

School HR Model Pay Policy



September 2024

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ST LUKE'S CE PRIMARY SCHOOL PAY POLICY 2024

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1. Introduction

1.1 This pay policy seeks to ensure that all staff are fairly and equitably rewarded for their contribution towards the school. This policy is intended to be a Whole School Policy; however it is recognised that the majority of the policy relates to teachers rather than support staff.

1.2 This policy has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2024 (STPCD, the Document). The Governing Body will have regard to the statutory guidance when interpreting and implementing the requirements of the Document.

1.3 The governing body will monitor the implementation and outcome(s) of the arrangements and review this policy and its operation every year.

2. Basic Principles

2.1 The governing body is committed to the operation of an appraisal process for teachers and support staff, with the objective of supporting the maximum professional development of all staff and progress of pupils. The governing body will ensure that all staff in school have access to advice, training and professional development opportunities appropriate to their needs. The arrangements for teacher appraisal are set out in the school's appraisal policy.

2.2 In adopting this Pay Policy, the aim is to:

- assure the quality of teaching and learning at the school;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity, and equality of opportunity.

2.3 Pay decisions at this school are made by the Governing Body, which has delegated certain responsibilities and decision-making powers to the Pay Committee. This Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The Head Teacher/Executive Headteacher shall be responsible for advising the Committee on its decisions. Decisions regarding pay progression will be made annually in line with the STPCD.

2.3 The governing body will ensure that its processes are open, transparent and fair. All decisions made in line with this policy will be objectively justified.

2.4 The governing body agrees to pass on national cost of living pay awards in relation to teaching and support staff as appropriate.

2.5 Adjustments will be made to take account of special circumstances, e.g., an absence or maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis.

2.6 The governing body will monitor the equalities implications of decisions taken in the operation of this policy and will provide an annual Equalities Assessment.

3. Roles and Responsibilities

3.1 The governing body will fulfil its obligations to:

- **Teachers**: as set out in the School Teachers' Pay and Conditions Document 2024 (STPCD) https://www.gov.uk/government/publications/school-teachers-pay-and-conditions and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').

- **Support staff**: the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book)

3.2 **The head teacher will:**

- submit any updated pay policies to the governing body for approval.
- ensure that the school's Senior Leadership Team (SLT) as appropriate are briefed on the application of the governing body's approach to pay progression and ensure consistency of approach in the application of this policy.
- have the final say on all recommendations in relations to pay progression or otherwise.
- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

3.3 The Pay Committee of the governing body

- The Pay Committee will comprise at least three governors. All governors, excluding those employed at the school (i.e., the Head teacher and staff governors), are eligible for membership of the Pay Committee.
- Pay Committee member(s) will not be eligible to take part in any discussions (including those relating to individuals) where an existing or expected conflict or pecuniary interest is identified.
- The decision of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy and terms of reference for the committee.

3.4 Monitoring and review of the policy

- The Pay Committee is responsible for reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives; and submitting it to the Governing Body for approval.
- The Governing Body is responsible for considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy. The Governing Body is responsible for formal approval of the policy.

4. Support staff pay

4.1 The governing body is able to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in the appendix to this policy.

4.2 The job evaluation scheme for support staff should be used as a grading reference when duties change or the governing body reviews salaries for support staff. Account will be taken of Single Status and the normal pay ranges determined by the Council when assessing grading levels.

Acting Allowance for support staff

4.3 Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

Where an employee is undertaking partial duties of a higher graded role, a special recognition payment may instead be considered.

Bonus and Honoraria payments

4.4 Recognition awards to individual employees will be given for exceptional performance, normally something additional and something that requires greater skills or carries greater responsibilities. They are not given for doing the job the employee is appointed to do well.

4.5 For further information on support staff pay, please contact Schools HR.

Comment: An award should not be given as a way of avoiding reviewing the grading of the job, as a market supplement, a retention payment, to seek to boost pensions or in recognition of extra hours worked. These should be addressed through grading review, payment for additional hours, time off in lieu, etc. No award should be promised or paid without the approval of the head teacher. They will require the endorsement of the GB.

5. Teachers' pay

5.1 Pay Review

(Part 1: paragraph 3, STPCD 2024)

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the STPCD 2024 may be viewed online at https://www.gov.uk/government/publications/school-teachers-pay-and-conditions

The governing body (through the relevant committee) will ensure that every teacher's salary is reviewed with effect from [1September] each year and no later than [31 October (31 December for head teachers)]. Where a teacher is on long term absence at the relevant time consideration will be given to adjusting the timing on a case-by-case basis.

Pay reviews for all teachers, including the head teacher, will be conducted in line with the STPCD.

When the relevant body has determined the remuneration of a teacher, it must, at the earliest opportunity – and in any event not later than one month after the determination – ensure that the teacher is notified in writing of that determination (Appendix D).

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

5.2 Pay Progression

The governing body must consider annually whether or not to increase the salary of teachers who have completed a year of employment with the school since the previous annual pay determination and, if so, to what salary within the relevant pay ranges.

Eligible teachers are able to incrementally progress through their pay range. Progression will normally be one increment (pay spine column point) on the 1st of September each year until they reach the top of their range.

The pay committee may decide to withhold progression if a teacher is undergoing formal capability proceedings.

LEADERSHIP PAY

(Part 2 - paragraphs 4 – 11, STPCD 2024)

5.3 Head teacher

(Part 2 - paragraphs 5 – 11, STPCD 2024)

5.2.1 Determining the head teacher group and pay range

The governing body will assign the school to a head teacher group as set out in the STPCD by reference to the school's total unit score, calculated in accordance with the Document before determining the head teacher's pay range for the post**.** In any determination or redetermination of leadership pay, the pay range for the head teacher will start no lower than

the minimum of the relevant head teacher group and the pay range for any deputy or assistant head.

When determining the head teacher pay range, the governing body will take into account:

- all the permanent responsibilities of the role, including any permanent responsibility as the head teacher of more than one school;
- any challenges that are specific to the role;
- all the other relevant considerations, for example, any recruitment and retention difficulties, the requirements for a fixed-term appointment or candidate specifications, including how well the appointee meets the requirements of the post; and
- how much room is appropriate for progression for the individual.

The governing body may also determine to use its discretion to set the leadership pay range up to 25% above the head teacher group. In exceptional circumstances that are supported by a robust business case, the governing body may agree to award above the 25% limit. In such circumstances the governing body must seek external independent advice (e.g. from the Local Authority) before a decision is made.

When determining the head teacher pay range to advertise, the governing body will consider whether or not it would pay above the advertised pay range for an exceptional candidate. If the governing body considers that it would, this information will be clearly stated in the advertisement and/or recruitment pack. The pay committee will record its reasons for the determination of the head pay range and salary on appointment.

Where the head teacher pay range has been determined prior to 1 September 2011 and is above the calculated group size, it will remain in place for so long as that head teacher pay range applies and until a new determination is made. A new determination **must** be made should the head teacher post become vacant.

Where the governing body has, prior to 1 September 2011, made a decision to increase the individual school range beyond the maximum of the leadership pay range this will remain in place and the governing body will continue to determine the value of each point above the highest point for so long as that head teacher pay range applies.

Head teachers responsible and accountable for more than one school on a temporary or permanent basis will have their salary determined in line with the Document.

The governing body will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the head teacher pay range and the ratification of decisions made in this respect.

The school group range for the academic year 2024-2025 is: group per annum. The head teacher pay range for the academic year 2024-2025 is:

Spine Point	Value
H17	**£ 83,236**
H18	**£ 85,092**
H19	**£ 86,967**
H20	**£ 88,891**
H21	**£ 90,856**

5.2.2 Head teacher pay progression

A recommendation on pay must be made in writing. In making its decision the pay committee must have regard to this recommendation.

All pay decisions (i.e. no movement, one point or two points) will be clearly attributable to the performance of the Head Teacher. The pay committee must be able to justify its decision.

The pay committee may decide to withhold progression if a teacher is undergoing formal capability proceedings.

The pay committee may re-determine the serving head teachers' pay range, in accordance with the provisions of the Document, as at 1 September or at any time if they consider it is necessary and justified.

5.2.3 Temporary payments to the head teacher

An additional temporary payment (of up to 25% of annual salary) in accordance with the provisions of the Document will only be considered for additional responsibilities that are undertaken on a clearly temporary or irregular basis, and which have not already been taken into account when determining the head teacher pay range, for example, any temporary responsibility for additional schools. All recruitment and retention considerations must be taken into account when setting the head teacher's pay range.

The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on temporary payments, as set out in the Document. However, before agreeing to do so, it will seek the agreement of the governing body, which in turn will seek external independent advice before providing such agreement.

5.2.4 Overall limits on head teacher pay

Ordinarily, the pay committee will ensure that the total sum of salary and any other payments made to the head teacher in any school year does not exceed 25% above the maximum of the head teacher group, excepting any additional payments made for residential duties that are a requirement of the post or payment in respect of relocation benefits which relate solely to the personal circumstances of the head teacher.

In wholly exceptional circumstances, the pay committee will consider using its discretion to exceed the normal limits on temporary payments and the sum of total salary, as set out in the Document. However, before agreeing to do so, it will seek the agreement of the governing body which in turn will seek external independent advice before providing such agreement.

5.3 Deputy/Assistant head teachers

(Part 2 - paragraphs 9, STPCD 2024)

5.3.1 Determining the Deputy / Assistant head teacher pay range

Posts will meet the basic criterion of "leadership responsibilities across the whole school" to be paid on the leadership pay ranges. The professional duties of deputy and assistant head teachers are set out in paragraphs 48 of the STPCD 2024.

The governing body will determine the pay range for deputy and assistant head teachers on 1 September each year or at any other time of year in the following circumstances:

- When it proposes to make new appointments, or

- Where there is a significant change in circumstances and / or the responsibilities of serving deputy or assistant head teachers.
- If it is considered necessary to retain a deputy or assistant head teacher.

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- Teachers will start no lower than the minimum of the leadership scale;
- The pay committee will determine a pay range which must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations, including recruitment and retention factors;
- Ensure that salary on appointment is such that there is scope for future performance related pay progression.

In making any decision to exercise its discretion in this respect, the governing body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case. The governing body will record the rationale for leadership pay determinations and the reasons for any redetermination of pay.

When determining the deputy/assistant head pay range to advertise, the governing body will consider whether or not it would pay above the advertised pay range for an exceptional candidate. If the governing body considers that it would, this information will be clearly stated in the advertisement and/or recruitment pack. The pay committee will record its reasons for the determination of the deputy/assistant head pay range and salary on appointment.

The governing body has determined that 0 deputy head teacher posts and 1.6 FTE assistant head teacher posts are to be included in the school's staffing structure. Where there is more than one deputy head teacher or more than one assistant head teacher, the governing body have the discretion to determine different pay ranges for each post.

The governing body has determined a pay range or ranges for deputy and assistant head teachers in accordance with paragraph 9 of the STPCD 2024 with due regard to pay rates for other teaching posts and the head teacher.

The pay range for deputy head teachers for the academic year 2024-2025 is as follows:

Spine Point	Value
L10	**£** 71,614
L11	**£** 73,225
L12	**£** 74,702
L13	**£** 76,331
L14	**£** 78,000

The pay range for assistant head teachers for the academic year 2024-2025 is as follows:

Spine Point	Value
L5	**£** 64,360
L6	**£** 65,731
L7	**£** 67,251
L8	**£** 68,583
L9	**£** 70,055

5.3.2 Deputy / Assistant head teacher pay progression

A recommendation on pay must be made in writing. In making its decision the pay committee must have regard to this recommendation.

The pay committee may decide to withhold progression if a teacher is undergoing formal capability proceedings.

OTHER CLASS ROOM TEACHERS
(Part 3: paragraphs 12 – 19, STPCD 2024)

Comment: Governing Bodies are required to adopt the minimum and maximum of the pay range for other classroom teachers. The Governing Body may wish to adopt reference scale points as set out below.

5.4 Leading practitioners

(Part 3: paragraph 16, STPCD 2024)

5.4.1 Determining the Leading Practitioner pay range

The governing body has determined that [number] leading practitioner posts are to be included in the school's staffing structure. These posts have the primary purpose of modelling and leading improvement of teaching skills. Additional duties will be set out in the job description of the leading practitioner.

Where there is more than one leading practitioner post, the governing body have the discretion to determine different pay ranges for each post. The governing body must be able to justify its decision.

The pay range for each leading practitioner post for the academic year 2024-2025 is as follows:

Minimum	Maximum
£59,478	**£85,509**

A Leading Practitioner is not eligible for a teaching and learning responsibility payment or a special educational needs allowance.

5.4.2 Progression on the Leading practitioner pay range

A recommendation on pay must be made in writing. In making its decision the pay committee must have regard to this recommendation.

The pay committee may decide to withhold progression if a teacher is undergoing formal capability proceedings.

5.5 Classroom teachers

(Part 3: paragraphs 12 – 19, STPCD 2024)

5.5.1 Pay on appointment

Although governing bodies are no longer required to match a teachers' existing salary on either the main, upper or the unqualified pay scales, governors will ensure that the existing pay point of teachers applying for posts in the school is matched where the salary reflects an appropriate reference point in this policy. In exceptional circumstances the governing body reserves the right to consider offering a higher alternative salary level. Advice will be sought from Schools HR Services before any such decision is taken.

5.5.2 Upper Pay Range

(Part 3: paragraph 14 – 15, STPCD 2024)

Qualified teachers who have applied for and been assessed by this school as meeting the standards for payment on the upper pay range will be paid in accordance with the school's upper pay range. The criteria and application process to progress to the Upper Pay range can be found in Appendix B and C.

Reference Point	£
Minimum	**£55,415**
U2	**£58,138**
Maximum	**£60,092**

Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school.

Progression on the Upper Pay Range

Progression on the upper pay range will not be automatic, but will be in accordance with the criteria in the STPCD (paragraph 15.2 and Section 19).

For new appointees the teacher's performance from previous schools can be considered by the governing body, as appropriate.

Following two successful performance management reviews, the Headteacher will use the outcome of the performance reviews to inform their recommendations to the governing body on pay progression. Teachers can provide supporting information if they wish. There is no requirement for the teacher to make an application to progress on the upper pay range.

A recommendation on pay must be made in writing. In making its decision the pay committee must have regard to this recommendation.

The pay committee may decide to withhold progression if a teacher is undergoing formal capability proceedings.

5.5.3 Main pay range

(Part 3; paragraph 13, STPCD 2024)

Qualified teachers who have not been assessed as meeting the criteria to access the upper pay range will be paid in accordance with the main pay range.

The Governing Body has adopted the following main pay range:

Reference point	Value
1	**£38,766**
2	**£40,609**
3	**£42,536**
4	**£44,556**
5	**£47,069**
6	**£50,288**

In determining where on the main pay range an individual teacher should be placed on appointment, the governing body will consider

- Specialist skills and knowledge
- Specialist qualifications
- Number of year's teaching experience
- The teacher's current remuneration

On first appointment to the main pay range, a teacher will normally be placed at the minimum of the range.

On first appointment to the main pay range within this school, the school will endeavour to match the salary of an existing teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.

Progression on the Main Pay Range

A recommendation on pay must be made in writing. In making its decision the pay committee must have regard to this recommendation.

The pay committee may decide to withhold progression if a teacher is undergoing formal capability proceedings.

The pay committee will be advised by the head teacher in making all such decisions. The pay committee must be able to objectively justify its decisions.

5.5.4 Early Career Teacher (ECT)

Decisions on pay progression for Early Career teachers, who are subject to statutory induction arrangements, will be taken by 31st October each year to take effect on 1 September of that year and will be based on a recommendation from the head teacher.

A 2-year induction will have no adverse impact upon early career teachers' pay or career progression opportunities.

Please also see 5.5.3 (Main Pay range) for more information on pay progression.

5.5.5 Pay range for Unqualified Teachers

(Part 3: paragraph 17, STPCD 2024)

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

In determining where on the unqualified teacher range an individual teacher should be placed on appointment, the governing body will consider

- Specialist skills and knowledge
- Specialist qualifications
- Previous teaching experience
- The teacher's current remuneration

The school's pay range for an unqualified teacher is:

Reference Point	£
1	**£27,252**
2	**£29,745**
3	**£32,238**
4	**£34,436**
5	**£36,925**
6	**£39,417**

Progression on the Unqualified Pay Range

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school. Unqualified teachers are not eligible for teaching and learning or special educational needs allowances.

The governing body will not determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

A recommendation on pay must be made in writing. In making its decision the pay committee must have regard to this recommendation.

The pay committee may decide to withhold progression if a teacher is undergoing formal capability proceedings.

5.6 Allowances and other payments

(Part 4, STPCD 2024)

5.6.1 Teaching and Learning Responsibility Payments

(Part 4: paragraph 20, STPCD 2024)

Comment: TLRs can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group.

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the STPCD 2024. TLR 1 or 2 payment will be made for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. All job descriptions will be regularly

reviewed and will make clear the responsibility or package of responsibilities for which a TLR is awarded. An unqualified teacher may not be awarded a TLR.

The pay committee may award a fixed-term TLR3 for identifiably time-limited school improvement projects, one-off externally driven responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The fixed-term for which they are to be awarded must be established at the outset of the award. The pay committee should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above.

Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. No safeguarding will apply in relation to an award of a TLR3.

TLRs are awarded at the discretion of the governing body and will only be awarded if the governing body is satisfied that the duties of the post include a significant responsibility that is not required of all classroom teachers and that:

a) is focused on teaching and learning;
b) requires the exercise of a teacher's professional skills and judgement;
c) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils, and;

In addition to the above, the award of a TLR 1 or 2:

d) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the governing body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

TLR 1	Range
1a	**£9,782**
1b	**£12,039**
1c	**£16,553**
TLR 2	Range
2a	**£3,391**
2b	**£5,643**
2c	**£8,279**
TLR 3	Range **£675 - £3,344**
Temporary / Project specific	**Amount agreed by GB based on range**

5.6.2 Special Educational Needs Allowance
(Part 4; paragraph 21, STPCD 2024)

Comment: An SEN allowance can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group.

The governing body will award a Special Educational Needs (SEN) Allowance to a classroom teacher:

a) in any SEN post that requires a mandatory SEN qualification (*not including* the mandatory SENCO qualification leading to the achievement of the National Award for Special Educational Needs Co-Ordination),
b) in a special school,
c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service,
d) in any non-designated setting (including any pupil referral unit) that is analogous to a designate special class or unit, where the post:
    i. involves a substantial element of working directly with children with special educational needs,
    ii. requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs, and
    iii. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the schools or unit within the school or, in the case of an unattached teacher, the unit or service.

The SEN allowance is determined as a spot value, taking into account the structure of the school's SEN provision and:

a) whether any mandatory qualifications are required,
b) the qualifications and expertise of the teacher relevant to the post, and
c) the relative demands of the post.

The values of the SEN allowance to be awarded are set out below:

SEN £[amount *note: must be no less than £2,679 and no more than £5,285 per annum]* to the holder of [list posts attracting this allowance]

Comment: The Local Government Association offers the following advice "Our firm view (and, we believe, the view of the teacher and head teacher unions) is that the role of SENCO, as a managerial responsibility, is not one that meets the criteria for a SEN allowance but rather it is more appropriately rewarded by a TLR payment. If, in addition to their SENCO role, a teacher meets the criteria set out in paragraph 21 of the STPCD, then they should be eligible for both a TLR payment and a SEN allowance. However, they are distinct payments – one payable for additional responsibility, the other for the demands of the teaching role they are carrying out". The Local Authority supports this view.

5.6.3 Unqualified Teachers' allowance
(Part 4; paragraph 22, STPCD 2024)

The governing body has the discretion to award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure the teacher has taken on a sustained additional responsibility which is focussed on teaching and learning and requires the exercise of a teachers' professional skills and judgement, or where the teacher holds qualifications or experience which bring added value to the role being undertaken.

The governing body will pay an unqualified teachers' allowance of [value] to the holder of [list posts] in the circumstances that [details].

The governing body will pay an unqualified teacher on one of the employment based routes into teaching on the [classroom teacher/unqualified teacher] pay scale in the following circumstances [details]. The governing body may choose which pay scale will be applied to such teachers and in what circumstances. It is recommended that a graduate teacher be paid as a qualified teacher and a registered teacher as an unqualified teacher.

5.6.4 Acting allowance for Teachers
(Part 4: paragraph 23, STPCD 2024)

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher, or assistant head teacher, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the governing body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the governing body determines that an acting allowance will not be paid but the relevant duties continue, then the governing body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to such point on the leadership pay spine as the governing body has determined applies to the head teacher, deputy head teacher or assistant head teacher (as set out in this policy).

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a head teacher, deputy head teacher or assistant head teacher and work to the relevant teachers' standards.

5.6.5 Performance payments to seconded teachers
(Part 4: paragraph 24, STPCD 2024)

Where:

a) a teacher is temporarily seconded to a post as headteacher in a school causing concern which is not the teacher's normal place of work; and
b) the relevant body of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment,

the relevant body may pay the teacher a lump sum accordingly. Subject to paragraph 10.4 of the document, the total value of the additional payment and any annual salary and other payments paid to the teacher during the secondment must not exceed 25% above the maximum of the headteacher group for the school to which the teacher is seconded.

5.6.6 Additional Payments
(Part 4: paragraph 26, STPCD 2024)

The relevant body may make such payments as it sees fit to a teacher, other than the Headteacher, in respect of:

a) Continuing professional development undertaken outside the school day;
b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

c) Participation in out-of-school hours learning activity agreed between the teacher and the Head teacher.
d) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

Teachers who agree to provide learning activities outside of normal school hours and whose salary range does not take account such activity will be entitled to a payment of £30.00 per hour for activities authorized by the Headteacher/Governing Body. In order to ensure effective work life balance and also value for money in the delivery of the services provided the governing body should consider carefully who is best placed to undertake these activities. It may not necessarily be a teacher and the use of support staff might be more appropriate. Activities should be offered to staff following a fair and transparent process.

5.6.7 Recruitment and retention incentives and benefits
(Part 4; paragraph 27, STPCD 2024)

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment and retention payment be made to a head teacher, deputy or assistant head teacher; the governing body will take into account recruitment and/or retention difficulties in determining the relevant pay range.

In the case of retention, a recommendation to offer incentives or benefits would be made by the [head teacher] for teachers, or the governor reviewers for the head teacher, to the FPS committee.

The governing body has determined that a **recruitment** award will be paid to teachers in the following circumstances This will be considered only for shortage subject's / year group as defined by the school, or those for which two advertising campaigns have failed to produce a suitable candidate for appointment. The governing body will review the level of any such awards [annually or more frequently] and will notify candidates of the expected duration of such awards at the outset of the appointment.

The governing body has determined that a **retention** award will be paid to teachers in the following circumstances

- for shortage subjects as defined by the school, or
- those for which two advertising campaigns have failed to produce a suitable candidate for appointment.

Governing bodies are free to determine the value of any reward. In their determinations, the governing body should consider whether recruitment and retention incentives and benefits should be offered to new or existing teachers, and if so their nature, value, duration and the circumstances under which they may be paid. The governing body must make budget provision for such payments. The governing body will be able to justify its decision.

5.7 Part-time teachers

(Part 6: paragraphs 40 and 41 STPCD 2024)

Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part time. The governing body will ensure that part time teachers are given a written statement detailing their working time obligations (within and beyond the school day) and the standard mechanism used to determine their pay, subject to the provisions of the

statutory pay arrangements and by comparison to the school's timetabled teaching week for a full time teacher in an equivalent post.

Part time teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary against the timetable week and the same percentages will be applied to any allowances awarded other than a TLR3.

5.8 Short notice/supply teachers

(Part 6; paragraph 42 STPCD 2024)
Teachers employed on a day to day or other short notice basis must be paid in accordance with the STPCD 2021 on a daily rate calculated by dividing the annual amount by 195. Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual amount by 1,265 to give an hourly rate.

A short notice teacher who is employed by the school or another school in the authority throughout a period of 12 months (beginning August or September) will not be paid more in respect of that period that s/he would have if s/he had been in regular employment throughout the period.

5.9 Salary sacrifice

(Part 4, paragraph 28, STPCD 2024)

The governing body supports the following salary sacrifice arrangements: [details. e.g. Childcare vouchers, cycle scheme, etc.] Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

6. Pay Appeals

A member of staff may seek a review of any determination in relation to his or her pay or any other decision taken by the governing body (or committee or individual acting with delegated authority) that effects his or her pay.

Appeals may be made on the grounds that the person or committee by whom the decision was made has:

a) Incorrectly applied any statutory provision;
b) Failed to have proper regard for statutory guidance;
c) Failed to take proper account of relevant evidence;
d) Was biased, and/or;
e) Otherwise unlawfully discriminated against the individual concerned.

(This list is not exhaustive).

6.1 The procedure for considering appeals is as follows:

Where incremental progression is not awarded, the member of staff will receive written confirmation of their pay determination and the basis upon which the decision was made.

6.1.1 Informal stage

- If the member of staff is not satisfied with the pay decision, he/she should seek to resolve this by discussing the matter informally with the appraiser or Headteacher within ten working days of receipt of written notification of the pay determination.

- The meeting with the appraiser or Headteacher, should, where possible, be held **within 10 working days** of receipt of the request from the staff member.

- Where this is not possible, or where the staff member continues to be dissatisfied with the decision, he/she may follow a formal appeal process.

6.1.2 Formal stages

- The employee should be informed in writing of the pay determination and the right of appeal against the pay decision. Appeals should be made within 10 working days of the receipt of written confirmation of the pay decision or the outcome of the informal discussion referred to under 6.1.1 above. The employee must set out the grounds for the appeal in writing to the clerk to governors.

- The appeal will be heard by a panel of three (or in exceptional circumstances two) governors who were not involved in the original determination. The appeal hearing will be arranged without unreasonable delay, giving the staff member ten working days' notice of the appeal hearing together with all documents to be considered by the appeal panel.

- The staff member will be given the opportunity to make representations in person and is entitled to be accompanied by a colleague or trade union representative. The appraiser or Headteacher ('the recommendation provider') may also be present at the appeal hearing.

- Following the appeal hearing, the decision of the Appeal Committee will be given in writing within 5 working days. Where the appeal is not upheld this will include a note of the evidence considered and the reasons for the decision. The decision of the Appeal Committee will be final.

6.2 The Modified Procedure

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;

2. The teacher must have sent a copy of their appeal to the Chair of the Governing Body;

3. The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

END.

Appendix A: Model Appeal Hearing Format

Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Guidance

Where a staff member considers that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider. The appeal should be in writing to either the head teacher or the clerk to governors; their appeal should include sufficient details of its basis. Appeals should be heard without unreasonable delay and at an agreed date, time and place.

Employees have a statutory right to be accompanied at any stage of an appeal hearing by either a work colleague or trade union representative.

As part of the pay determination process, the appraiser or Headteacher ("the recommendation provider") will make a recommendation to the "the decision maker" (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher's pay, "the decision maker" will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal.

Where it has not been possible to resolve the matter at an informal stage (see 6.1), or where the staff member continues to be dissatisfied with the decision, he/she may follow a formal appeal process.

Formal Appeal Procedure Steps

If the teacher wishes to appeal the decision, they must do so in writing to the clerk to governors normally within 10 working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal.

On receipt of the appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three (or in exceptional circumstances two) governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity giving at least 10 working days' notice of the date of the appeal hearing, together with all documentation to be presented to the panel for consideration. (including, letter of appeal, appraisal forms and relevant evidence to be considered by the 'decision maker'). Both "the recommendation provider" and "the decision maker" may be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both "the recommendation maker" and "the decision maker" will also be asked to take the committee through the procedures that were observed in their part of the pay determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it within 5 working days

or within a mutually agreed alternative timescale. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

Appendix B: Progression to the Upper Pay Range

(Part 3; paragraph 14 - 15, STPCD 2024)

Comment: Where teachers are subject to the 2011 regulations and the 2012 regulations the governing body shall have regard to the assessments and recommendations in the teachers' appraisal reports under those regulations.

It is the responsibility of teachers to decide whether they wish to apply to be paid on the Upper Pay Range. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with paragraph 15 of the STPCD 2024 and the process set out in this pay policy.

An application from a qualified teacher will be successful where the Governing Body is satisfied that the teacher has evidence of high performance in this school in the previous two years which shows that the teacher is highly competent in all elements of the teachers' standards and that their achievements and contribution to the school are substantial and sustained and they are able to demonstrate that they have developed professionally in their teaching expertise.

Any teacher on the main pay range can apply to be paid on the Upper Pay Range in line with the STPCD 2024 although usually this would occur where the teacher has progressed to the top of the schools' main pay scale. If the application is unsuccessful, the Headteacher should meet with the teacher to outline the reasons why performance does not meet the standards required of a UPR teacher. Where that teacher's performance is above that expected for one increment, the school may consider whether a double increment to reward exceptional performance is appropriate. The school may also consider whether a TLR is appropriate based on the duties being undertaken.

All applications should include the results of the two most recent appraisals in this school. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Further evidence can be produced as appropriate at the discretion of the head teacher. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application in support of their application.

B1 Process:

One application may be submitted annually. The closing date for applications is normally 30th June each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the school's UPR application form (Appendix C). Submit the application form and any supporting evidence the teacher wants to present to the head teacher by the cut-off date of 30th June.
- You will receive notification of the name of the assessor of your application within 5 working days;

- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- The application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the assessor;
- The pay committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application by 30th September. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR backdated to 1 September of the year of application.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in this pay policy.

B2 Assessment:

The teacher will be required to meet the criteria set out in paragraph 15.2 of the Document, namely that:

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

In this school, this means:

"highly competent": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

"substantial": the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a positive contribution to the wider life and ethos of the school, which impacts on pupil progress and the effectiveness of staff and colleagues.

"sustained": the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see paragraph 5.1 of this policy). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently in line with the expectations contained in the school's appraisal policy.

For further information, including information on supporting evidence, please refer to the School Teacher Performance Appraisal policy.

Teachers may apply to be considered for progression to the upper pay range once per year. Applications should be submitted to the head teacher by 30th June in any 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 or schools. This will not be bound by any pay decisions made by another school.

Progression to the upper pay range is permanent, while the teacher remains in the same post or takes up another post in this school.

Appendix C: Application to be paid on the Upper Pay Range

Personal Information:

Name:	Job Title:
School:	Date of application:
Date of last application (as appropriate):	

Written Statement:

Details of Performance Management/Appraisal:

Years covered by planning/review statements

Schools covered by planning/review statements

Summary of application.

(Continue on additional sheets if needed)

Declaration

I confirm that at the date of this request for assessment I meet the eligibility criteria and I submit the performance management/appraisal (and brief supporting evidence as appropriate).

Signed (applicant): Date:

Appendix D: Pay Recommendation Form

Part 1: Staff member and Performance Appraisal details	
Appraisee name	
Job title:	
Outcome of Performance Appraisal:	
Pay recommendation made?	Yes/No* **If yes please complete part 2 and 3; if No, please complete authorisations only under parts 2 and 3*
Notes	

Part 2: Pay recommendations	
Current Teachers pay range: Reference point: Salary: Additional Allowances (i.e. TLR)	**Recommendation** Teachers pay range: Reference point: Salary: Additional Allowances (i.e. TLR)

Authorisations	**Signature**	**Date**
Appraiser/ relevant SLT member (as appropriate)		
Headteacher		
Notes:		

Part 3: Pay Committee Decision	
Pay Recommendation Approved?	Yes / No
Notes:	

Authorisations	**Signature**	**Date**
Head of Pay Committee		

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