



TEACHER'S PAY POLICY

1. Purpose of the Policy

This policy sets out how the council will take decisions on teachers' pay and how it will use the discretionary powers available to it in the teachers' pay structure. It also sets out the timetable for annual pay reviews, identifies those who have responsibility for decisions on pay and describes the procedure for appeals against pay decisions.

2. Aims of the Policy

The council is committed to taking decisions in accordance with the 'key principles of public life' – objectivity, openness and accountability – and to ensuring equality of opportunity for staff and pupils and compliance with discrimination legislation. The council intends that this policy will assist in achieving these objectives.

3. Policy Principles

3.1 The pay tables in the September 2015 pay policy are the same as the figures set out in the School Teachers Pay & Conditions 2015 document. PCC intend to maintain the main pay range, upper pay range and leadership group pay scales. Details of these can be found at Appendix A.

3.2 Pay decisions will be taken in the context of full consideration of the resources available. This means that pay decisions relating to any given group of staff will not be taken in isolation.

3.3 Employee pay is affected by legislation, and national and local pay agreements, which gives employers significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document 2015 (STPCD) and the accompanying statutory guidance, and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.

3.4 The centrally employed teachers staffing structure, setting out the number of teaching posts, allocation of responsibilities to each post and any TLR payment attached to each post, is published as Appendix B to this policy.

3.5 September 2013 was the last time that annual pay increments were awarded to teachers based on their length of service. Revised pay progression arrangements came into force with effect from appraisal targets set in the autumn term 2013. Pay progression is linked to performance with the first annual performance related pay increases being awarded where applicable in September 2014.

4. Responsibility for Policy

4.1 The council will delegate responsibility in relation to this policy to the Corporate Director for People & Communities.

4.2 The pay policy will be set and reviewed by the Corporate Director for People & Communities in conjunction with members of the Education Consultative Negotiating Forum.

Formal agreement will be sought at JCF and Employment Committee. Appeals from individuals about the application of the pay policy will be dealt with by the pay review committee. Terms of reference for the pay review committee are detailed at Appendix C

4.3 Heads of Service should ensure the operation of effective performance management reviews and pay progression decisions within their service, and to recommend the pay and grading of leadership posts.

4.4 Head Teachers should ensure the operation of effective performance management and pay progression decisions within their schools and make decisions on starting salaries and recommendation on pay progression below leadership post level

4.5 The HR Business Partner is available to advise on any aspect of managing and implementing the pay policy and adopting appropriate structures within teams/service areas.

5. Pay Assessments

Annual pay assessments will be carried out for all teachers with effect from 1 September each year according to the statutory provisions and the criteria set out in this policy.

Assessments will be carried out at the earliest possible opportunity and in all cases no later than 31 October or, in the case of the head teacher, 31 December and backdated to 1 September. Assessments may be carried out at other times where appropriate according to the terms of the STPCD.

All teachers will be provided with a written statement following the annual pay assessment setting out their total pay entitlements, including pay scale position and any additional payments, together with the reasons for any pay decisions taken.

Any nationally agreed inflationary increases will be applied as per the salaries given in this policy.

6. Teachers Pay

The council will allocate pay scale points for teaching experience according to the mandatory requirements of the STPCD. These points are permanent*. Once allocated, experience points cannot be taken away, regardless if they are mandatory or discretionary and whether the teacher stays in the same school or moves to another school.

*Unless in exceptional circumstances the salary assessment made by a previous employer was clearly over generous in relation to the teacher's experience.

From 1 September 2013 there were no national ranges for main scale or upper pay scale posts. The city council will retain the Main Scale at 6* points and the Upper Pay Scale at 3 points and Leadership pay scales L1 to L43 for the period from 1.9.15.-31.8.16.

Pay progression will be linked entirely to performance.

Any teacher who completes their probationary year successfully will be entitled to pay progression from 1 September of the following year.

The council will not exercise its discretionary power to award additional payments to eligible staff who participate in:

- In-service training undertaken at weekends and school holidays;
- out of school learning activities;

- Activities related to the provision of Initial Teacher Training.

The council will exercise its discretionary power to withhold scale points on the main scale for “inadequate” performance. Any case of alleged unsatisfactory performance will be dealt with according to the council’s agreed capability procedures for teachers.

Newly Qualified Teachers in their first year will normally be paid on the minimum of the main pay range.

7. Part time Teachers

Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document:

$$\frac{\text{Teacher's timetabled teaching time}}{\text{School's timetabled teaching time}} = \text{part-time percentage}$$

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full- time salary

8. Unqualified Teachers Pay

The council may pay unqualified teachers who are on one of the employment based routes into teaching in accordance with the provisions for qualified teachers set out above. This will be dependent on their qualifications and experience.

The council will pay other unqualified teachers on the unqualified teachers scale. Their scale point will take account of relevant experience (on the same basis as for qualified teachers). An appropriate unqualified teacher’s allowance will be paid where additional responsibilities merit this. Performance based progression has applied to unqualified teachers since September 2013.

An unqualified teacher who becomes qualified will be transferred to the main pay range for teachers. If on obtaining qualified status the teacher remains in the same school, the teacher will be paid a salary which is the same as or higher than their status as an unqualified teacher.

9. Upper Pay Scale & Leadership

The council will take decisions on Upper Pay Scale (UPS) and Leadership Spine progression according to the STPCD’s statutory provisions. There are no national criteria for appointment to these posts (except QTS) but successful candidates will be expected to have a sustained track record of successful performance as a teacher on the upper pay range, to demonstrate excellence in teaching and to have contributed to leading the improvement of teaching skills. The council will not adopt any additional criteria beyond the statutory and non-statutory guidance. The council will ensure that decisions on UPS and Leadership Spine progression are taken within the context of the council’s approach to pay policy.

Decisions on UPS and Leadership Spine progression will be taken by the Pay review committee for teachers on behalf of the council, following consideration of the recommendation of the performance management reviewer/ head teacher / assistant director.

The timetable for performance management reviews will be such as to allow the council to meet its obligation to complete pay assessments by 31 October or for the head teacher by 31 December.

The written statement to teachers following their annual pay assessments will set out the reasons for any decision in respect of UPS or Leadership Spine progression.

10. Deputy, Assistant Head teacher & Head teacher

Deputy and Assistant Head teachers will be paid within a five point range on the Leadership Pay Range.

Head teachers will be paid within a seven point Individual Salary Range (ISR) within the Leadership Pay Range.

11. Performance Pay Progression Main. Unqualified. Upper Pay ranges

The Council's performance management processes are intended to support teachers' professional development. Performance management objectives will be set in accordance with that intention.

Pay progression determinations will be annual for those on the main and unqualified Pay ranges, and upper pay range.

Decisions regarding pay progression within the relevant ranges will be made with reference to teachers' performance management statements and the pay recommendation they contain. In the case of newly qualified teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Council expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Performance management objectives will be progressive and developmental; thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher.

A teacher will be eligible for annual performance pay progression where they:

- 1) Have been assessed as meeting all of the teaching standards and/or where relevant, the national standards for SEN specialist teachers', throughout the assessment period;
- 2) Have been assessed as meeting the requirements of their job description/job role;
- 3) Meet their individual performance management objectives; Consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives;
- 4) Have demonstrated a personal responsibility for identifying and meeting their CPD needs.

The evidence (as relevant to their role) which will be considered in assessing performance will include:-

- pupil progress data;
- quality of teaching against relevant Standards, including observed practice;
- self-assessment;
- professional dialogue;

- received feedback;
- performance management statements;
- CPD records.

Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.

Where the performance pay progression criteria in 11.0 are **not** met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the teacher will be supported through the performance management process to improve their performance.

Any qualified teacher on the main pay range may apply to be paid on the upper pay range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met).

An application will be successful, if the line manager is satisfied that:

- the teacher is highly competent in all elements of the general, and/or, where relevant, the specialist, teaching standards; and,
- The teacher's achievements and contribution to the service are substantial and sustained.

This means that the teacher has consistently:

- demonstrated that they meet all the relevant teaching/specialist standards, over a sustained period;
- been assessed as meeting their performance management objectives over a sustained period;
- Demonstrated that they have made an impact on the wider service over a sustained period. This may include:-
 - demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their practice;
 - contributing to service development planning which has improved service delivery;
 - where the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice;
 - where the teaching has been rated as good overall, with some outstanding, over a sustained period;
 - where the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement

The line manager will assess all applications to be paid on the upper pay range and will use the evidence contained in the teachers' most recent performance management reviews to make their assessment. The assessment will be considered by the pay review committee for final authorisation.

A teacher may provide their performance management review statement(s) from their previous employment with their application and may, if they wish, provide additional evidence to support their application, but is not obliged to do so.

*For the 2015 pay review teachers moving to M6 or already on M6 may be awarded an *exceptional* performance enhancement that would result in them receiving the rate defined as M6(E). This must be approved by the Pay Review Committee.

12. Performance Pay Progression - Leadership Pay ranges

The Corporate Director for People & Communities (CDPC) will determine the appropriate individual salary range for all posts on the leadership pay ranges in accordance with the School Teachers' Pay and Conditions Document. This authority can be delegated. Final authorisation of individual's salary grades will be considered by the teachers' pay review committee.

The Corporate Director for People & Communities (CDPC) or deputy, with the input of a specialist advisor will seek to agree performance objectives annually with the post holder(s) relating to leadership and management and pupil progress, and in default of agreement the CDPC will set such performance objectives.

Further progression on the leadership pay scale will be subject to the post holder demonstrating a sustained high quality of performance having regard to the most recent performance management review. Determination on progression on the leadership scale will be made in accordance with the arrangements outlined in Appendix A of this Policy. To achieve progression on the leadership pay scale, the STPCD requires individuals to have demonstrated sustained high quality performance. In making judgements against this criterion and in determining whether there should be progression the reviewer will consider whether the individual has grown professionally by developing their leadership; and (where relevant), teaching expertise.

In considering whether there has been professional growth, the assistant director, with appropriate professional advice as required, will consider whether the following description of a person on the leadership scale has been met:-

- Those on the leadership spine play a critical role in the life of the service.
- They inspire those around them and work with others to create a shared strategic vision which motivates pupils and staff.
- They take a lead in enhancing standards of teaching and learning, and value enthusiasm and innovation in others
- They have confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression (and for the above to be satisfied), there will need to have been a successful performance management review.

A successful performance management review involves a process of:-

- a. Performance Management objectives;
- b. Performance against the teaching standards including observed practice;
- c. Other evidence.

13. Other allowances

RECRUITMENT AND RETENTION PAYMENTS

The council reserves the right to make recruitment and retention payments to teachers where it deems such payments to be necessary in response to local recruitment and retention difficulties. Any use of such payments will be in accordance with the council's Market Supplement Policy and applied on a non-discriminatory basis.

ACTING ALLOWANCES

Where classroom teachers are required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, they will receive additional allowances in order that their pay is equal to that of the substantive post holder.

Payment of acting allowances will be backdated to the day the teachers assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up, acting up is voluntary on their part.

CPD, OUT-OF-SCHOOL HOURS LEARNING & ITT ACTIVITY

The council will make payments to all teachers, including leadership group teachers, in respect of time spent undertaking continuing professional development (CPD) outside the school day, out-of-school-hours learning activities and initial teacher training (ITT) activities.

These payments will be at a daily or hourly rate calculated with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the head teacher, at a higher level reflecting the responsibility and size of commitment.

The council recognises that these activities are entirely voluntary in nature and that some teachers' commitments will make it difficult for them to undertake such activities. The council will not in any way seek to curtail the freedom of teachers to choose whether or not to be involved in the delivery of such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

SPECIAL EDUCATIONAL NEEDS ALLOWANCE

There is one special needs allowance consisting of a minimum and maximum amount which may be paid to teachers on the main and upper pay ranges in accordance with the STPCD 2015.

14. Teaching & Learning Responsibility (TLR) Payments

The council will allocate TLR payments to classroom teachers who occupy posts of additional responsibility in accordance with the statutory provisions of the STPCD and the provisions of the organisational structure. The structure will identify those posts to which TLR payments are attached and the levels and values of those payments. The following framework will be used:-

TLR2a	£2,613	TLR1a	£7,546
TLR2b	£4,316	TLR1b	£9,754
TLR2c	£6,386	TLR1c	£12,770

A third fixed-term TLR (TLR3) may be awarded to a teacher for clearly defined time limited improvement projects. The annual value of an individual TLR3 must be no less than £517

and no greater than £2,577. A teacher in receipt of a TLR1 or TLR2 can be awarded a concurrent TLR3.

These values are effective from 1 September 2015 and will be increased in future as required by the STPCD.

The council recognises that TLR payments may only be allocated on a temporary basis where teachers' are undertaking on a temporary basis the responsibilities of posts to which TLR payments are attached.

The council will ensure that decisions on the allocation of TLR payments, as with other allowances, are made in the context of the council's approach to the principles of equal pay.

15. Safeguarding

The council will ensure appropriate salary protection/safeguarding for teachers in accordance with the STPD.

Employees in receipt of safeguarding will be expected to undertake commensurate work.

16. Budget

The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the service. The council will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels.

17. Equalities

The Council recognises the principle of equal pay for work of equal value in the implementation of this policy. The Council will take into account the salaries payable in comparable establishments where possible in setting pay levels.

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

18. Review

The Council will monitor the outcome and impact of this policy annually to assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils.

The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.

19. Performance Review Outcomes

Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation they should include these on the review statement.

A teacher may lodge an appeal if they take the view that the council:

- incorrectly applied the provisions of the STPCD / national / local terms and conditions
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence and/or took account of irrelevant or inaccurate evidence;
- were biased; or otherwise unlawfully discriminated against the employee

All appeals should be considered by the teachers' pay review committee.

Appendix A

PAY STRUCTURE FOR QUALIFIED TEACHERS 1/9/2015 – 31/8/2016

Set out below are teachers' pay scales from 1 September. The council intends to maintain and implement the pay scales as applicable.

England & Wales Only 1 September 2015**1. Main Pay Range**

	£ p.a.
Minimum M1	22,244
M2	24,002
M3	25,932
M4	27,927
M5	30,128
Maximum M6	32,509
(Excellent M6E)	32,831

2. Upper Pay Range

	£ p.a.
Minimum U1	35,218
U2	36,523
Maximum	37,871

3. Leading Practitioners Pay Range

	£ p.a.
Minimum	38,598
Maximum	58,677

(Reference points may be as per Head Teacher ranges)

4. Unqualified Teachers**Discretionary reference points**

	£ p.a.
Minimum	16,298
	18,194
	20,088
	21,984
	23,881
Maximum	25,776

5. Leadership Minimum Pay Ranges - Head teachers

Group	£ p.a.
1	43,665 – 58,096
2	45,876 – 62,521
3	49,481 – 67,290
4	53,180 – 72,419
5	58,677 – 79,872
6	63,147 – 88,102
7	67,963 – 97,128
8	74,958 – 107,210

Leadership Pay ranges broken down by point and group – Head teachers

Amount £ p.a. 2014	Point	Amount £ p.a. 2015	Group One	Group Two	Group Three	Group Four	Group Five	Group Six	Group Seven	Group Eight
38,215.00	1	38,598.00								
39,172.00	2	39,564.00								
40,150.00	3	40,552.00								
41,150.00	4	41,562.00								
42,175.00	5	42,597.00								
43,232.00	6	43,665.00	43,665.00							
44,397.00	7	44,841.00	44,841.00							
45,421.00	8	45,876.00	45,876.00	45,876.00						
46,555.00	9	47,021.00	47,021.00	47,021.00						
47,750.00	10	48,228.00	48,228.00	48,228.00						
48,991.00	11	49,481.00	49,481.00	49,481.00	49,481.00					
50,118.00	12	50,620.00	50,620.00	50,620.00	50,620.00					
51,372.00	13	51,886.00	51,886.00	51,886.00	51,886.00					
52,653.00	14	53,180.00	53,180.00	53,180.00	53,180.00	53,180.00				
53,963.00	15	54,503.00	54,503.00	54,503.00	54,503.00	54,503.00				
55,397.00	16	55,951.00	55,951.00	55,951.00	55,951.00	55,951.00				
56,670.00	17	57,237.00	57,237.00	57,237.00	57,237.00	57,237.00				
58,096.00	18	58096/58677	58,096.00	58,677.00	58,677.00	58,677.00	58,677.00			
59,535.00	19	60,131.00		60,131.00	60,131.00	60,131.00	60,131.00			
61,012.00	20	61,623.00		61,623.00	61,623.00	61,623.00	61,623.00			
62,521.00	21	62521/63147		62,521.00	63,147.00	63,147.00	63,147.00	63,147.00		
64,074.00	22	64,715.00			64,715.00	64,715.00	64,715.00	64,715.00		
65,661.00	23	66,318.00			66,318.00	66,318.00	66,318.00	66,318.00		
67,290.00	24	67290/67963			67,290.00	67,963.00	67,963.00	67,963.00	67,963.00	
68,962.00	25	69,652.00				69,652.00	69,652.00	69,652.00	69,652.00	
70,668.00	26	71,375.00				71,375.00	71,375.00	71,375.00	71,375.00	

72,419.00	27	72,419.00				72,419.00	72,419.00	72,419.00	72,419.00	
74,215.00	28	74,958.00					74,958.00	74,958.00	74,958.00	74,958.00
76,053.00	29	76,814.00					76,814.00	76,814.00	76,814.00	76,814.00
77,946.00	30	78,726.00					78,726.00	78,726.00	78,726.00	78,726.00
79,872.00	31	79,872.00					79,872.00	79,872.00	79,872.00	79,872.00
81,857.00	32	82,676.00						82,676.00	82,676.00	82,676.00
83,892.00	33	84,731.00						84,731.00	84,731.00	84,731.00
85,965.00	34	86,825.00						86,825.00	86,825.00	86,825.00
88,102.00	35	88,102.00						88,102.00	88,102.00	88,102.00
90,284.00	36	91,187.00							91,187.00	91,187.00
92,528.00	37	93,454.00							93,454.00	93,454.00
94,817.00	38	95,766.00							95,766.00	95,766.00
97,128.00	39	97,128.00							97,128.00	97,128.00
99,552.00	40	100,548.00								100,548.00
102,039.00	41	103,060.00								103,060.00
104,596.00	42	105,642.00								105,642.00
107,210.00	43	107,210.00								107,210.00

Notes

Point 18 = Top point of Group One & Bottom point of Group Five

Point 21 = Top point of Group Six & Bottom point of Group Two

Point 24 = Top point of Group Seven & Top point of Group Three

5. Additional Payments & Allowances

Teaching and Learning Responsibility Payment

TLR2a	£2,613	TLR1a	£7,546
<i>TLR2b</i>	<i>£4,316</i>	<i>TLR1b</i>	<i>£9,754</i>
TLR2c	£6,386	TLR1c	£12,770

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Special Educational Needs (SEN) Allowance

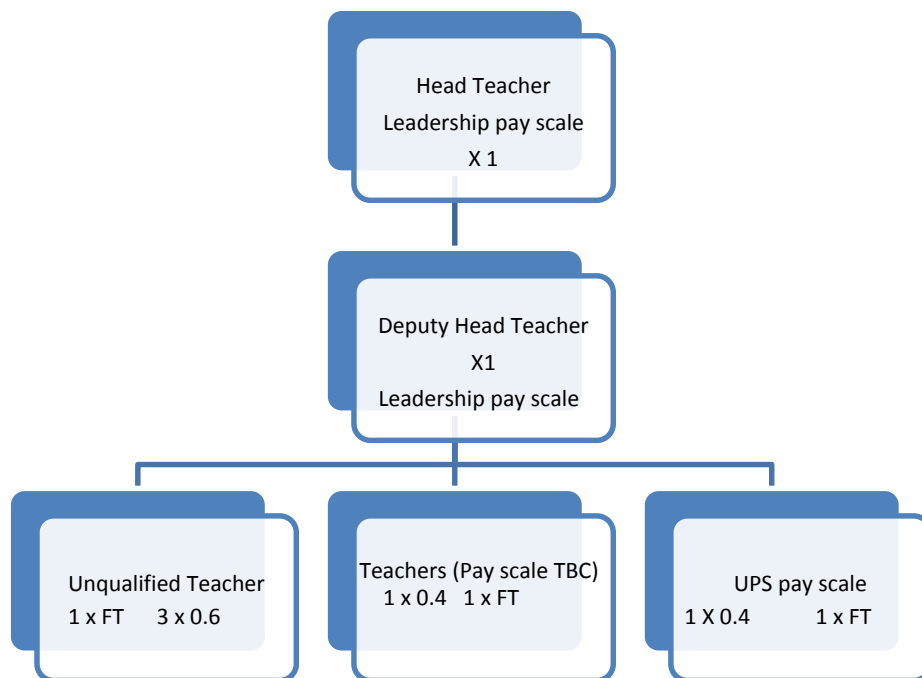
	£
SEN Range	
Minimum	2,064
Maximum	4,075

(Rates in italics are not mandatory)

Organisational Structure

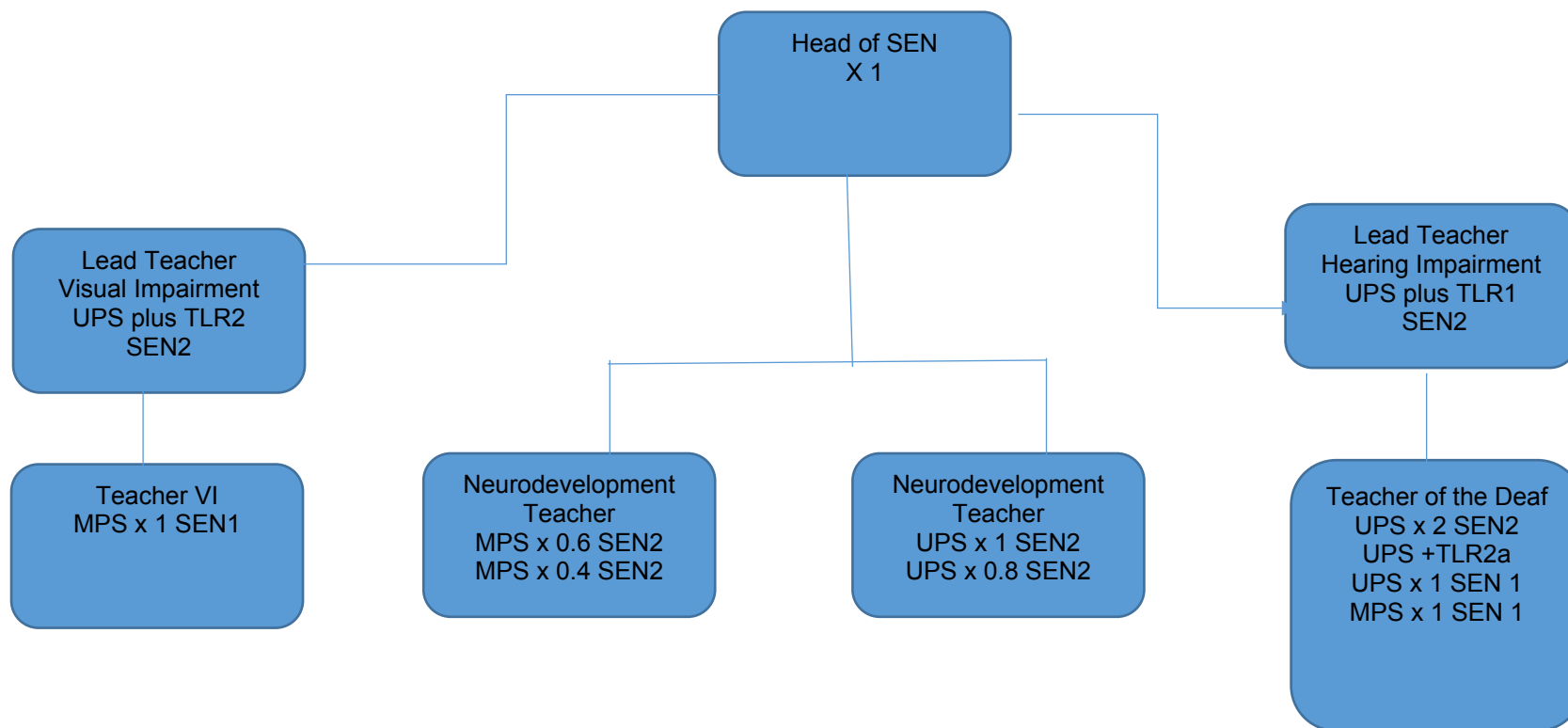
Clare Lodge

Appendix B

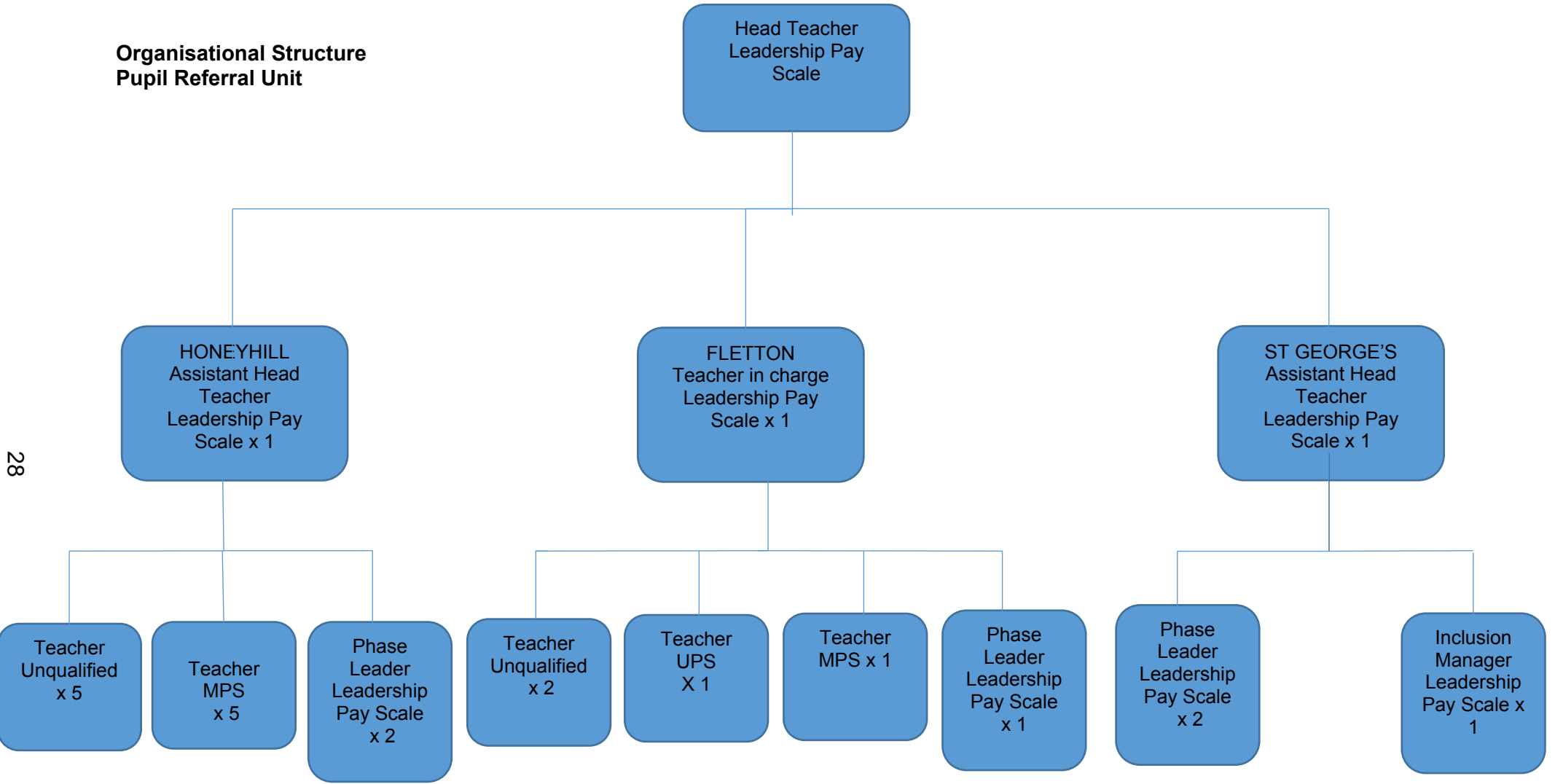


**Organisational Structure
Access & Inclusion Neurodevelopment**

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**Organisational Structure
Pupil Referral Unit**



PAY REVIEW COMMITTEE**APPENDIX C**

The Pay Review Committee will comprise of:

Service Director – Education, Specialist Advisor (normally Head of Service School Improvement), HR Manager (or representative).

In cases of pay progression for head teachers a member of a board of governors from an external school may be seconded to the panel.

Establishment of the Policy

The Pay Review Committee is responsible for reviewing the pay policy, in consultation with trade union representatives that make up ECNF, and for submitting it to the JCF.

Monitoring and Review of the Policy

The Pay Review Committee is responsible for:

- considering an annual report, including statistical information regarding decisions taken in accordance with the terms of the policy;
- Reviewing the pay policy, in consultation with trade union representatives that make up ECNF and for submitting it to the JCF.

Application of the Policy

The Service Director is responsible for:

- ensuring that pay recommendations for head teacher posts are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that head teachers are informed of the outcome of decisions of the Pay Review Committee and of the right of appeal.

The Head Teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s) and classroom teachers are made and submitted to the Pay Review Committee in accordance with the terms of the policy;
- advising the Pay Review Committee on its decisions; and
- ensuring that teachers are informed of the outcome of decisions of the Pay Review Committee and of the right of appeal.

The Pay Review Committee is responsible for:

- taking decisions regarding the pay of deputy and assistant head teacher(s) and classroom teachers following consideration of the recommendations of the head teacher and pay reviewers;
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the assistant director responsible for the head teacher's performance review;
- submitting reports of these decisions to the Executive Director; and
- Ensuring that the head teacher is informed of the outcome of the decision of the Pay Review Committee and of the right of appeal.

The Appeals Committee of the Pay Review Committee is responsible for:

- taking decisions on appeals against the decisions of the Pay Review Committee in accordance with the terms of the appeals procedure applicable to the policy.

PAY APPEALS PROCEDURE**APPENDIX D**

The arrangements for considering appeals are as follows:

Teachers may appeal against any decision in relation to their pay, or any other decision taken by the Pay Review Committee that affects their pay. The teacher may appeal if they take the view that:-

- a) there was incorrect application of any provision of the STPCD;
- b) proper regard for statutory guidance was not upheld;
- c) relevant evidence was not considered;
- d) irrelevant or inaccurate evidence was considered;
- e) the process was biased; or
- f) there was unlawful discrimination against the teacher.

The process is as follows:-

1. The teacher receives written confirmation of the pay decision and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this informally by discussing the matter initially with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may commence a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision. The basis of the appeal should fall within one of the criteria above. The appeal should then be sent to the person (or committee) who made the decision either
 - Within ten working days of receipt of the decision
 - Or
 - Within ten working days of the end of the informal appeal decision
5. The committee or person who made the decision should organise a hearing within ten working days of the appeal letter being received. This will allow the teacher the opportunity to make representations in person. Following the hearing the employee should be informed in writing of the outcome and the right to appeal within five working days.
6. If the teacher appeals then the appeals panel will consist of:-
 An Assistant Director not involved in the original decision
 A member of an external board of governors, or a senior manager
 An HR Manager or their representative

The appeal committee will normally meet with the appellant within 20 working days of the receipt of the written appeal notification and give the teacher the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.