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# Pay Policy for Teachers

(Taken from *Model Pay Policy  
for Teachers in all Schools/ Colleges /  
Academies* and Adapted by M WARING)

## 2015/2016

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The Governing Body of  
Scalford Church of  
England Primary School

This policy supports the Performance  
Management/Appraisal Policy

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Headteacher:

Date:

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Chair of Governors:

Date:

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Services for Schools and Academies

Support Services | Business Services | Pupil Services



## Model Pay Policy for Teachers in Schools / Colleges and Academies

The Governing Body of Salford Church of England Primary School adopted this policy on 28<sup>th</sup> October 2015. It will review it in 12 months.

### Scope

This policy sets out the framework for making decisions on Teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions.

- In adopting this pay policy the aim is to:
- *maximise the quality of teaching and learning at the School*
- *support the recruitment and retention of a high quality teacher workforce*
- *enable the School to recognise and reward Teachers appropriately for their contribution to the School.*
- *help to ensure that decisions on pay are managed in a fair, just and transparent way.*

The Governing Body agree the school budget and will ensure that appropriate funding is allocated for pay progression at all levels. The Governing Body recognise that funding cannot be used as a criterion to determine progression.

### Appraisal

A scheme of Appraisal will be used in accordance with the requirements of the Education (School Teachers' Appraisal) (England) Regulations 2012.

The scheme will be used across the whole School.

### Equal Opportunities

All pay-related decisions will be taken in compliance with relevant legislation including, as amended, the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002. The Governing Body will promote equality of opportunity in all areas, particularly in respect of the appointment process, promotion, payment and retention of staff as well as in training and development.

Adjustments will be made to take account of particular circumstances e.g. absence on maternity or long-term sick leave.

The exact adjustments will be made on a case by case basis, depending on the individual teacher's circumstances and the School's circumstances and taking account of relevant advice from Strategic HR Services where required.

Further advice about the above can be found within the Performance Related Pay - Long Term Absence Guidance.

## Pay Committee

- **Terms of reference:**
- *The application of the pay policy in a fair and consistent way.*
- *To ensure all statutory and contractual requests are applied.*
- *To record all decisions and report back in general to the Governing Body.*
- *To recommend to the Governing Body the total amount of funding needed for pay progression.*
- *To ensure knowledge of pay issues is up-to-date and make the Governing Body aware when the pay policy needs to be updated.*

It is the responsibility of the Governing Body to establish a Pay Committee (or similar Committee) in order to monitor pay decisions. In this school, the Governing body has decided upon a Pay, Performance and Staffing Committee whose terms of reference are shown above. The above Committee should have fully delegated powers.

Membership of the Committee must be determined by the Governing Body and membership of the Committee should not include employee Governors.

## Pay Decisions

Final pay decisions at this School are made by the *Governing Body via recommendations by the Headteacher to the Pay, Performance and Staffing Committee.*

## Pay Reviews

The Governing Body will ensure that salary reviews are undertaken as follows:

- Deputy Headteachers, Assistant Head Teachers and classroom Teachers are reviewed annually, with effect from 1<sup>st</sup> September and no later than 31<sup>st</sup> October each year.
- Head Teachers are reviewed annually with effect from 1<sup>st</sup> September and no later than 31<sup>st</sup> December each year.

The Governing Body will ensure that all pay decisions, setting out the salary and any other financial benefits are communicated to each member of staff in writing no later than 30th November. Decisions on the Head's pay will be communicated by the Chair of Governors in writing no later than 31<sup>st</sup> January 2016 .

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

## Appeals

A teacher may seek a review of any determination in relation to their pay or any other decision taken (including performance management) by the Governing Body (or a

committee or individual acting with delegated authority) that affects their pay. The procedure for submitting an appeal is detailed below:

At the formal stage of the appeals procedure the teacher has the right to put their case to the Governing Body appeal panel and is entitled to be accompanied by a colleague / trade union representative

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 any provision of the STPCD;
- incorrectly applied the School/ College/ Academy's pay 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; or
- otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

- 1) The teacher is informed of the pay recommendation to be made prior to the pay committee 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 by discussing the matter informally with the Headteacher.
- 3) Pay recommendations should be made to the pay committee to make pay determinations.
- 4) Pay decision is confirmed in writing.
- 5) Where the teacher is still dissatisfied, they may follow a formal appeal process.
- 6) The teacher should set out in writing the grounds for appeal and send it to the individual (or committee) who made the determination, within 10 working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

The appeal will be considered by an appeals committee in accordance with the School/ College/ Academy's Appeals Procedure. The appeal's committee will comprise of different members to the original pay committee.

### **Pay Range for Head Teachers**

The Governors at Scalford School will identify an appropriate range of consecutive points, which will be used as the pay range for the Head Teacher. As at 1<sup>st</sup> September 2015, the range is *L7 to L13*, and the School/ College/ Academy group size is currently Group *L1*.

Pay progression within the range for this post is not automatic and is subject to annual review of performance.

The Governing Body will award one progression point for successful completion of performance management review.

The Governing Body has determined that they will award 2 progression points where they consider it appropriate to do so having taken advice from HR.

Changes to the determination of leadership group pay will only be applied to individuals appointed to a leadership post on or after 1<sup>st</sup> September 2015, or whose responsibilities have significantly changed after that date.

### **Pay Range for Deputy Head and Assistant Head Teachers**

**This is not applicable at this school but may be reviewed if circumstances change.**

### **Leadership Posts: Pay Progression**

#### **Headteacher**

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 against performance objectives before any performance points will be awarded.

Pay progression within the range for this post is not automatic and is subject to annual review of performance.

The Governing Body has agreed they will award one progression point for successful completion of performance management review and 2 progression points for exceptional performance in the following circumstances where they consider it reasonable to do so (taking advice from HR as appropriate) for example, exceeding performance management targets, taking on board significant work above what is expected and has been planned through the performance management process.

#### **Deputy Head Teachers and Assistant Head Teachers**

This not applicaccable at this school but may reviewed if circumstances change.

## Teaching Posts: Pay Range

The pay ranges for Teaching posts, for the academic year 2015/16, will be:

<b>Unqualified Teacher Pay Range</b>	1	<b>16298</b>
	2	<b>18194</b>
	3	<b>20088</b>
	4	<b>21984</b>
	5	<b>23881</b>
	6	<b>25776</b>
	7	<b>0</b>
	8	<b>0</b>
	9	<b>0</b>
	10	<b>0</b>
<b>Main Pay Range</b>	M1	<b>22244</b>
	M1.5	<b>23123</b>
	M2	<b>24002</b>
	M2.5	<b>24968</b>
	M3	<b>25932</b>
	M3.5	<b>26930</b>
	M4	<b>27927</b>
	M4.5	<b>29028</b>
	M5	<b>30128</b>
	M5.5	<b>31319</b>
	M6	<b>32509</b>
<b>Upper Pay Range</b>	UPS1	<b>35218</b>
	UPS1.5	<b>35871</b>
	UPS2	<b>36523</b>
	UPS2.5	<b>37196</b>
	UPS3	<b>37871</b>

(Source EIS)

## Teaching Posts: Basic Pay Determination on Appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body may take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required.
- Market conditions
- The wider School context.

There is no assumption that a Teacher will be paid at the same rate as they were being paid in a previous School/Academy.



## All Teaching and Leadership Posts: Pay Progression based on Performance

In this School all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for appraisals are set out in the School's Performance/Appraisal Policy.

Decisions regarding pay progression will be made with reference to appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this School we will ensure fairness by ensuring that objectives and assessments are consistent, including any arrangements for quality assurance and moderation.

The range of evidence we will use may include: self-assessment, peer review, tracking pupil progress, lesson observations/assessment of teaching and learning, the views of pupils.

Appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice as follows:

- For classroom Teachers; advice from the senior leadership team.
- For the Headteacher; advice from the School's external educational adviser.

The Governing Body will consider its approach in the light of the School's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to the impact upon pupil progress and the wider contribution to the work of the school as identified in the SIP; also for the senior teacher who is UPS post holder the impact on the effectiveness of teachers and other staff.

Teachers will be eligible for a pay increase of 1 point on MPS if they meet all of their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding. It is expected that the teacher will have an impact on pupil progress and the wider contribution to the work of the school as identified in the SIP; and also for the senior teacher the impact on the effectiveness of teachers and/or other staff.

Teachers may be eligible for ½ point on MPS if the level of performance leads to less rapid progress by the end of the agreed cycle in the Performance Management process i.e they meet their objectives; are assessed as meeting the relevant standards but no teaching is outstanding. Less impact on pupil progress and wider contribution to the work of the school as identified in the SIP will have been made; and re: senior teacher and UPS post-holder/s, only little impact on the effectiveness of teachers and/or other staff have been made.

Higher performing teachers will be able to make quicker progress up the pay range, e.g. for a further ½ or 1 point on MPS for exceptional performance where the Headteacher and governors consider it reasonable to do so (taking advice from HR as appropriate), for example if they exceed the objectives, are assessed as meeting the relevant standards and all other teaching is assessed as outstanding; they will have contributed significantly to and had high impact on pupil progress and the wider contribution to the work of the school as identified in the SIP and beyond; and also for the senior teacher and UPS holder to have made a significant impact on the effectiveness of teachers and/or other staff.

Teachers will not be eligible for a pay increase if they fail to meet all of their objectives\* AND are assessed as not meeting the relevant standards and teaching is less than good\*\*. No increase will be awarded if there has been no impact on pupil progress, and no wider contribution has been made to the work of the school as identified in the SIP; in addition, or the Senior Teacher and UPS post-holder no increase will be awarded if there has been no impact on the effectiveness of teachers and/or other staff. In this case, the Capability Procedures may take effect.

\*Where there are exceptional extenuating circumstances for teachers failing to meet all of the objectives, special consideration may be taken into account; this might include for example; a family bereavement or illness; factors affecting pupil progress due to pupil migration or periods of extended illness.

\*\* If teaching is assessed as less than good, a follow-up assessment will be made soon after within an agreed time scale to ensure fairness (e.g there may have been extenuating circumstances affecting the teacher's performance on the day of the observation).

## **Movement to the Upper Pay Spine**

### **Applications and Evidence**

Any qualified Teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications may be made at least once a year. All pay determinations are effective from 1<sup>st</sup> September, therefore an application that is received from a qualified teacher by 31<sup>st</sup> October which is supported, would see the progression being effective from 1<sup>st</sup> September of that academic year. Applications received after 31<sup>st</sup> October would be expected to see any uplift effective from 1<sup>st</sup> September the following year.

If a Teacher is simultaneously employed at another School(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that School. This School will not be bound by any pay decision made by another School.

Where Teachers are subject to the 2011 regulations or the 2012 regulations, the Governing Body shall have regard to the assessments and recommendations in Teachers' appraisal reports under those regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from their work over the past two years which includes two successful Performance Management Appraisals.

N.B. Teachers who have had breaks in service will be treated equitably according to school policy.



## **The Assessment**

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

- The teacher is highly competent in all elements of the relevant standards; and
- The teacher's achievements and contribution to the School / College / Academy are substantial and sustained.

For the purposes of this pay policy:

- 'Highly competent' means: Performance which is not only good but also good enough to provide coaching and mentoring to other Teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the School/ College/ Academy, in order to help them meet the relevant standards and develop their teaching practice.
- 'Substantial' means: Of real importance, validity or value to the School/ College/ Academy; play a critical role in the life of the School/ College/ Academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
- 'sustained' means: maintained continuously over a long period i.e . 2 School years.

The application will be assessed: by the Headteacher, with support from HR to ensure robustness, transparency, and equitability. Recommendations will be presented to the Pay Committee for final decision of the award.

## **Processes and procedures**

The assessment will be made within 20 working days whereupon the applicant will receive a response to their application.

If successful, applicants will move to the upper pay range from the start of the academic year. At this school, applicants will start on UPS1:

If unsuccessful, verbal feedback will be provided by the Headteacher and Chair of the Pay Committee within 20 working days. Written feedback will be given.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the School's Appeals Procedure.

## **Progression on the Upper Range**

Teachers on the upper pay range will be awarded pay progression by: successfully completing two performance management/ appraisal reviews based on the expectations or teachers who have entered the Upper Pay Spine. (teaching standards for upper pay spine)

## **Leading Practitioners**

This is currently not applicable at Scalford Primary School but will be reviewed if circumstances change.

## Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

Pay at Scalford School will be determined inline with the Vale School Agreement which states that supply staff will not be paid above MP6 unless they are covering extra hours working within their own school where they are currently paid on the Upper Pay Spine on a permanent/fixed term contact basis.

## Unqualified Teachers'

The Governing Body will determine the pay range for an unqualified Teacher vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body may take into account a range of factors, including:

- The nature of the post.
- The level of qualifications, skills and experience required.
- Market conditions
- The wider School context.

## Unqualified Teachers' Allowance

The Governing Body will pay an unqualified Teacher's allowance to unqualified Teachers when the Governing Body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience as deemed at the time. Details of these arrangements will be made as and when applicable with the support of HR.

The Governing Body will pay an unqualified teacher on one of the employment- based routes into teaching on the unqualified Teachers' range.

## Part-time Teachers

Teachers employed on an ongoing basis at the School but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the School's timetabled teaching week for a full-time teacher in an equivalent post.

*A Part-time Teachers Calculation Tool is available on EIS.*

## Teaching and Learning Responsibility Payments

Teaching and Learning Responsibility Payments (TLRs) are awarded to the holders of posts indicated in the staffing structure (Appendix A), and are not to be awarded to staff on the leadership scales or unqualified Teachers. The values of the TLR2 to be awarded are set at £2,587.

At this school there are currently no TLRs but if circumstances change, a review of TLRs including the possible introduction of TLR1 will take place following advice from HR.

### **Special Educational Needs Allowance**

This is currently undertaken by the Headteacher and is therefore not applicable at Scalford Church of England Primary School but will be reviewed if circumstances change.

### **Discretionary Allowances and Payments**

Either The Governing Body have determined that they will not award any discretionary allowances or payments.

Or The Governing Body has determined that they may award payments to the Headteacher when they believe it reasonable to do so. The Governing Body will seek independent advice from HR should this situation arise.

Other payments currently paid within the Local Authority are:

First Aid Allowance – £136.05 per year. At this school there are number of people who are First Aid trained and therefore an allowance is not applicable.

### **Recruitment and Retention Incentives and Benefits**

The Governing Body will consider awarding recruitment and/or retention incentives if they consider it reasonable to do so. The Governing Body will seek independent advice from HR should the need arise.

### **Residential duties**

The Governing Body have determined that they will not award any payments for residential duties. There may be, however, exceptional extenuating circumstances when payment may be considered if a member of staff is required to attend rather than volunteer. The Governing Body will seek independent advice from HR should the need arise.

### **Discretionary Allowances and Payments to Headteacher and wider Leadership team**

The new approach to setting pay for Headteachers will make additional payments by means of allowances largely unnecessary. The exception to this will be for temporary or irregular responsibilities or other very specific reasons which it is not appropriate to incorporate into permanent pay, such as housing or relocation costs. Such payments will be time-limited from the outset and cease when the responsibility ceases or circumstances change. Safeguarding will not apply to such payments. The total value of the salary and temporary payments made to a Headteacher in any one year will not exceed 25% above the maximum of the group size for the School.

This approach and these principals however will only be applicable if pay setting for the leadership group is changed to reflect the new provisions, i.e. after 1<sup>st</sup> September 2015. In this School these changes have not yet been necessary and as such discretionary allowances and payments will continue until such changes are implemented.

### **Honoraria**

Under the terms of the School Teachers Pay and Conditions Document (STPCD), it is illegal for the Governing Body to pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

### **Additional Information**

#### **Salary Determinations**

The determination of the remuneration of a Teacher (including Leadership) will be made annually with effect from 1<sup>st</sup> September 2015.

#### **Pay increases arising from changes to the Document**

All Teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

#### **Pay changes by mutual consent**

Any member of staff wishing to request a reduction in responsibility and pay should do so in writing. This request will be considered by the Pay, Performance and Staffing Committee and a decision will be made taking into account the request from the teacher and the operational requirements of the School.

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

The Governing Body (Pay, Performance and Staffing Committee) will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of Teachers to assess its effect and the School's continued compliance with equalities.

### **Appendix A – School / College / Academy's Staffing Structure**

Headteacher (7-13)

Senior Teacher Part-Time 0.8 (UPS2)

Teacher Full Time (UP1)

Teacher Full Time (MPS)

Teacher Part-Time 0.4

Teacher Part-Time 0.3

### **Appendix B – Terms of reference for Pay Committee.**

See above

### **Appendix C – School / College / Academy's Appeals Procedure**



## **Appeal Policy for Schools, Colleges and Academies**

**The Governing Body of Scaford Church of England School adopted this procedure October 2015.**

#### **Scope**

This policy applies to all teaching and support staff based in Schools, Colleges and Academies. It also covers centrally employed teaching staff where applicable. The

procedure applies to all HR policies and procedures except where they specifically provide for an alternative appeals process (e.g. final warnings issued under the Capability and Attendance Management policies will not be considered using this policy).

### **Composition of an Appeal Panel**

Appeals will be heard by a panel of three Governors who were not involved in the original decision making process. If, due to a shortage of Governors or the nature of the case, it is not possible to identify three previously uninvolved Governors, the Chair of the Appeal Panel should consult with all parties with a view to reaching agreement. Advice can be sought from HR Services and/or Governor Services as necessary. Wherever possible, panels should be representative.

### Local Authority Schools – Dismissal Appeals

The Local Authority has the right to be represented at appeals against dismissal and this will normally be a member of the HR Services team. In such circumstances, the panel must consider any advice offered by the Local Authority when making their decision.

### **Registering an Appeal**

All appeals must be registered with the Head Teacher/Principal within 5 working days of the employee receiving their outcome letter, unless the relevant policy states otherwise.

### **Grounds for Appeal**

When completing the [Appeal Registration Form](#) the employee should specify the grounds for their appeal (e.g. procedural flaw, unreasonable sanction, new evidence) and whether they are appealing against the decision to impose a sanction or the level of sanction applied if applicable.

### **New Evidence**

Any new evidence submitted as part of an appeal should explain how it would have influenced the original decision and why it was not available at the original hearing/meeting. The panel may decide, during the course of the hearing, that further investigation of the new evidence is required before it can be properly considered. In such circumstances, the appeal hearing should be adjourned whilst this is undertaken. The investigation should be completed as quickly as possible and the appeal hearing reconvened at the earliest opportunity.

### **Convening an Appeal Hearing**

The appeal hearing should be convened as soon as possible by the Head Teacher / Principal. If possible, it should be scheduled to take place during the employee's normal working hours. Consideration must be given as to whether the employee requires any adjustments (e.g. hearing loop, disabled access).

The Head Teacher will write to the employee to notify them of the details of the hearing giving them a minimum of 10 working days notice. The letter should include the employee's right to be represented by a work colleague or Trade Union representative and confirm the potential outcomes of the hearing.

The employee should also receive copies of any relevant supporting documentation such as:

- Appeal Registration Form (or letter of appeal);

- Any new evidence or supporting documents submitted by the employee or management representative as part of the appeal;
- Statement from management in response to the points raised in the appeal;
- All documents used at the original hearing/meeting;
- Notes from the original hearing/meeting;
- The letter confirming the outcome of the original hearing/meeting;
- The names of any witnesses that management intend to call.

A copy of the documentation should also be provided to each panel member in advance of the hearing. The names of any witnesses that the employee wishes to call should be submitted no later than 5 working days prior to the appeal hearing. A note-taker should also be arranged.

### **Witnesses**

It is the responsibility of the manager to ensure that they invite any witnesses (if required) to attend the hearing. Likewise, it is the employee's responsibility to ensure that they invite any witnesses (if required) to support their case at the hearing. Please note that the employee's Trade Union Representative / work colleague can act on behalf of the employee to arrange their attendance at the hearing if permission from the employee has been granted. Witnesses should only be present at the hearing whilst questions are being asked of them by the employee, their representative, manager and panel members.

### **Failure to Attend**

If an employee fails to attend the appeal hearing without giving an acceptable reason, the hearing will proceed in their absence. Where an employee or their representative is unable to attend due to an unforeseen event a new hearing date should be arranged within 5 working days of the original hearing date, subject to panel availability. If the employee fails to attend the rearranged hearing without there being exceptional circumstances, the meeting will go ahead in their absence.

### **Conducting an Appeal Hearing**

The appeal hearing should follow the format below:

1. The Chair of the panel will introduce those present and outline the procedure to be followed. An employee who is not accompanied will be reminded of their right to representation.
2. The employee and/or their representative will present the reason for their appeal, including any new evidence.
3. The employee and/or their representative may call a witness to support their case.
4. The management representative (i.e. the person who made the original decision) may question the witness.
5. The panel may question the witness.
6. Steps 3-5 will continue until all of the employee's witnesses have been heard and questioned.



7. The management representative may question the employee and their representative on their case presentation.
8. The panel may question the employee and their representative on their case presentation.
9. The management representative will present their response to the appeal, including any new evidence.
10. The management representative may call a witness to support their case.
11. The employee and/or their representative may question the witness.
12. The panel may question the witness.
13. Steps 10-12 will continue until all of the management representative's witnesses have been heard and questioned.
14. The employee and/or their representative may question the management representative on their case presentation.
15. The panel may question the management representative on their case presentation.
16. The employee and/or their representative will have the opportunity to sum up their case.
17. The management representative will have the opportunity to sum up their case.
18. The management representative, the employee and their representative will leave the room so that the panel can deliberate.
19. Having deliberated on the matters placed before them, the panel will set out their decision and then recall and advise tScafford attending the hearing of the outcome.

### **Possible Outcomes**

The possible outcomes of an appeal hearing are:

- Uphold the original decision and, if applicable, maintain any sanction;
- Overturn the original decision (in whole or part) and implement a new decision. In cases where new evidence has been presented at the Appeal Hearing, this could include increasing the original sanction.

The panel may also wish to make additional recommendations, e.g. training, guidance, etc.

### **Notification of Outcome**

The employee should be advised, in writing, of the outcome of the appeal hearing. A copy of the notes from the hearing should also be provided. The employee will have no further right of appeal against the decision.

## Appeal Registration Form

To be completed and returned to the Head Teacher / Principal within 5 working days of receiving written notification of the outcome of the hearing/meeting. Please include any relevant supporting documentation that you wish to be considered at the appeal hearing.

### Employee Details

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

### Outcome of the Hearing/Meeting

#### Policy Hearing/Meeting was Held Under:

Attendance Management (dismissals only)	<input type="checkbox"/>
Capability (dismissals only)	<input type="checkbox"/>
Dignity at Work	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>
Grievance	<input type="checkbox"/>
Pay Policy	<input type="checkbox"/>
Probation	<input type="checkbox"/>
Restructuring and Redundancy	<input type="checkbox"/>
Right to Request Flexible Working	<input type="checkbox"/>

Other: \_\_\_\_\_

Date of Hearing/Meeting: \_\_\_\_\_

Panel: \_\_\_\_\_

#### Outcome of Hearing/Meeting:

First Written Warning	<input type="checkbox"/>
Final Written Warning	<input type="checkbox"/>
Dismissal with Notice	<input type="checkbox"/>
Dismissal without Notice	<input type="checkbox"/>
Not Upheld	<input type="checkbox"/>

Other: \_\_\_\_\_

