

St. Joseph's Specialist Trust
Amlets Lane, Cranleigh
Surrey GU6 7DH

Website: www.st-josephscraneleigh.surrey.sch.uk

Pay Policy



Christ in our Lives
'No limits ... just possibilities'

Reviewed: October 2024
Cycle: Annual

STATUTORY POLICY

Contents

1	Policy & Purpose	3
2	The Finance, Audit and Risk Committee: Terms of Reference	3
3	Determining Salary for New Appointments.....	4
3.1	Teachers.....	4
3.2	Staff other than teachers.....	5
4	Pay Reviews and Progression	5
4.1	Determining Pay Progression	6
4.2	Incremental Progression to Reward Relevant Qualification.....	6
5	Movement to the Upper Pay Range	7
5.1	Applications and Evidence.....	7
5.2	Assessment.....	7
5.3	Notification and Feedback	8
5.4	Pay Progression for Successful Applicants	8
6	Allowances & Other Payments (Teaching Staff).....	8
6.1	Teaching and Learning Responsibility Payments (TLR's)	8
No member of staff who is subject to a sanction at the material time will be eligible to apply for or receive a TLR.	8
6.3	Recruitment and Retention Allowances	9
6.4	Special Educational Needs Allowances	10
6.5	Payments for Out of School Hours Learning Activities	10
6.6	Allowances for Unqualified Teachers	10
6.7	Leadership Group – Residential Schools Allowances	10
7	Allowances & Other Payments (Support Staff).....	11
10.	Pay Appeals	11
10.1	All Teachers.....	12
10.2	Staff other than teachers.....	13
11	Access to Salary Records	13
12	Data Protection	13
13	Policy Review.....	13
APPENDIX 1: PAY PROGRESSION – 2022-2023.....	14	
APPENDIX 2: AGENDA FOR PAY APPEAL HEARING.....	16	
APPENDIX 3: Summary of Teaching & Learning Responsibility Points.....	17	

1 Policy & Purpose

The policy is applicable to St. Joseph's Specialist Trust comprising of a specialist school, college and registered children's home and Supported Living function referred to as "St Joseph's".

This policy is based upon the Strictly Education 4S model policy updated for 2022-2023 The overall aim of the pay policy is to ensure that all staff are valued and receive recognition for their work and contribution to the life of St Joseph's.

The purpose of the policy is to:

- a) Enable the Trustees to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and St Joseph's policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness and accountability.
- b) Maintain and improve the quality of education provided for pupils at St Joseph's by having a St Joseph's pay policy that supports the St Joseph's Strategic Improvement Plan and reflects the agreed aims of St Joseph's.
- c) Support the equitable and objective determination of appropriate pay for staff under the St Joseph's Performance Coaching and Appraisal Policy.
- d) Provide for a staffing structure that will enable the Trust to achieve its aims and objectives under its Strategic Improvement Plan.

The Trustees are committed to:

- e) Reviewing this policy annually against the targets set under the Strategic Improvement Plan, the confines of the agreed budget and spending priorities.
- f) Working within framework documents referred to in staff contracts:
 - **For Teachers:** The Teachers' Pay and Conditions Document and statutory regulations affecting the employment and conduct of teaching staff.
 - **For all other staff St Joseph's:** contract of employment, Careworker Guidelines, Code of Conduct
 - **For all Teachers, Therapists and Leadership staff, St Joseph's pay scale (T) which will include the range for Qualified Teachers specified within Teachers Pay & Conditions Document**
 - **For all other Staff St Joseph's pay scale (S)**
- g) Consulting relevant leadership staff members as part of the annual review of this Pay Policy and ensuring that members of St Joseph's staff have ready access to the up-to-date version.
- h) Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2 The Finance, Audit and Risk Committee: Terms of Reference

- a) The Trustees will appoint a Finances, Audit and Risk Committee ("FARC") with the delegated powers described in the following terms of reference.
- b) The FARC will consist of three Trustees/ Governors who are not members of staff at St Joseph's, and the Executive Principal in an advisory capacity.

The FARC will have fully delegated powers to:

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the committee feels it to be appropriate, any matter may be passed to the full Trustees for ratification.
- d) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- f) Recommend to Trustees the annual budget needed for the payment of staff.

The FARC shall be required to:

- g) Minute all decisions taken and submit their minutes to be noted by the full Trustees.
- h) Keep abreast of relevant developments and advise the Trustees when the Pay Policy needs to be revised.

3 Determining Salary for New Appointments

3.1 Teachers

The Executive Principal in consultation with the Director of Education, Director of HR, HR Recruitment and Finance Departments will determine the pay range for a vacancy prior to advertising. On appointment, the Executive Principal, Director of Education and the Director of HR will determine the starting salary within that range to be offered to the successful candidate.

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), a range of factors may take into account, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

In determining the specific starting salary for a successful applicant, the selection panel together with the Directors of HR and Business will take into account the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel together with the Directors of HR and Business may, at its discretion, recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to reapply separately through the St Joseph's procedure. This is provided there is scope within the established pay range for the post to award a starting salary on the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see 5.2).

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

In determining the salary range for a post in which the primary purpose is modelling and leading improvement of teaching skills ('leading practitioners'), an individual post

range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

Additional allowances may be awarded to new appointments where the Executive Principal deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 have been met.

3.2 Staff other than teachers

The appointment of staff other than teachers shall be appointed on appropriate salary grading's for posts, based on the job profile prepared by the HR recruitment department with the approval of the Executive Principal or relevant Departmental Directors, shall have where appropriate to the role, regard to the DfE document 'Guidance on Managing Staff Employment in Schools and with regard to the remuneration awarded for similar roles within St Joseph's.

The salary gradings for posts shall be based on the job profile and on a system of job evaluation as adopted by the Executive Principal to cover all support staff having regard to advice provided by St Joseph's external HR consultants and advisers. In determining matters of pay and grading, the FARC will have particular regard to the provisions set out in the DfE's guidance.

For newly appointed staff other than teachers, appointment will normally be on the first point of the pay range. However, the appointment can be made on any of the points within the range where the Executive Principal, Director of HR and selection panel wish to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel and Director of HR will base their decision on the evidence collected through the selection process, including references.

3.4 Notice Periods

The notice period during initial probation (the first 26 weeks of employment at St Joseph's), is the statutory period of one week as set out in the employee contracts. The same notice period applies in the event of termination of employment during the probation period.

During performance only probation (after transferring to a new role for example), the full notice period applies as set out in the employment contract and in accordance with the duration of service and salary point of the employee.

4 Pay Reviews and Progression

All staff will be provided with a salary statement to take effect from 1 September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due.

All eligible staff will have their pay reviewed annually. No member of staff who is subject to a sanction at the time of assessment will be eligible to benefit from performance related pay progression.

The Executive Principal will complete annual pay reviews for all eligible staff by the end of the summer term, approved by the Chair of Trustees, with the exception of the Executive Principal whose pay review will be completed by the end of the autumn term. Where circumstances cause a delay to pay reviews, these will be completed as soon

as reasonably possible after the deadline, ensuring affected staff are regularly updated. Reviews may also 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.

All staff can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All staff are expected to engage fully with this process.

To be eligible for consideration of performance-related pay progression all teachers and staff employed during term time only must normally have been in post for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness or family-related leave). Newly-appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for performance-related pay progression with effect from 1st September in that year unless their offer letter states otherwise. Any member of staff employed to work during school closure periods, as well as during term time, must normally have been in post since February of the academic year. Staff promoted during the academic year, will only be eligible for performance related pay progression if they have been in their promoted post for the periods outlined above.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

4.1 Determining Pay Progression

The St Joseph's scheme for determining pay progression is contained within Appendix 1.

New employees who satisfactorily complete their probationary period, will be eligible for incremental pay progression on 1st September of the calendar year following appointment, subject to satisfactory performance management.

No member of staff who is subject to a sanction at the time of assessment will be eligible to benefit from performance related pay progression.

4.2 Incremental Progression to Reward Relevant Qualification

On appointment, the salary offered to employees, is based upon relevant experience and qualifications. Employees at St Joseph's are encouraged and supported to continue their professional development through the performance management system. When employees achieve qualifications relevant to their role, which have been agreed as targets within their performance management, the employee will be considered for extra-ordinary incremental progression. No extra-ordinary incremental progression will be considered for employees whose appointment has been dependent upon achievement of the qualification, or where the qualification is a requirement of the post. Extra-ordinary incremental progression can only be awarded to those employees who have not reached the maximum point of their salary range.

When extra-ordinary incremental progression is agreed it will take effect from the date of the qualification (certificate or equivalent). The employee will be eligible for further performance related pay progression from the following September.

5 Movement to the Upper Pay Range

5.1 Applications and Evidence

Any qualified teacher except one who is subject to a sanction at the material time may apply to be paid on the upper pay range and any such application will be assessed in accordance 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. Applications should be made by 1st January in each academic year.

All applications will include the results of recent appraisals, including any recommendation on pay. The evidence should usually cover at least the previous two year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

In the event that information from appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Applications should be made by submitting a brief covering letter confirming the request to apply to be paid on the upper pay range, referring to the relevant appraisal reports and any other evidence he/she wishes to have considered.

5.2 Assessment

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

- a) The teacher is highly competent in all elements of the Teachers' Standards; and
- b) The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy,

- “highly competent in all elements of the Teachers' Standards” means:
 - that the teacher's practice is secure, well-informed and consistently good or outstanding;
 - that the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.
- “substantial and sustained” achievements and contribution means:
 - That the teacher contributes at a strategic level to policy initiatives;
 - That the teacher makes a distinctive contribution to the raising of pupil standards;
 - That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;

- That the teacher contributes more broadly to the life of the school;
- That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

The initial assessment will be made by the Executive Principal who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind his/her working hours commitment.

The Executive Principal will consult with the Headteacher and the teacher's performance manager as appropriate when considering the evidence.

5.3 Notification and Feedback

After completing the assessment, the Executive Principal will notify the FARC of her recommendation. Once the FARC have determined the final decision, the Executive Principal will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 31st March in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the St Joseph's pay appeals procedure (see Section 8).

5.4 Pay Progression for Successful Applicants

Successful applicants will be moved onto the upper pay range from 1st September following the application. It is the St Joseph's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range. Following progression to the UPR, teachers can progress through the UPR range subject to performance as outlined in Appendix 1.

6 Allowances & Other Payments (Teaching Staff)

6.1 Teaching and Learning Responsibility Payments (TLR's)

No member of staff who is subject to a sanction at the material time will be eligible to apply for or receive a TLR.

TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in the St Joseph's staffing structure. TLRs are awarded where the Executive Principal is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.

The annual value of a TLR1 and TLR2 will be in range published annually in the STPCD.

In setting the values of TLR1s and TLR2s the FARC and the Executive Principal will have regard to the relative weight of different TLR posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Executive Principal deems to be relevant. Where posts are deemed to be of equal weight, they

will be allocated the same value. TLRs may not be awarded to leadership group post holders or unqualified teachers.

TLR3s

The Executive Principal may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities. To award a TLR3, the Executive Principal must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 will be in range published annually in the STPCD. The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period.

The pro-rata principle does not apply to TLR3s.

As for other TLRs, TLR3s may not be awarded to leadership group post holders or unqualified teachers.

6.2 Live Sanction

Where a staff member is subject to a live sanction when they achieve the QCF they shall benefit from the move to the associated pay bracket but not for pay related progression.

6.3 Recruitment and Retention Allowances

The Executive Principal will in consultation with the HR Recruitment and Finance Departments, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the Executive Principal anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Executive Principal will take into account the following factors:

- Whether the post is in a nationally recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Executive Principal believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded, the Executive Principal will, in consultation with the HR Recruitment and Finance Departments, determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid*;
- The start date and expected duration of the award (unless it is a one-off award);

- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

(*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

The Executive Principal in consultation with the Director of HR and HR Recruitment Department will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

.

6.4 Special Educational Needs Allowances

A SEN allowance in the range outlined in STPCD will be paid to all qualified teachers.

The spot value of any SEN allowance, within the range outlined above, will be determined on the requirement for mandatory qualifications or experience of the teacher relative to the post and the relative demands of the post.

Whilst unqualified teachers may not be paid a SEN Allowance, an additional allowance to the same value as the teacher's SEN allowance will be paid to reflect the complexity of student needs at St Joseph's in line with clause 6.7 below.

6.5 Payments for Out of School Hours Learning Activities

The Trustees, Executive Principal and Governors have decided to exercise its discretion not to make payments to teachers in relation to:

- the participation in out of school hours learning activities
- the provision of initial teacher training as part of the ordinary conduct of the school
- the Executive Principal and/or other teachers in relation to additional responsibilities or activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

6.6 Allowances for Unqualified Teachers

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The FARC and the Executive Principal may, however, exercise their discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

6.7 Leadership Group – Residential Schools Allowances

Due to the residential nature of St Joseph's, leadership personnel with responsibilities to be on call for residential students or tenants will receive the appropriate residential allowance. In order to reflect the complexity of students at St Joseph's, the allowance

will be based upon Individual School/ Salary Range group 5. Where the leader is “on-call across the 52 week year, the allowance will be pro-rata’d from a 39 week allowance to a 52 week allowance to reflect the year-round nature of the leadership on-call support required of those individuals.

7 Allowances & Other Payments (Support Staff)

- 7.1** The FARC and Executive Principal reserve the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.
- 7.2** Staff working additional hours will be paid for those at the hourly rate (inclusive of holiday). Normally claims for additional hours will be paid the month following the month the hours were worked, provided the additional hours claim sheet has been submitted to payroll, signed by SLT, by the end of the month.
- 7.3** When staff are asked to work on a public holiday:

For those staff who work in care setting, 52 weeks per annum:

When rota'd to work on a public holiday, or when a Monday or a Friday is deemed to be a public holiday, as part of their normal rota arrangements, they can claim hours worked (at time and a half) for the hours worked. When rota'd to work on Christmas Day, Boxing Day, New Year's Day or Easter Sunday the hours worked will be paid at double time.

For all other staff:

When asked to work on a public holiday, or when a Monday or a Friday is deemed to be a public holiday they can claim hours worked (at time and a half) for the hours worked. When asked to work on Christmas Day, Boxing Day, New Year's Day or Easter Sunday the hours worked will be paid at double time.

8 Certification of absence and Sick Pay

In situations where a doctor's note is required this will be expected within a week of becoming due whilst an employee remains off work other than in the case of an emergency where an employee is unable to secure a certificate as they are in hospital or otherwise completely debilitated and therefore unable to provide a certificate.

Doctors' certificates may be submitted by scan or photograph on email, SMS text to a secure St Joseph's telephone if available or by post.

Where a certificate is not supplied, absence will be deemed to be unauthorised and pay withheld until the receipt of a doctor's certificate and may lead to disciplinary action. Where a certificate has not been received within one week of becoming due prior to a school holiday period that holiday period will also be withheld until the date of receipt of a doctor's certificate. Payment will be withheld other than in exceptional circumstances where an employee has been in hospital or otherwise been completely debilitated and therefore unable to provide a certificate. Withheld payment will only be backdated to the dates covered by the doctor's certificate.

9. Absence relating to Coronavirus

Absence relating to proven Coronavirus infection will be recorded on personnel files but will not affect probation conditions and will not trigger an attendance management hearing

10. Pay Appeals

10.1 All Teachers

In the event of a teacher seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision-maker (usually either the Executive Principal or the Headteacher) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the FARC within 10 working days of the original decision, or the outcome of the informal discussion. The FARC should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the FARC he/she should do so within 10 working days of the written notification of the FARC's decision, setting out the grounds for appeal. Any appeal against the decision of the FARC should be heard by a panel of Trustees/ Governors who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD or this policy;
- 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;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal, then he/she must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the Executive Principal or Headteacher, and they are appealing against the decision of the FARC, it will be for the Chair of that committee to determine whether a representative of the committee and/or the Executive Principal and/or Headteacher should be present to defend their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected, then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

10.2 Staff other than teachers

Where a member of staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with St Joseph's Grievance Procedure.

11 Access to Salary Records

Staff may have access to their salary records by giving reasonable notice to the Payroll Department.

12 Data Protection

St Joseph's processes personal data as part of the payroll process in accordance with its Data Retention Policy. St Joseph's has in place arrangements with its payroll provider to ensure that it takes appropriate measures to process employees' personal data safely and securely.

13 Policy Review

This policy will be reviewed Annually or earlier if required.

APPENDIX 1: PAY PROGRESSION – 2022-2023

This appendix explains how pay progression will be determined for staff with effect from 1st September 2022

Pay Structure

St Joseph's recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

Appraisal Reports and Performance Ratings

As outlined in section 4, all staff can expect to receive an annual appraisal and a written (available online via "Blue Sky") appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the St Joseph's Performance Coaching and Appraisal Policy. The appraisal report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Performance Coaching and Appraisal Policy.

No member of staff who is subject to a sanction at the time of assessment will be eligible to benefit from performance related pay progression.

The performance ratings for pay decisions effective from 1st September 2015 are shown below:
Unsatisfactory, Developing, Effective or Exceptional

Performance ratings will be linked to a pay recommendation as follows:

Unsatisfactory (4)	No pay increase awarded
Developing (3)	One points on the relevant pay range awarded – valid for one year only within a teaching career
Effective (2)	Two points on the relevant pay range awarded
Exceptional (1)	Three points on the relevant pay range awarded

Staff who have progressed to the top of their pay scale and are rated as "Exceptional" will receive a one off bonus of 1% of their basic rate of salary for each year that they are rated as "Exceptional"

Staff may only progress one point when performance determines they are rated "developing" for one year within their career at St Joseph's. Subsequent years' progression will be dependent upon achieving "effective" rating. Any colleague who is rated "developing" for a second year will receive no pay increase on that or any subsequent year where they are rated "developing".

All pay awards are subject to available headroom within the applicable pay range.

Pay Recommendations

Final decisions about whether or not to accept a pay recommendation will be made by the Executive Principal in consultation with the relevant Department Head where appropriate (except where any pay recommendation is outside the guidance and rates included in this policy – in which case the FARC will make the final decision). The final decision will have regard to the appraisal report and take into account advice from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Executive Principal/ FARC (as appropriate).

Review

The FARC will review the operation of this scheme on an annual basis based on a short factual report delivered by the Executive Principal and reserves the right to change the scheme at any time, subject to prior consultation with the Executive Principal and relevant members of the senior leadership team. Staff will be notified of any changes which may affect their future pay progression. The FARC will consider their approach in the light of the St Joseph's budget in consultation with the Executive Principal and Director of Finance and ensure that appropriate funding is allocated for pay progression at all levels.

APPENDIX 2: AGENDA FOR PAY APPEAL HEARING

(An appeal against a pay decision by the Executive Principal or Headteacher will need to be modified accordingly)

(TITLE)

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence, and calling witnesses* if applicable.
3. The representative of the FARC / Executive Principal/ Headteacher to ask questions of the appellant and witnesses* if applicable.
4. The FARC to ask questions of the appellant and witnesses* if applicable.
5. The representative of the FARC /Executive Principal/ Headteacher to respond to the appellant's appeal, and calling witnesses* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the FARC / Executive Principal/ Headteacher.
7. The FARC to ask questions of the representative of the FARC / Executive Principal/ Headteacher.
8. The appellant and/or his/her representative to summarise.
9. The representative of the FARC/ the Executive Principal/Headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the FARC, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the FARC has reached a decision this will be confirmed.

*Where witnesses are called it is usually advisable that they are called in one at a time. They should be questioned by the other party and the FARC, if necessary, before being asked to leave and the next witness called in.

APPENDIX 3: Summary of Teaching & Learning Responsibility Points

St Joseph's recognises that high quality teaching has high levels of impact on learning. St Joseph's further recognises that all teachers, other than during their NQT year, will demonstrate teaching and learning leadership through subject leadership and other projects.

St Joseph's recognises that some aspects of teaching/therapies/care leadership should attract Teaching & Learning Responsibility points (where these responsibilities are carried by anyone who is not paid on the leadership pay scales – T26 and higher) and for the year 2022-2023 these are:

- TLR2A Phase leadership - Education/Therapies
- TLR2A Senior House Manager
- TLR1B Leader of Catholicity

In addition to recognise its importance in enriching the waking day curriculum and the additional outside school hours attendance required to support the activities:

- TLR2A Duke of Edinburgh Award Scheme Co-ordinator

In order to ensure that middle leaders retain a satisfactory balance of continued direct teaching and leadership release, no professional may normally carry more than two TLR responsibilities, although each case will be determined on an individual basis depending on the needs of St Joseph's.

Date Policy Reviewed

Updated	Changes	By	Version
November 2005	Mary Fawcett	Mary Fawcett	v1
August 2006	Mary Fawcett	Mary Fawcett	v1.1
January 2007	Mary Fawcett	Mary Fawcett	v1.2
November 2007	Mary Fawcett	Mary Fawcett	v1.3
November 2008	Mary Fawcett	Mary Fawcett	v1.4
November 2009	Mary Fawcett	Mary Fawcett	v1.5
November 2010	Mary Fawcett	Mary Fawcett	v1.6
February 2012	Change of titles Headteacher-> Principal, Bursar -> School Business Manager and addition of Vice Principal title. Change of name from DfES to DfE	Sue Belmore	v1.7
April 2012	Consistency of naming convention for pay and personnel committee	Pete Dinallo	v1.8
March 2013	Aligned with Surrey model	Sue Belmore	V1.9
September 2013	Adapted Surrey model	Sue Belmore	V1.10
September 2014	Aligned all salary progression and ranges with current range and 11 point progression range	Sue Collins	V2
February 2015	Governors reviewed and approved – recommended addition of appendix detailing TLRs	Bernard Smith	--
May 2015	Reviewed minor typographical changes and inclusion of appendix detailing roles and salary point ranges	Sue Collins	V2.1
July 2015	Changed dates to apply to 2015/16 pay period. 5.4 Clarified progression within UPR in line with whole school arrangements Appendix 4 - Maximum 2 x TLRs for Middle Leaders. Appendix 5 - Added Apprentices to Role List and removed Finance Asst.	Sue Collins	V2.2
April 2016	Alignment of support and teaching staff eligibility for consideration for pay progression following appointment, reference to Executive Principal, updated equalities review	S Collins	V2.3
May 2017	Added paras 7.2 and 7.3 re rate of pay for working public holidays. Updated appendices	S Collins	V2.4
August 2017	Amended paras 7.2 and 7.3 re public holiday working	S Collins	V2.5
June 2019	Drafted in preparation of publication of Sept 2019 TPCS. Updated references to Trust and trustees, changed pay ranges where appropriate	S Collins	V3
June 2020	Amendments regarding Trustees and correction to references to other documents etc	Lizzie Hurst	V4
September 2020	Corrections made and addition of section 6.2 and 8	Lizzie Hurst	V4.1

October 2020	Amendments to section 8 in line with Core SLT discussions	Lizzie Hurst	V4.2
November 2020	Easter Sunday added section 7.3	Lizzie Hurst	V4.3
March 2021	Addition of sickness absence following a Coronavirus vaccination. Various amendments re replacing Resources Committee with FARC etc pursuant to PT's comments on review. Update to Pay Grades.	Lizzie Hurst	V4.4
July 2021	Minor changes	Lizzie Hurst	V4.5
January 2022	Correction to wording in 7.3	Lizzie Hurst	V4.6
January 2023	Various changes in line with Strictly Education precedent	Lizzie Hurst	V5
October 2023	Updated to reflect Coronavirus stance and changes to some Core SLT members removed from TPS Appendix 4 removed due to constant changing nature of this document, to be replaced with a more appropriate version following review by Annie Sutton and Liz Sanders Simplified categorisation of staffing to Teaching Staff and Staff who are not Teachers Removal of confusing statement regarding recruitment and retention bonus eligibility for senior leaders Reinsertion of Exceptional progress 1% bonus for staff at top of pay scale inadvertently deleted in V3	Annie Sutton Liz Sanders Cedric de Souza	V5.1
October 2024	No Changes	Lizzie Hurst	V5.2