the Full Academy Committee of the school or the Board of Directors will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, they will take into account a range of factors including;

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the experience of the candidate
- the wider academy context

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in a previous academy/school.

It is the responsibility of Directors to decide on this issue.

## **P9. Pay Progression based on Performance for Main Pay Range Teachers**

In St John Paul II Multi Academy all teachers can expect to receive regular constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs the plan for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the appraisal policy.

The Board of Directors have agreed the professional skill levels for teachers at St John Paul II Academy; these are detailed in the Multi-Academy Appraisal Policy.

Progression between pay points 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.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.





The Directors have determined that normally progression within a range will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding academy expectations at that level, the Directors may award accelerated progression within the range. Progression to the next point will be subject to the criteria for the higher point being met.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In St John Paul ii Academy we will ensure fairness by the arrangements detailed in the Appraisal Policy.

The evidence used will be only that available through the appraisal process and this is detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Directors, having regard to the appraisal report and taking into account advice from the designated member of the senior leadership team.

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

For teachers on the upper pay range, pay progression will be based on STPCD.

For unqualified teachers on the unqualified teachers' pay range, pay progression will be awarded following each successful appraisal review.

## P10. Lead Practitioner Roles

Spine Point	1 Sept 2020 to 31 Aug 2021
Min 1	£42,402
2	£43,465
3	£44,550
4	£45,658
5	£46,796
6	£47,969
7	£49,261
8	£50,397
9	£51,656
10	£52,983
11	£54,357
12	£55,610
13	£57,000
14	£58,421
15	£59,875
16	£61,467
17	£62,878
Max 18	£64,461



A qualified teacher employed full-time must be available for work for 195 days, of which:

- 190 days must be days on which the teacher may be required to teach pupils and perform professional duties; and

(b) 5 days must be days on which the teacher may only be required to perform other duties

### *P12. Upper pay range and assessment*

Any qualified teacher may apply to be paid on the upper pay range and **any such application must 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 upper pay range.

The Directors have established the following pay structure for classroom teacher posts paid on the upper pay range.

Teachers upper pay range**		
Range	Point	Salary
Minimum	1	£38,690
	2	£40,124
Maximum	3	£41,604

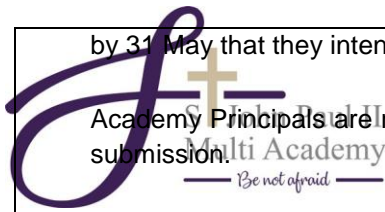
### **P 13. Application Process**

Applications may be made once a year. A teacher wishing to apply for assessment against the threshold standards should submit an application to the Principal by no later than 31 October (a template application form is at [Annex A](#)) and their appraisal review along with signed support from their line manager.

If a teacher is simultaneously employed at another academy within the Multi-Academy, they may submit separate applications if they wish to apply to be paid on the upper pay range in that academy or other academies. Academies will not be bound by any pay decision made by another Academy.

The appraisal review must be completed prior to submitting an application. Teachers must indicate to the Principal

by 31 May that they intend to apply.



Academy Principals are responsible for informing staff of the application process and in particular the final date for submission.



#### P14. Evidence to be included in the application

All applications should be made using the application form, including any recommendation on pay (or where that information is not available a summary or statement of evidence designed to demonstrate that the teacher has met the assessment criteria). All evidence required will be included within the PDR document.

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

#### P15. The Assessment

An application from a qualified teacher will be successful where the Directors are satisfied that:

- the teacher is **highly competent** in all elements of the relevant standards and;
- the teacher's achievements and contribution to the academy are **substantial** and **sustained**. (STPCD 15.2)
- this is evident in the teachers most recent final appraisal document.

For the purposes of this policy the Directors will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the above assessment criteria have been evidenced. The Board of Directors assess highly competent as being on at least M6 with a minimum of 2 consecutive years passing their appraisal.

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will be placed on point 1 of the range.

If unsuccessful, feedback will be provided by the Principal as soon as possible and at least within 5 working days of the decision.

This will include the right of appeal against this pay decision under the appeal arrangements

Once an individual has successfully passed through threshold they will be subject to annual performance pay awards as appropriate.

#### P16. The Teachers Main Pay Range

Other qualified teachers will be paid on the main pay range and must be paid such salary within the minimum and maximum of the main pay range set out below:



### Teachers main pay range\*\*

Range	Point	Salary
Minimum	1	£25,714
	2	£27,600
	3	£29,667
	4	£31,778
	5	£34,100
Maximum	6	£36,961

### P17. Unqualified Teachers Pay Range

An unqualified teacher will be paid on the pay range for unqualified teachers and must be paid such salary within the minimum and maximum of the unqualified pay range set out below:

Unqualified Teachers pay range**		
Range	Point	Salary
Minimum	1	£18,169
	2	£20,282
	3	£22,394
	4	£24,507
	5	£26,622
Maximum	6	£28,735

Payment will be graded according to experience and assessed on a case by case basis.

Unqualified teachers may not hold TLRs or SEN allowances.

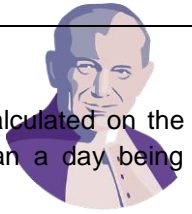
### P18. Part-time Teachers

Teachers employed on an ongoing basis at an academy but who work less than a full working day or week are deemed to be part-time. StJPIIMAC will provide a written contract detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the academies timetabled teaching week for a full time teacher in an equivalent post.

Please refer to the STPCD Part 6 P 42 for guidance on how remuneration for part-time teachers is to be calculated.

## P19. Short Notice/Supply Teachers

Teachers who work 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.



## P20. Allowances and Payments

### Special Education Needs Allowance

A SEN allowance of no less than £2270 - and no more than £4479 - per annum is payable to a classroom teacher if that teacher:

is in any SEN post that requires a mandatory SEN qualification, **refer to STPCD Part 4 P21.2** and is not holding another TLR or on the leadership scale.

## P21. Recruitment and Retention

The Directors will consider paying recruitment awards on a case by case basis to a value to be determined by the Directors where it is considered necessary as an incentive to the recruitment of new teachers, for a fixed period of time.

The Directors will consider paying retention awards on a case by case basis to a value to be determined by the Directors where it is considered necessary to retain the service of existing teachers, for a fixed period of time.

The Directors 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 Directors will conduct annual review of all incentives, support or benefits.

In individual school the Directors devolve responsibility to local governing bodies.

## P22. Teaching and Learning Responsibility Payments (TLRs)

The Academy Committee may award a TLR to a classroom teacher for undertaking sustained additional responsibility in the context of the school's staffing structure, which must be appended to the pay policy (these may differ from year to year) TLRs are awarded for the purpose of ensuring the continued delivery of high quality teaching and learning, and the holder is accountable.

All TLR posts will 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
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum
- d) has an impact on the education and progress of pupils other than the teacher's assigned classes or groups of pupils and
- e) involves leading, developing and enhancing the teaching practice of other staff

TLRs are permanent while the post holder remains in the same post in the staffing structure. Temporary TLRs will only be awarded where the teacher is appointed to cover a post in the staffing structure to which a TLR payment is attached (such as in case of cover for secondments, maternity or sick leave or vacancies pending permanent appointment) and for that duration of that responsibility. Set out in para 3 and part 4 of the STPCD.

No individual may hold more than one TLR1 or TLR2 payment, as STPCD 20.2, a teacher can now hold one or more TLR3 payment in addition to a TLR1 or TLR2 payment.

		Rate
TLR1	Min	£8,291
	Max	£14,030
TLR2	Min	£2,873
	Max	£7,017
TLR3	Min	£571
	Max	£2,833

### P23. Additional Payments

The circumstances in which additional payments may be made to teachers are set out in Part 4 of the STPCD

The STPCD does not provide for the payment of "honoraria" to teachers in any circumstances.

Directors are permitted to make additional payments to all teaching staff (including the **Leadership Group**) in respect of continuing professional development and activities and out of academy hours learning undertaken other than on any of the 195 days of the normal working year (i.e. at weekends and during academy closure periods).

Activities that may attract payment include;

- Summer school activities
- Easter/half-term revision classes

Directors accept that the absence from the normal duties of a Teacher undertaking training will cause disturbance to the pupils' education. They have therefore authorised the payment of a special allowance where, in the opinion of the Principal, essential training can be received outside of the normal year and it is in the interests of the academy for it to be received then. All such payments must be contained within the training budget.

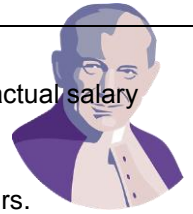
The allowance will be calculated as follows:

A daily rate of 1/195 of Point Main Scale 6 on the Classroom Teachers' Scale, irrespective of the actual salary point of the Teacher concerned.

Payments for part days will be based on the hours involved; a full day being deemed to be 6½ hours.

The basis of these payments will be reviewed annually.

In all cases, the Teacher's participation in training outside of the normal year is voluntary.



## P24. Residential duties

***StJP II MAC does not employ staff with residential duties.***

## P25. Acting-Up Allowances

Directors reserve the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague.

## P26. Cover Arrangements

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable;

This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

Secondary school teachers who do not receive a full allocation of lessons (as per agreed loading of lessons) will have pre printed directed time (DT) periods on their timetable. The Principal will use these DT periods for whole school cover when needed. Meetings and or other school events must not be booked in these periods.

## P27. Appeals – Teachers

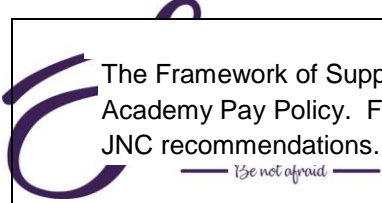
If pay progression is not awarded, feedback will be provided by the Principal and SLT Appraiser verbally using the written final appraisal report as evidence and the timetable for this is included in the appraisal calendar contained within the appraisal policy. This will then be officially communicated in a letter to the teacher by the end of October.

Any appeal against a decision not to move grant pay progression to a teacher will be heard by members of the BOD Staffing Committee, excluding Representatives from the school involved, which should meet by **October 31<sup>st</sup>** for teaching staff and 31st December. for Principals

The following list includes the usual reasons for seeking a review of a pay decision. i.e. that the person or committee by whom the decision was made –

- incorrectly applied any provision of the relevant conditions of service;
- 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 employee.

## P28. Support Staff



The Framework of Support Staff Profiles and the Green Book Pay and Grading Structure form part of the Multi Academy Pay Policy. For staff on pay scales / grade which fall outside of the Green Book we will adhere to the JNC recommendations.

All support staff will be appointed to a profile within the Framework of Support Staff Profiles.

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.

For Teaching Assistant positions which undertaken further responsibilities, they will be awarded an additional payment subject to approval by the Local Governing Body. The maximum award is £400 per annum pro rata as necessary.

The Pay and Grading Structure has grades with incremental points within it. New employees will start at the bottom of the grade, award to a higher starting pay can be made in discussion with BoD. The penultimate point is a Contribution Based Point.

When a position is not covered by the existing framework, a job description and person specification will be produced and StJPIIMAC will take advice from their HR provider to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

### *P29. Pay Progression for Support Staff*

In September of each year employees will move to the next incremental point subject to satisfactory performance plus any standard of living increase.

### **P30. Appeals – Support Staff**

If pay progression is not awarded, feedback will be provided by the CSEL, COO, Principal and SLT Appraiser verbally using the written final appraisal report as evidence and the timetable for this is included in the appraisal calendar contained within the appraisal policy. This will then be officially communicated in a letter to the member of staff by the end of October.

Any appeal against a decision not to move grant pay progression to a member of staff will be heard by members of the BOD Staffing Committee, excluding Representatives from the school involved, a meeting will be arranged within 20 days of an appeal being submitted wherever possible.

### **P31.SPOT point Staff**

Individuals employed in leadership roles within the central team will be employed on a SPOT salary, determined on responsibility, size and growth of the Multi Academy. Individuals employed on a SPOT salary point will receive the cost of living increase as per all MAC employees. All SPOT salaries will be approved by the Board of Directors..

31.1 Pay ranges will be subject to growth of the MAC:

CSEL: £97,000 - £125,000

COO: £66,500 - £76,500



Finance manager: £40,000 - £52,000  
HR & Ops manager: £35,000 - £48,000  
Facilities Manager: £44,000 - £52,000  
ICT Strategic manager: £44,000 - £52,000

— Be not afraid —



### **P32. Pay Progression SPOT point Staff**

Each September the CSEL will gain approval from the HR & Operations committee on the funds available for performance management pay and grown awards for all employees on a SPOT salary. Awards will be made on a percentage rate as required. All awards will be ratified by the Board of Directors.

### **P31. 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.
  - If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Principal making the recommendation to the Board of Directors 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.
  - 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 Principal.
  - Any appeal should be heard by a panel of three Directors 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.

### **Monitoring the impact of this Policy**

The Board of Directors will monitor the impact of this policy on an annual basis, this will include trends in progression across specific groups of teaching and support staff to assess the effect and the schools compliance with equalities legislation.



## Annex A

### UPPER PAY RANGE APPLICATION FORM

#### Teacher's Details:

Name \_\_\_\_\_

Post \_\_\_\_\_

Academy Name \_\_\_\_\_

#### PM/Appraisal Details:

Years covered by planning/review statements:

Academies covered by planning/review statements:

#### Declaration:

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, signed support from my line manager and additional supporting documentation covering the relevant period.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

The signed proforma should be appended to the Teacher's appraisal planning record statement.



## Annex B

### Example Written Statements

To be written on StJP11MAC Headed Paper

.././« \_Pay\_Ref»

Date

Dear

Re: Annual Pay Award (insert year)\*  
Or TMS/UPS progression (insert year)\*  
Or Leadership Group Performance Management (insert year)\*

I am pleased to inform you that the directors of St John Paul II Academy Multi Academy Company have accepted the recommendation of a x % pay award to all grades from (insert date).

(For staff who can progress up and through TMS/UPS only)\*

Also I am pleased to inform you that the directors of St John Paul II Academy Multi Academy Company have accepted my recommendation and you will progress to (insert new salary point) with effect from (insert date).

Your annual salary from (insert date) will be, (insert Level) at £ ..... and for additional responsibilities as (insert title of responsibility)\* you will receive a TLR (insert TLR point) for £ .....

In order to prepare for the review process in (date) with regard to considering candidates for progress through the TMS/UPS\* points it would assist me greatly if you would note my comments and areas for further potential development as follows:-

(insert comments from the appraisal form)



(For Leadership only)\*

Also I am pleased to inform you that the directors of St John Paul II Academy Multi Academy Company have accepted my recommendation that you move from L.. to L.. on the Leadership Group pay spine from (insert date).

I have enclosed the performance management review of xx to xx objectives and the objectives agreed for xx to xx.

Your annual salary from (insert date) will be L.. at £.....

The following two paragraphs are standard for all teaching staff.

Colleagues who are on the minima of the pay ranges will have already received a xx % pay increase as it was a statutory requirement to uplift these salaries as at (insert date) i.e. to ensure no teacher is paid below the national range.

Details of your pay award/progression\* will be forwarded to payroll for payment and where applicable will be back dated to (Insert date). This should appear on your (insert date) payslip.

Yours sincerely

(insert name)  
Principal

- Delete as necessary

## **Annex C**

### **Procedure for Considering Appeals Relating to Salary**

1. Introduction by Chair: explanation of procedure.
2. The Pay Committee representative (who may be the Principal) should put the case for the salary assessment decision.
3. The employee (or representative) may ask question of the Pay Committee representative.
4. The Appeals Committee may ask questions of the Pay Committee representative.
5. The employee (or representative) should put the case explaining the objection to the decision of the Pay Committee.
6. The Pay Committee representative may ask questions of the employee.
7. The Appeals Committee may ask questions of the employee and ask further questions of the Pay Committee representative regarding the case made on behalf of the employee.
8. The Principal to be invited to express their views if they have not already done so.
9. The Pay 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 should ask a representative of the HR Services provider to attend to offer advice to Directors.**

---