



Teachers' Pay			V1.0
	Date	Name	Notes
Drafted	22 nd Jun 2009	D.Robinson	
Adopted	22 nd Oct 2009	FGB	
Reviewed			
Reviewed			
Reviewed			
This policy will be reviewed annually.			

The school uses the Dorset County Council (DCC) policy entitled Pay Policy for School Based Teaching Employees.

The Pay Committee is responsible for ensuring that the annual update of the DCC policy is reviewed and incorporated into this document.

Pay Policy for School Based Teaching Employees

1 September 2009 to 31 August 2010

1 - INTRODUCTION

1.1 The School Teachers' Pay and Conditions Document (STPCD) has, since September 2004, placed a statutory duty on schools and Local Authorities to have a pay policy in place which establishes the basis on which the school determines teachers' pay. The policy shall also provide a mechanism for teachers to appeal against any decision taken in respect of their pay.

1.2 The aim of establishing a pay policy is to ensure fair and equitable treatment for all teachers in the school.

1.3 The statutory pay arrangements for teachers give significant discretion to "relevant bodies", normally Governing Bodies, to make pay decisions. When taking decisions regarding pay, the school must have regard to both the pay policy and to the teacher's particular post within the staffing structure of the school. (A copy of the school's staffing structure is attached to this policy.)

1.4 This pay policy has been adapted from the recommended pay policy as published by the DCSF and agreed with ATL, NASUWT, NEOST, ASCL and Voice and is recommended to all schools and their Governing Bodies for adoption.

1.5 This policy has been agreed locally with the recognised Professional Associations.

1.6 This pay policy makes reference to relevant areas of the current STPCD throughout. The current STPCD should be referred to accordingly.

2 - SCOPE

2.1 This policy applies to all school based teaching employees in [insert school name]. It applies the framework recommended to Governing Bodies by the Local Authority and covers all key areas of pay determination that the school / Governing Body need to consider.

2.2 The Local Authority will not accept liability for any actions, claims, costs or expenses arising out of a decision not to follow this recommended policy or procedure, where it is found that the school's Governing Body has been negligent or acted in an unfair or discriminatory manner.

2.3 The arrangements for determining pay in respect of school based non teaching employees are outlined in the school's 'Pay Policy for School Based Non-Teaching Employees'.

3 – POLICY STATEMENT

3.1 All decisions relating to pay determination shall be taken in compliance with the STPCD.

3.2 The Governing Body will comply with relevant employment legislation: Race Relations Act 1976, Sex Discrimination Acts 1975 and 1986, Equal Pay Act 1970, Employment Relations Act 1999, Disability Discrimination Act 1995, Part - Time Worker (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Employment Equality (Sexual

Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003 and Employment Equality (Age) Regulations 2006.

3.3 The school will take decisions about pay in respect of all teachers, in a fair and equitable manner.

3.4 The school will review its policy each year and consult with staff and Professional Associations as appropriate, to ensure that the policy reflects the latest statutory position as determined by the STPCD.

3.5 The Local Authority will provide advice to schools on amendments that may need to be made to the recommended schools pay policy to ensure that the policy reflects the latest statutory position as determined by the STPCD and other legislation as appropriate.

4 - BASIC PAY DETERMINATION

4.1 All teachers' basic pay and any allowances they may be entitled to, will be determined in accordance with the STPCD.

4.2 The Governing Body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (31 December in the case of the headteacher) each year.

4.3 The Governing Body will provide each teacher at the school with a written statement setting out the teacher's salary and any other financial benefits to which they may be entitled.

4.4 Decisions on pay will be taken with reference to this pay policy and the school's performance management system¹.

4.5 Appropriate differentials will be created and maintained between posts within the school, recognising accountability, job weight and the school's need to recruit, retain and motivate employees at all levels.

4.6 A headteacher, deputy headteacher or assistant headteacher shall be paid such salary based upon the leadership pay spine set out in the current STPCD, in accordance with the appropriate individual school range and headteacher group as determined by the Governing Body. **STPCD, 2009, p43-59.**

4.7 An excellent teacher will be paid a spot salary within a range as determined by the STPCD each year as determined by the Governing Body. The **2009** annual salary range for schools in England and Wales (excluding London) is £38,804 to £50,918. **STPCD 2009, p79-82.**

4.8 Decisions on basic pay determination in respect of part time employees; those employees employed on fixed term contracts; those employees on maternity leave and those on long term sick leave will be taken in accordance with the same timescales and processes as for all other employees, so as to ensure equitable treatment of all groups of employees.

Pay Reviews

¹ *Each school must have a fair and transparent process in place to ensure that the outcomes of performance management are used to inform pay decisions in accordance with the Education (School Teacher Performance Management) (England) Regulations 2006.*

4.9 Pay reviews may take place at other times of the year (i.e. other than 1 Sept) to reflect changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.

4.10 A written pay statement will be given no later than one month after the determination, and where applicable will give information about the basis on which the determination was made.

4.11 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

The Pay Committee

4.12 The Governing Body will establish a committee to make determinations of pay in accordance with the pay policy and the STPCD. (This may be a delegated responsibility of the school's existing staffing committee.)² In schools where this responsibility has been delegated to the headteacher, the headteacher will make determinations of pay in accordance with the school's pay policy and the current STPCD.

4.13 It is recommended that the committee has fully delegated powers and if so, shall be established in accordance with the appropriate school governance regulations.³

4.14 Decisions of the pay committee will be communicated, in writing, to each member of staff by the headteacher. Decisions taken in respect of the headteacher will be communicated to them, in writing, by the Chair of Governors.

The Professional Standards

4.15 Revised professional standards for post-threshold teachers, Excellent Teachers and Advanced Skills Teachers came into effect for pay purposes from 1 September 2007. These are part of a new framework of professional standards, which also contains standards for the award of QTS and standards for teachers on the main pay scale who have successfully completed their induction (the "core standards"). This framework is intended to help teachers as they plan their careers and discuss their future development with their line managers. The standards provide a backdrop to discussions about how a teacher's performance should be viewed in relation to their current career and the career stage they are approaching.

4.16 The governing body recognises that within the framework the standards are designed to be cumulative and progressive. The core standards underpin all the subsequent standards and continue to apply at all subsequent career stages. Each set of standards build on the previous set, so that a teacher being assessed against the post-threshold standards must also meet the core standards. Where teachers are subject to performance management, assessment that a teacher meets the core standards is carried out through the performance management process.

4.17 Teachers wishing to progress to a different career stage must also fulfil any relevant eligibility criteria, as well as meet the appropriate professional standards.

4.18 Teachers seeking Excellent Teacher or AST status need to apply and be assessed through an external assessment process. In accordance with paragraph 28 of the STPCD 2009 the headteacher must first be satisfied that the teacher meets the standards which

² Schools may wish to attach the membership and terms of reference of such a committee, as an appendix to the school's pay policy

³ Further advice may be sought from Governor Services

apply to his or her current level before he or she can be assessed against the AST and/or Excellent Teachers standards.

4.19 Teachers seeking to cross the threshold are assessed by the headteacher in accordance with paragraph 19 of the STPCD 2009 and section 6 of this policy.

5 - USE OF DISCRETIONS IN BASIC PAY DETERMINATION ⁴

5.1 The STPCD outlines aspects of basic pay, which can be determined on a discretionary basis. Any use of discretion in basic pay determination will be fairly and consistently applied so as to ensure equitable treatment.

Discretionary experience points – qualified teachers

5.2 When placing a qualified classroom teacher on the mainscale (ie: M1 – M6) pay range, the Governing Body may consider awarding an extra point or points on the scale in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:

5.3 one ⁵ point on the main scale may be awarded for each year of service as a qualified teacher in an Academy, a city technology college, a city college for technology or an independent school.

5.4 one ⁵ point on the main scale may be awarded for each period of **[insert]** year's service as a qualified teacher outside of the European Economic Area or Switzerland in the maintained sector of the country concerned.

5.5 one ⁵ point on the main scale may be awarded for each period of **[insert]** year's of service teaching in higher education and further education including sixth form colleges.

5.6 On a case by case basis, the Governing Body may consider the award of an additional point on the scale for each period spent outside teaching but working in an area relevant to their subject. This might include industrial or commercial training and experience with young people. (No more than 3 points to be awarded with 1 point being awarded for each complete period of 2 years.)

Part time teachers

5.7 Teachers employed at the school on an ongoing basis but who work less than a full working day or week are deemed to be part time.

5.8 Teachers employed on a part time basis have the right to not be treated less favourably than full time employees as outlined in the Part Time Workers (Prevention of Less Favourable Treatment) Regulations, 2000.

5.9 The Governing Body will provide part time teachers with a written statement in the form of their contract, detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. The Governing Body will ensure this information is maintained and updated accordingly.

5.10 Part time teachers shall be paid a proportion of the remuneration that would be paid if they were employed on a full time basis. From 1 September 2008 the proportion shall be

⁴ Governing Bodies can determine how many discretionary points may be awarded for recognition of other experience. It is recommended that one point is awarded in the circumstances outlined in 5.3, 5.4 and 5.5.

⁵ The recommendation is 1 point for each year in the case of 5.3 and each complete period of one year's full time experience in the case of 5.4 – 5.5. Schools have the discretion to determine the award of points on the main scale.

calculated in accordance with the standardised method of calculating pay in accordance with paragraph 46 of the STPCD 2009 and working time paragraph 74 of the STPCD 2009.

5.11 As from September 2005, part time teachers were entitled to PPA time pro rata to full time teachers.

Short notice/supply teachers

5.12 Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

5.13 A teacher engaged by a school specifically **for the full day** is entitled to claim payment calculated by reference to 1/195th of the aggregate annual salary of an equivalent full time teacher. A full day's engagement would not ordinarily be limited to the duration of the school's sessional period and the teacher will be expected to undertake work other than the teaching of pupils, as directed i.e. to undertake on that day the full range of work of the regularly employed teacher, for whom (s)he is substituting.

5.14 A teacher engaged on a particular day by a school specifically for a period or periods which amount to **less than a full day** is entitled to claim payment for the time worked calculated pro rata to that of an equivalent full time teacher.

5.15 In this case payment will be claimed by reference to the hours agreed between the school and the teacher at the outset of the engagement or as subsequently modified by agreement for additional work undertaken. Normal mid session breaks will be included as part of the hours offered.

5.16 The hourly rate of payment will be determined by reference to the average directed time of an equivalent full time teacher – i.e. 6.5 hours per day.

5.17 The school will, in contacting the teacher, make clear at the outset the terms of the engagement including the number of hours to be worked. Where following acceptance of these terms the teacher requests confirmation of the details this will be confirmed by the school in writing as soon as possible thereafter.

Discretionary experience points - Unqualified teachers ⁶

5.18 The Governing Body, will, when determining on which point to place unqualified teachers on the unqualified teachers' pay scale when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers will be appointed above the minimum in the following circumstances:

5.19 Qualifications:

One ⁶ point for a recognised overseas teaching qualification.

One ⁶ point for a recognised post-16 teaching qualification.

One ⁶ point for a recognised qualification relevant to their subject area.

5.20 One ⁶ point on the unqualified teachers' scale for each year of full time experience as an overseas-trained teacher.

5.21 One ⁶ point on the unqualified teachers' scale for each period of **[Insert]**⁶ year's of service teaching in further education, including sixth form colleges.

⁶ *Governing Bodies can determine how many discretionary points may be awarded to an unqualified teacher for recognition of other experience. It is recommended that one point is awarded in the circumstances outlined in 5.19 and in 5.20 - 5.22 for each complete year of full time experience.*

5.22 One ⁶ point on the unqualified teachers' scale for each period of **[Insert]**⁶ year's of service teaching in higher education.

5.23 The Governing Body will consider awarding on a case by case basis, a maximum of 3 points on the unqualified teachers' scale for each complete period of two years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Unqualified teachers' allowance

5.24 The Governing Body may pay an unqualified teachers' allowance to unqualified teachers where the Governing Body consider *either* that the teacher has taken on a sustained additional responsibility which is focused on teaching or learning and requires the exercise of a teachers' professional skills and judgement *or* the teacher has qualifications or experience which bring added value to the role he/she is undertaking.

5.25 The Governing Body will pay an unqualified teacher on one of the employment based routes into teaching on the unqualified teachers' scale in the following circumstances: **[insert]**⁷

Excellent Teachers

5.26 From 1 September 2009 the salary of an Excellent Teacher will be spot pay within a range for England and Wales as set out in the STPCD and depending on the geographical area of the school. The Governing body will need to determine the salary point within the range having regard only to the nature of the work to be undertaken *and* the degree of challenge of the role. Pay increases will be based on the percentage increase applicable to teachers' pay.

6 - PERFORMANCE PAY

6.1 The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The Governing body recognises that funding cannot be used as a criterion to determine UPS progression.

Headteacher

6.2 The headteacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance (in accordance with the school's performance management policy) against performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account. **(Refer to STPCD 2009, Section 3, para 46, p157)**

6.3 The Governing Body will consider movement by more than one point in the following circumstances: **[Insert]**⁸

6.4 The headteacher's salary shall not be increased by more than two points in the course of any school year.

⁷ Insert the employment based schemes as applicable.

⁸ Governing Body to determine criteria that apply to the Headteacher of their school. Criteria must be objective and be able to be evidenced.

Deputies and Assistant Head

6.5 Deputies and assistant heads must demonstrate sustained high quality of performance in respect of school leadership, management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded. The clarification of the criteria for Leadership Group progression will be taken full into account.

(Refer to STPCD 2009, Section 3, para 46, p157)

6.6 The Governing Body will consider movement by more than one point in the following circumstances: **[Insert]**⁹

6.7 The deputy and assistant heads' salary shall not be increased by more than two points in the course of any school year.

Advanced Skills Teachers (ASTs)

6.8 ASTs must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance points will be awarded. Any work undertaken at other schools, in higher education facilities, at facilities of the Local Authority and elsewhere will be taken into account. The clarification of the application of the criteria for AST progression and the professional standards for teachers will be taken fully into account when a pay recommendation is made. **(STPCD 2009, p172-173)**

6.9 The Governing Body will consider movement by more than one point in the following circumstances: **[Insert]**¹⁰

6.10 An AST's salary shall not be increased by more than two points in the course of any school year.

Threshold Assessment

6.11 A qualified teacher may apply once in the period specified below to the Head teacher for threshold assessment when, or at any time after, they are placed on M6. **(STPCD 2009, pages 65-66)**

6.12 The evidence used in assessing whether the teacher meets the post-threshold standards will be the Performance Management Review statements covering the 2 year period up to and ending at the date of the teacher's application.

6.13 Prior to carrying out the assessment against the post threshold teacher standards, the headteacher must be satisfied, by reference to the most recent review of the teacher's performance, that the teacher meets the core standards¹¹. If the headteacher is not satisfied that the teacher meets the core standards s/he will reject the application and inform the teacher, giving reasons.

6.14 Where the headteacher is satisfied that the teacher meets the core standards, s/he shall go on to carry out the assessment against the post-threshold teacher standards¹².

⁹ Governing Body to determine criteria that apply to the Deputy & Assistant Headteacher(s) of their school. Criteria must be objective and be able to be evidenced.

¹⁰ Governing Body to determine criteria that apply to ASTs of their school. Criteria must be objective and be able to be evidenced.

¹¹ The framework of professional standards for teachers is set out in Annex 1 of the STPCD 2007.

The core standards, are prefixed by the letter 'C.'

¹² The post threshold standards are included within Annex 1, and are prefixed by the letter 'P'.

6.15 When carrying out the assessment against the post-threshold teacher standards, the headteacher will consider the application and the two most recent Performance Management reviews, in order to determine whether the standards have been met.

6.16 If the headteacher is not satisfied that the teacher has met the post-threshold standards throughout the relevant period s/he will reject the threshold application and inform the teacher in writing, giving reasons for the decision and advice about those aspects of performance which must be improved in order to meet the standards.

6.17 The headteacher should notify the Governing Body of the decision when the application has been assessed.

6.18 On receiving notification of a successful threshold application, the Governing Body is under a duty to move the teacher to U1 from 1 September 2010, unless the application was received by 31 August 2009 or is a re-application from a previous round. **(STPCD 2009, page 159)**

6.19 In order to be eligible for Round 10 teachers who are covered by the 2006 Performance Management Regulations must submit their request between 1 September 2009 and 31 October 2010; teachers who are not subject to the 2006 Performance Management Regulations must submit their requests between 1 September 2009 and 31 August 2010.

6.20 Further guidance on threshold assessment and an application form can be found in the Threshold Assessment 2009/10 Round 10 Guidance Support Pack which can be found at: <http://www.teachernet.gov.uk/managment/payandperformance/threshold/>

Post Threshold Teachers

6.21 Progression on UPS will be based on two successful consecutive performance management reviews. **(STPCD 2009 p162)** In exceptional circumstances when it is not possible for two consecutive performance management reviews to be completed (e.g. cases of maternity leave, long term sickness absence etc) consideration must be given to all available evidence to determine whether or not progression can be awarded.

6.22 The clarification of the application of the criteria for upper pay scale progression will be taken fully into account. **(STPCD 2009 p163)**

6.23 Only in exceptional circumstances¹³ will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals.

Classroom teachers on the main scale

6.24 Main scale classroom teachers will receive one extra point for each year of satisfactory performance.

6.25 Unsatisfactory performers are considered to be those subject to formal capability proceedings but may receive a point at the discretion of the Governing Body.

6.26 A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching. The Governing Body will only exercise this discretion on the recommendation of the reviewer, where the outcomes of the performance review demonstrate that such an award is clearly merited.

¹³ *Governing Body to determine their criteria for exceptional circumstances. Criteria must be objective and be able to be evidenced.*

6.27 A classroom teacher's salary shall not be increased by more than two points in the course of any school year.

7 - DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching and Learning Responsibility Payments (TLRs) (Refer to STPCD, 2009, p59-63)

7.1 TLRs will be awarded to the holders of the posts indicated in the attached staffing structure.

7.2 TLRs will be introduced in **[specify]** school from **[specify]**, as set out in the attached implementation plan.

7.3 The values of the TLRs to be awarded are set out below:

TLR2s will be awarded to the following values:

[£] to the holder of [posts]¹⁴

[£] to the holder of [posts]

TLR1s will be awarded to the following value:

[£] to the holder of [posts].

[£] to the holder of [posts].

Fast Track

7.4 The Governing Body will/will ¹⁵ not employ Fast Track teachers. Where the Governing body employs Fast Track teachers it will pay them an extra £2,000¹⁶ annually under the recruitment and retention incentives and benefits provisions.

Special educational needs allowances

7.5 The annual value of an SEN allowance 1 is **£1,956 (STPCD 2009, p63)**

7.6 SEN allowance 1 will be awarded in the following circumstances:

- **[if a special school]** to all classroom teachers¹⁷,
- **[if a mainstream school]** to all classroom teachers who are engaged wholly or mainly in taking charge of special classes of children who are hearing-impaired or visually impaired or who teach pupils with statements of special educational needs in designated special classes¹⁸.

SEN Allowance 1 may be awarded:

- **[in a mainstream school]** SEN allowance 1 may also be awarded to classroom teachers who make a particular contribution to the teaching of pupils with special educational needs which is significantly greater than that which would normally be expected of a classroom teacher.

7.7 The annual value of an **SEN allowance 2 is £3,865 (STPCD 2009, p63)**

¹⁴ The values must be set out here in addition to being set out in the staffing structure which is published as an Annex to the pay policy. Please note: all TLR values were increased by 2.3% as a result of the 2009 pay award.

¹⁵ The decision whether or not to employ fast track teachers shall be determined by the school

¹⁶ This is a minimum figure – schools may wish to exceed this.

¹⁷ Please note if the criteria is met, it is mandatory for an SEN 1 allowance to be awarded

¹⁸ Please note if the criteria is met, it is mandatory for an SEN 1 allowance to be awarded

7.8 SEN allowance 2 will be awarded to classroom teachers who qualify for SEN allowance 1 and who:

Either

Hold a recognised special educational needs qualification [**specify**] ¹⁹

Or Specify range of other activities/experience that will attract the award.

8 - OTHER DISCRETIONARY PAYMENTS ²⁰

Continuing professional development

8.1 Teachers (including the headteacher) who undertake voluntary continuing professional development outside the school day will be entitled to an additional payment of – **need to insert amount here**

Initial teacher training activities

8.2 Teachers (including the headteacher) who undertake voluntarily school-based initial teacher training activities will be entitled to a payment of - **insert amount here**

8.3 Activities that will attract payment include - **insert activities here.**

8.4 Teachers who undertake initial teacher training activities which are not seen as part of the ordinary running of the school will be given separate contracts of employment to cover areas of work that are not part of their substantive teaching job or contract of employment. Areas of work that will attract a payment of - **include amount here** - include: - **insert items here.**

Out-of-school learning activities

8.5 Teachers (including the headteacher) who are requested to provide learning activities outside of the normal school hours and activities and whose salary range does not take account of such activity will be entitled to a payment of - **insert amount here.**

8.6 Activities that will attract payment include - **insert areas here**

Recruitment and retention incentives and benefits

8.7 The Governing Body will pay recruitment awards to [**INSERT**] of [amount] for maximum of three years in the following circumstances [**INSERT**].

8.8 The Governing Body will pay retention awards to [**INSERT**] of [amount] for a maximum of three years. This may be extended in “exceptional circumstances”.

8.9 The Governing Body may offer further recruitment and retention benefits, for example [**insert details of other benefits payable, such as support for travel costs, care of dependants etc, amount and circumstances**].

8.10 The Governing Body will review the level of payment/benefits annually.

¹⁹ To be determined by the school

²⁰ These payments are discretionary. Governing Bodies must be able to objectively justify additional payments and they should be applied consistently across the school

Residential duties

Need to insert here circumstances in which payment will be made and level of payment. Also need to say if the school is allied to the Joint National Council for Teachers in Residential Establishments.

9 - APPEALS AGAINST DECISIONS OF PAY

9.1 A teacher has a right to seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee acting with delegated authority) that affects their pay.

9.2 At specified points in the performance management process teachers and headteachers also have a right of appeal against any of the entries in their planning and review statements, including changes made to the statement during the cycle. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing²¹.

9.3 Any appeal should be deferred until after the moderation process is complete where the headteacher has indicated an intention to moderate the statements

9.4 Initially, the teacher should seek to resolve any appeal against a decision informally, with the headteacher (or in the case of the headteacher, the Chair of Governors, or representative) within 10 working days of receiving written confirmation of the decision.

9.5 Where this is not possible or in cases where the teacher is dissatisfied with any informal resolution, they may follow a formal appeals process.

9.6 The order of proceedings for appeals will be as follows:

1 – Having not resolved matters via informal means, the teacher/headteacher 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 notification of the decision being challenged or of the outcome of the discussion referred to above.

2 - 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 teacher 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.

3 - Any appeal should be heard by a panel of three governors 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.

9.7 The teacher is entitled to be accompanied by a colleague or Trade Union representative, at each of the formal stages of the appeals procedure.

9.8 The guidance note attached as **Appendix 1** provides further information about the process for appealing against a pay determination.

²¹ Refer to the school's Performance Management Policy for more information.

