



WHOLE SCHOOL PAY POLICY 2014/15

Heskin Pemberton's CE Primary School

This Policy has been the subject of consultations with the recognised teacher trade unions, but this does not represent agreement. Some Teacher trade union representatives have confirmed that they do not agree with the full content of the Policy.

A. GENERAL STATEMENT

The Governing Body of Heskin Pemberton's CE Primary School has adopted this whole school Pay Policy to provide a clear framework to exercise its powers in relation to the pay of individual members of staff. These powers will be exercised to take account of the specific needs of the school, in the light of flexibility inherent in the Teachers' Pay & Conditions Document. A Pay Policy for support staff is attached at Annex A.

The Governing Body of Heskin Pemberton's CE Primary has adopted the Living Wage.

B. AIMS

The Governing Body will seek:

- to maintain and improve the quality of education provided for pupils in the school by having a staffing structure and whole school pay policy which supports the aims/mission statement of the school and the School Improvement Plan;
- to ensure that all members of staff receive proper recognition for their work and responsibilities;
- to ensure fair and open treatment of staff within the school and to enhance and maintain staff morale through the management of the pay policy and through an awareness of the impact of decisions on all members of staff and on other schools;
- to recruit, appoint and retain a well-motivated, high quality staff;
- to use the flexibilities inherent in the national and local conditions of service for staff in a positive and constructive fashion within the resources available;

In seeking to apply these aims the Governing Body will take account of advice issued by the Local Authority, Diocesan/Church Authorities and the recognised Trade Unions.

C. CONSULTATION

The Governing Body will consult fully with the Headteacher, members of staff and representatives of their trade unions, and will seek advice as required from the Authority/Diocese/Church Authority, both when drafting the pay policy and during each annual review of the policy. Every member of staff and governor will be given access to a copy of the policy. A copy will also be sent to the Authority and, where appropriate, to the Diocese/Church Authority.

D. EQUAL OPPORTUNITIES

Heskin Pemberton's CE Primary, as an equal opportunity employer, intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, religion or belief, or part-time status unless this can be objectively justified.

The Governing Body will comply with relevant equalities legislation e.g. 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 and the Agency Workers Regulations 2010 in relation to pay matters.

The Governing Body will promote equality in all aspects of school life, particularly with regard to all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

The Governing Body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation. This information may be shared with staff and trade unions upon request.

E. FINANCIAL BASE

The Governing Body will allocate monies annually for staff salaries which will cover all planned commitments for the coming year, together with a contingency for unforeseen elements. In considering its financial base, the Governing Body will seek to strike a balance between their aims as expressed in the School Improvement Plan, and the resources available to the school. The Governing Body will also wish to take close note of its current and long term budgetary situation to assist in its decision making on flexibility for staff salaries. All decisions have long term financial implications.

F. PAY COMMITTEE AND REMIT

The Governing Body has established a Committee to exercise their functions in relation to the Pay Policy, with clearly delegated responsibilities. The Committee comprises the following members:

Mrs Bikerstaffe
Mr Mason
Mr Pitt

The remit of the Pay Committee will be:

- a) To implement the school's pay policy including pay for individual members of staff.
- b) Following the annual appraisal/performance management process, to agree any salary progression on the Pay Range/ISR for the Headteacher, deputy headteachers and assistant headteachers.
- c) Following the annual appraisal/performance management process, to review annually for September the salaries of all teaching staff in light of recommendations made by the Headteacher and to provide staff with a statement of salary

Additional delegated powers, as detailed below, may also be included within the remit of the Pay Committee or with an alternative committee such as Staffing or Resources, as agreed by the Governing Body.

1. To draft the whole school pay policy in consultation with the Headteacher, staff and representatives of the trade unions with members in the school;
2. To submit the draft policy and any proposed revisions which follow the annual review to the full Governing Body for formal approval;
3. To determine whether any powers in relation to pay matters should be delegated to the Headteacher;
4. To try to ensure that the pay policy meets the needs of the school to recruit, retain, develop and motivate staff;
5. To ensure that there is consistency between the fair application of the pay policy and the Governing Body's policies on recruitment and selection, including advertising, job descriptions and equal opportunities;
6. To prepare and apply criteria to be used in the application of discretionary pay elements and relate these to job descriptions;
7. To implement the statutory and discretionary elements of the School Teachers' Pay & Conditions Document and to have regard to national and local grading agreements and Local Authority advice on grading levels in respect of Support Staff, having regard to employment legislation, equal pay and the Governing Body's policy on equal opportunities;
8. To ensure that the School has either conducted its own Equal Pay Review for support staff, and apply the grading structure determined

therein, or to apply the grading structure determined by the Local Authority's Equal Pay Review.

9. To establish appropriate differentials/relativities within the school;
10. To review the unit total of the school and the effect if any, on the Pay Range/ISR;
11. To seek a balance between pay and other conditions of service.
12. To keep in touch with the pay policies of other maintained schools by seeking advice from the Local Authority and to be aware of the impact of their decisions on those other schools;
13. To have regard to guidance issued by the Authority, Diocese/Church Authority and professional organisations as appropriate, and where necessary to seek advice.

The Committee has delegated responsibility to exercise all discretions in respect of pay.

G. PROCEDURE FOR APPEALS AGAINST PAY DETERMINATION

A teacher may appeal against any determination in relation to his/her pay or any other decision taken by the Governing Body that affects his/her pay. For any formal hearing or appeal, the Teacher is entitled to be accompanied by a representative of a trade union or work colleague.

Whilst there is no right to representation by a work colleague/trade union representative prior to the formal hearing or appeal, the Headteacher/Chair of Governors may decide to offer that right. At the very least, the Teacher/Headteacher should consult their trade union representative.

The order of proceedings is as follows:

- i). The teacher receives written confirmation of the pay determination and where applicable, the basis on which the decision was made.
- ii). If the teacher is not satisfied, s/he should try to resolve this by discussing the matter informally with the Headteacher within ten working days.
- iii). Where this is not possible or where the teacher continues to be dissatisfied, s/he may follow a formal appeal process.
- iv). The teacher should set down in writing the grounds for questioning the pay decision and send it to the Pay/Staffing Committee who agreed the determination, within ten working days notification of the decision being appealed against or of the outcome of the of the discussion referred to at 2. above.
- v). The grounds for questioning the pay decision should be sent to the Clerk to the Governors. On receipt of such notification, the Clerk to the Governors will notify the Headteacher that the notification has been received and will invite the Headteacher to provide details of the basis on which the decision was made, if this has not already been done so,

as required under 1. above. The teachers' grounds for questioning and the Headteacher's written reasons for the pay decision will be sent to both parties, as well as members of the Pay Committee, at the same time and in advance of the meeting referred to in 6. below.

- vi). The Pay Committee who agreed the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing, the teacher should be informed in writing of the hearing's decision and the right of appeal.
- vii). Any appeal should be heard by the Pay Appeals Committee, made up of at least 3 Governors, who were not involved in the original determination, normally 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 Pay Appeals Committee 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.

H. PRACTICAL CONSIDERATIONS

(1) Job descriptions

Each member of staff will be consulted by senior management over the content of their job description and over any subsequent modifications.

To ensure consistency, decisions taken within the Whole School Pay Policy will be properly referenced to job descriptions.

(2) Appraisal/performance management

The system of appraisal/performance management will be used to inform decisions on pay. The Governing Body has a separate policy that sets out the appraisal process for teachers.

(3) Vacant posts

Details and further particulars relating to vacant posts, allowances, enhancements, temporary and acting posts available will be made known to all staff. The School Policy on appointments is set out at Annex Cii.

Vacancies for Headteacher and Deputy Headteacher will be advertised, having regard to the provisions of the 2009 School Staffing Regulations.

(4) Formal recording of decisions

Decisions on pay will be formally minuted, together with the criteria used for awards. Pay matters are confidential items.

(5) Records

Records will be maintained of all matters relating to salaries and staff will have the right of access to their personal salary record.

(6) Review

The Whole School Pay Policy and its application will be reviewed annually.

(7) Annual reassessment

Following the annual cycle of appraisal/performance management, the salaries of all teachers will be reassessed annually in order to take effect from 1 September and an annual salary statement will be provided to each teacher.

(8) Staffing establishment/salary structure

The current School establishment/structure is set out at Annex Ci.

I. APPLICATION OF PAY POLICY - FRAMEWORK FOR TEACHERS

References in brackets relate to the School Teachers' Pay & Conditions Document 2014

**(1) GROUPING OF THE SCHOOL [Section 2, Part 2 Para 6-8]
[Section 3, Para 8-14]**

The Group to which an ordinary school is assigned is determined by its Unit Total. This has an effect on the salary available to the Headteacher.

Mandatory

The calculation of the unit total shall be carried out:-

- where there is a rise or fall in pupil numbers. This includes when the Headteacher becomes responsible for more than one school on a permanent basis;
- whenever it is proposed to appoint a new Headteacher at the school;

Discretion available

The calculation of the unit total may be carried out:-

- Whenever the Governing Body consider it necessary to reflect a significant change in responsibilities of the post;
- If the Governing Body determine that this is required to maintain consistency with pay arrangements for new appointments on the leadership group, or with a member/members of the leadership group whose responsibilities have significantly changed.

Governing Body policy

To review unit totals and school groupings in accordance with the provisions of the School Teachers Pay and Conditions Document, as outlined above.

**(2) DETERMINATION OF LEADERSHIP GROUP PAY RANGES [Section 2, Part 2 Para 4-11]
[Section 3, para 7-28]**

Mandatory

- (a) The Governing Body must determine a Pay Range for the Headteacher, deputy headteachers and/or assistant headteachers
- (b) When determining any Leadership Group Pay Range, the Governing Body must take into account and record all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations. In the case of a new appointment, the Governing Body may wish to consider adjusting the starting salary within the agreed pay range to take account of how closely their preferred candidate meets the requirements of the post. The Governing Body must ensure that there is appropriate scope within the Pay Range to allow for performance-related progression over time.
- (c) Pay ranges for headteachers should not normally exceed the maximum of the Headteacher group. However, the Headteacher's pay range (where determined after 1 September 2014) may exceed the maximum where the Governing Body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Governing Body must ensure that the maximum of the Headteacher's pay range and any additional payments does not exceed 25% of the top of the Headteacher group.
- (d) In calculating the 25% limit, the Governing Body need to ensure that this is 25% of the maximum of the Group Size of the school. There has been no change in the method by which the Group Size is calculated, which is outlined at paragraph 6.1-8.5 of the School Teachers Pay and Conditions Document 2014.
- (e) For a new appointment to the post of Headteacher, the Governing Body must review the salary range taking account of the responsibilities of the post, the social, economic and cultural background of pupils attending the school, whether the post is difficult to fill and the appropriate positions of other leadership group pay ranges.
- (f) For a new appointment to the post of Deputy or Assistant Headteacher, the Governing Body must review the salary range taking account of the responsibilities and challenges of the post and whether the post is difficult to fill.
- (g) Once in post, the Headteacher, Deputy or Assistant Headteacher's overall performance must be reviewed by the Appraisal

Committee/Headteacher, with particular reference to the quality of the Headteacher, Deputy or Assistant Headteacher's leadership and management and the progress made by pupils at the school, in accordance with the school's policy on appraisal/performance management. The Appraisal Committee and Headteacher/Headteacher and Deputy/Assistant Headteacher must seek to agree performance objectives. If agreement cannot be reached, the Appraisal Committee/Headteacher have the power to set performance objectives.

- (h) Movement up the pay range can only take place following a review of performance (including performance objectives) (with the advice of an independent external adviser for Headteacher performance review), at the end of the school year, and the review has shown sustained high quality of overall performance. The pay range is not an incremental scale and there is no right of progression following a review of performance.
- (i) Any redetermination of the pay range should be for the reasons specified in the School Teacher Pay and Conditions Document, and outlined in Section I (1) above. Any redetermination should not be for reasons of retention, or associated with the performance of the postholder, and should not take account of the salary of the serving Headteacher, Deputy or Assistant Headteacher.
- (j) There are no longer provisions to extend the pay range of the Headteacher by two groups or to award additional discretionary payments to a limit of 25% of salary.
- (k) The Governing Body may determine that any additional payments be made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case, the Governing Body must not have previously take such reason or circumstance into account when determining the Headteacher's pay range. This does not include discretionary payments for retention purposes.
- (l) Where, in accordance with the provisions of an earlier Document, the Governing Body has determined a pay range, the maximum of which exceeds the highest salary payable under this Document, it must continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of this Document. The new arrangements for Leadership pay do not affect staff already paid on the Leadership Group Pay Range.

Discretions available

- To re-determine the Headteacher, Deputy or Assistant Headteacher pay range in accordance with the School Teachers Pay and

Conditions Document 2014, which states that such re-determination should only take place for the reasons outlined in Section I (1).

Governing Body policy

- The Governing Body's reference points within the Leadership Group Pay Range are:

LGPR Reference point	Annual Salary (£)	LPR Reference point	Annual Salary (£)	LPR Reference point	Annual Salary (£)
LGPR1	£38,215	LGPR16	£55,397	LGPR31	£79,872
LGPR2	£39,172	LGPR17	£56,670	LGPR32	£81,857
LGPR3	£40,150	LGPR18	£58,096	LGPR33	£83,892
LGPR4	£41,150	LGPR19	£59,535	LGPR34	£85,965
LGPR5	£42,175	LGPR20	£61,012	LGPR35	£88,102
LGPR6	£43,232	LGPR21	£62,521	LGPR36	£90,284
LGPR7	£44,397	LGPR22	£64,074	LGPR37	£92,528
LGPR8	£45,421	LGPR23	£65,661	LGPR38	£94,817
LGPR9	£46,555	LGPR24	£67,290	LGPR39	£97,128
LGPR10	£47,750	LGPR25	£68,962	LGPR40	£99,552
LGPR11	£48,991	LGPR26	£70,668	LGPR41	£102,039
LGPR12	£50,118	LGPR27	£72,419	LGPR42	£104,596
LGPR13	£51,372	LGPR28	£74,215	LGPR43	£107,210
LGPR14	£52,653	LGPR29	£76,053		
LGPR15	£53,963	LGPR30	£77,946		

- The Governing Body will apply any cost of living salary increase to all reference points, and not just the statutory minima and maxima of the group sizes within the Leadership Pay Range.
- For new appointments, to set an 8 point pay range within the Leadership Range for Headteacher posts, and a 6 point pay range within the Leadership Range for other members of the Leadership Group.
- Up to two points movement up the pay range is possible as a result of the annual appraisal for the Headteacher/Deputy or Assistant Headteacher.
- There shall not be any movement up the pay range unless (i) there has first been a review of the performance of the Headteacher/Deputy or Assistant Headteacher taking account of the performance objectives agreed or set and (ii) there has been a sustained high quality of performance by the Headteacher/Deputy or Assistant Headteacher taking account of the performance objectives agreed or set.

(3) DIFFERENTIALS/RELATIVITIES [Section 2, Part 2, Para 9.4]

The School Teachers' Pay and Conditions Document no longer sets out mandatory minimum differentials between Headteachers, Deputy Headteachers, Assistant Headteachers and the highest paid other teacher (excluding posts of Leading Practitioner and protected salaries).

Discretions available

To determine:-

- whether differentials should be set between the Headteacher and the Deputy Headteacher(s); the Deputy Headteacher(s)/Assistant Headteacher(s) and the highest paid other teacher (excluding posts of Leading Practitioner and protected salaries);
- whether these will be based on substantive grade of posts or protected salaries;
- what those differentials will be.

Governing Body policy

- Within this School, there shall be no overlap between the pay ranges of the Headteacher and any Deputy or Assistant Headteacher.
- The pay ranges of Deputy and Assistant Headteachers can overlap, dependent upon the level of responsibilities of the postholders.
- Any differentials will be based on substantive and protected salaries.

**(4) MAIN PAY RANGE/ [Section 2, Part 3 Para 13-15]
UPPER PAY RANGE [Section 3, Para 29-32]**

Pay on appointment

The Governing Body will determine the starting salary for any vacant classroom teacher post from the minimum of the Main Pay Range (mps1) to the maximum of the Upper Pay Range (UPS3). The range should be stated within the advert/appointment documentation, and the starting salary must be expressly stated when any offer of employment is made.

A Governing Body may wish to take into account the existing salary of the teacher when determining the starting salary to offer the successful candidate. However, there should be no assumption that a teacher will be paid at the same salary as they were being paid in a previous School.

In determining the starting salary to offer the successful candidate, the Headteacher/Governing Body may take into account a range of factors, including:

- the requirements of the post (i.e. the level of relevant qualifications, skills and experience of the successful candidate, including the extent to which they meet the desirable criteria for the post);
- any relevant specialist knowledge that the candidate possesses;
- the currency of any relevant experience;
- the wider school context;
- any market conditions that may apply;
- internal pay relativities of other teaching staff within School;

Pay progression within the Main Pay Range

The Governing Body will determine pay reference points within the Main Pay Range, which outline the salary structure within the Main Pay Range.

The Governing Body will consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the Main Pay Range.

To move up the Main Pay Range, teachers must have made good progress towards their objectives and must demonstrate competence in all elements of the Teachers' Standards. Teaching over the period of review should be at least 'good'.

Continued effective performance, as defined in i)-iv) below, should give a teacher an expectation of progression to the top of their respective pay range.

Judgments must be properly rooted in evidence and linked to the appraisal/performance management process. As a teacher progresses through the Main Pay Range, this evidence should show:

- i). an increasing positive impact on pupil progress
- ii). an increasing impact on wider outcomes for pupils
- iii). improvements in specific elements of practice e.g. behaviour management or lesson planning
- iv). an increasing contribution to the work of the school

Assessment may be based on evidence obtained through the appraisal/performance management process from a range of sources. This range of sources may include:

- Self-assessment by the teacher;
- Outcomes of peer coaching/review;
- Reviewing pupil progress and attainment targets;

- Outcomes of audits e.g. teaching and learning, behaviour and safety, learning environments;
- Classroom/other observations;
- Work scrutiny;
- Implementation of school policies;
- Role as a co-ordinator or subject/aspect leader;
- Contribution to school at a wider level (as identified in Teacher Standards);

A decision may be made not to award progression whether or not the teacher is subject to capability proceedings.

If the evidence shows that a teacher has exceptional performance, the Pay Committee may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of the Range. In such cases, teaching over the period of review should be 'outstanding'.

The Pay Committee will be advised by the Headteacher in making all such decisions. Pay progression decisions must be clearly attributable to the performance of the teacher in question. The Pay Committee must be able to justify its decisions.

Any pay increase awarded to a teacher on the Main Pay Range, the Upper Pay Range, or the Unqualified Teacher Pay Range, or any movement between those pay ranges, must be permanent for as long as the teacher remains employed within the same school.

Applications to be paid on the Upper Pay Range

Any qualified teacher can apply to be paid on the Upper Pay Range.

All applications should include the results of appraisal/performance management, including any recommendation on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the criteria (e.g. Teacher Standards [<http://media.education.gov.uk/assets/files/pdf/t/teachers%20standards%20information.pdf>], post-threshold standards (see Annex E), or other school-based criteria), must be submitted by the applicant. Responsibility for building and maintaining a portfolio of evidence lies with the teacher.

One application may be submitted annually. The closing date for applications is 31 October, unless exceptional circumstances apply.

The teacher should submit their application and supporting evidence to the Headteacher. The Headteacher/Reviewer should assess the application, which will include a recommendation to the Pay Committee of the Governing Body. If the Headteacher is not the reviewer, the application, evidence and recommendation will be passed to him/her for

moderation purposes. It is the responsibility of the Pay Committee to make the final decision, advised by the Headteacher.

The procedure for notification of decisions and appeals is outlined at paragraph G, earlier in this document.

Successful applicants will move to the minimum of the UPR on 1 September of the year in which the application was successful.

For an application to be successful, the teacher will be required to demonstrate that:

- they meet the criteria for progression within the Main Pay Range as set out in i-iv above;
- they are highly competent in all elements of the relevant standards; and
- their achievements and contribution to the school are substantial and sustained.

In this school, these may be defined as:

“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 significant wider contribution to school improvement, 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. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

If a teacher is simultaneously employed at another school(s), the UPR application within each school is considered separately, and neither school will be bound by any pay decision made by the other school.

Progression within the Upper Pay Range

The Governing Body will determine the pay reference points within the Upper Pay Range.

The Governing Body will consider whether there should be any movement on the Upper Pay Range. The evidence should demonstrate that the teacher has maintained the criteria (e.g. Teacher Standards [see link above], post-threshold standards (see Annex E), or other school-based criteria) and continued to meet the definitions of highly competent, substantial and sustained, described above.

If the evidence shows that a teacher has exceptional performance, the Pay Committee may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of the Upper Pay Range. In such cases, teaching over the period of review should be 'outstanding'.

The Pay Committee will be advised by the head teacher in making all such decisions. Pay progression decisions must be clearly attributable to the performance of the teacher in question. The Pay Committee must be able to justify its decisions.

Any pay increase awarded to a teacher on the Upper Pay Range must be permanent for as long as the teacher remains employed within the same school.

Discretions available/decisions required

- To determine the discretionary pay reference points on the Main and Upper Pay Ranges between the statutory minima and maxima. Governors could adopt longer ranges, or models with more or fewer points than the Local Authority's models.
- To determine whether any cost of living salary increase should be applied to all reference points, or only the statutory minimum and maximum of the Main or Upper Pay Range.
- To determine the starting salary for vacant teacher posts and whether pay portability will be applied.
- To determine whether accelerated progression will be applied, and what the criteria for accelerated progression will be (e.g. whether teaching is required to be outstanding).
- To determine how to define "highly competent", "sustained" and "substantial".
- Whether there are limitations in relation to which point of the Main Pay Range a teacher must be paid on before applying for the Upper Pay Range.
- To determine what evidence is required when considering applications for the UPR, (i.e. two consecutive appraisals for UPR consideration and/or two years of appraisal for consideration for progression).

Governing Body policy

- The Governing Body's reference points within the Main Pay Range are:

MPR reference point	Annual Salary (£)	MPR reference point	Annual Salary (£)
MPR1	22,023	MPR4	27,649
MPR2	23,763	MPR5	29,827
MPR3	25,674	MPR6	32,187

- The Governing Body's reference points within the Upper Pay Range are:

UPR reference point	Annual Salary (£)*
UPR1	£34,869
UPR2	£36,159
UPR3	£37,496

- The Governing Body will apply any cost of living salary increase to all reference points, and not just the statutory minimum and maximum of the MPR and UPR.
- The Governing Body will determine starting salaries for vacant teacher posts in line with the factors outlined above.
- The Governing Body's practice is that teachers will move up the Main Pay Range one point at a time, to the top of the range, with no accelerated progression, subject to the teacher making good progress towards their objectives and demonstrating competence in all elements of the Teachers' Standards. Teaching over the period of review should be at least 'good'.
- The Governing Body's practice is that teachers will move up the Upper Pay Range one point at a time, to the top of the range, with no accelerated progression, subject to teachers making good progress towards their objectives and demonstrating competence in all elements of the Teachers' Standards/Post-threshold standards. Teaching over the period of review should be at least 'good'.
- The Governing Body requires a Teacher to be at the top of the Main Pay Range in order to apply for UPR, unless exceptional circumstances apply.

- Two consecutive successful appraisals are required as part of the application process for UPR1.
- Two consecutive successful appraisals are required as part of pay progression considerations within the UPR.
- In the Autumn term following the successful completion of the NQT induction period, a teacher will be given one point salary progression when the Governing Body meet to consider the pay progression of all other teachers, backdated to 1 September in the same way as for other teachers eligible for salary progression.

(5) LEADING PRACTITIONERS

[Section 2, Part 3 Para 16]

[Section 3 Para 26]

Schools can create posts whose primary purpose is modelling and leading the improvement of teaching skills, paid above the maximum of the Upper Pay Range, known as Leading Practitioners.

The pay range for Leading Practitioners covers a significant salary range. Schools will need to determine a salary range for each post within the minimum and maximum of the overall range (£_____ to £_____).

The Governing Body are not required to create a post(s) of Leading Practitioner, nor are they required to match a teacher's existing salary range upon appointment.

When determining the salary range of a Leading Practitioner, the Governing Body should take into account the challenge and demands of an individual post and be mindful of internal pay relativities. If more than one such post is established, the salary ranges should be determined separately for each post and need not be identical. Salaries should be for specific posts, and will not be portable between different schools or different posts within the same school.

Teachers on the pay range for Leading Practitioners must be an exemplar of teaching skills, lead the improvement of teaching skills in their school and carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.

A Teacher on the pay range for Leading Practitioners must take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement. This might include:

- (a) coaching, mentoring and induction of teachers, including trainees and NQTs
- (b) disseminating materials and advising on practice, research and continuing professional development provision

(c) assessment and impact evaluation, including through demonstration lessons and classroom observation

(d) helping teachers who are experiencing difficulties within their role.

They may also take on this role in other schools or in relation to teachers from other schools, with the agreement of the Governing Body.

To be eligible for appointment to these posts, the individual must have QTS. A successful candidate will normally 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.

Schools will normally be expected to advertise any vacancies and appoint candidates in a similar manner to other vacancies. It may not be necessary to advertise such a vacancy if the school requires a post of Leading Practitioner and already has a teacher in School who undertakes similar responsibilities (e.g. AST/Excellent Teacher), who can be assimilated to the Leading Practitioner Pay Range, providing the Governing Body is satisfied that the teacher has the skills and experience necessary to carry out the new role.

Pay progression within the Leading Practitioner Pay Range

The Headteacher will agree appraisal objectives for the Leading Practitioner. If no agreement can be reached, the Headteacher can set the objectives.

The Pay Committee shall have regard to the results of the Leading Practitioner's appraisal, including any pay recommendation. The Pay Committee will also take account of other evidence. The evidence should show the Leading Practitioner:

- has made good progress towards their objectives;
- is an exemplar of outstanding teaching skills, which impact significantly on pupil progress, within school and within the wider school community;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

The Pay Committee will be advised by the Headteacher in making all such decisions. Pay progression decisions must be clearly attributable to the performance of the teacher in question. The Pay Committee must be able to justify its decisions.

If the evidence shows that a teacher has exceptional performance, the Pay Committee may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of the Range.

Discretions available/decisions required

- Whether the Governing Body wish to review their staffing structure and establish posts of Leading Practitioner.
- To determine the discretionary reference points on the Leading Practitioner pay range between the statutory minimum and maximum. Governors could adopt a longer range, or a model with more or fewer points than the Local Authority's model.
- To determine whether any cost of living salary increase should be applied to all reference points, or only the minimum and maximum of the Leading Practitioner Pay Range.
- To determine the pay range for any Leading Practitioner post.
- To determine whether accelerated progression may apply, and if so, what the criteria for accelerated progression will be.

Governing Body policy

- The Governing Body's reference points within the Leading Practitioner Pay Range are:

LPPR reference point	Annual Salary (£)*	LPPR reference point	Annual Salary (£)*	LPPR reference point	Annual Salary (£)*
LPPR1	£38,215	LPPR7	£44,397	LPPR13	£51,372
LPPR2	£39,172	LPPR8	£45,421	LPPR14	£52,653
LPPR3	£40,150	LPPR9	£46,555	LPPR15	£53,963
LPPR4	£41,150	LPPR10	£47,750	LPPR16	£55,397
LPPR5	£42,175	LPPR11	£48,991	LPPR17	£56,670
LPPR6	£43,232	LPPR12	£50,118	LPPR18	£58,096

- The Governing Body will apply any cost of living salary increase to all reference points, and not just the statutory minimum and maximum of the LPR.
- To establish posts of Leading Practitioner as required, consisting of 5-points on the pay range.
- A teacher appointed as a Leading Practitioner for the first time will be placed on the lowest point on their 5-point salary range.

- Progression on the Leading Practitioner Pay Range will normally be one point on an annual basis, providing the teacher has met the criteria. In exceptional circumstances, a maximum of two points' progression may be applied.

**(6) TEACHING AND LEARNING
RESPONSIBILITY PAYMENTS
(TLR's)**

**[Section 2, Part 4, Para 20]
[Section 3, Para 33-38]**

The Governing Body may award a teaching and learning responsibility (TLR) payment. However, they must be satisfied that the teacher's duties include a sustained additional 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) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;
- (e) involves leading, developing and enhancing the teaching practice of other staff.
- (f) Involves line management responsibility for a significant number of people (for a TLR1).

NB. Sub-paragraphs (c) and (e) do not have to apply to the award of TLR3s.

Mandatory

- i) the annual value of a TLR1 must be no less than £7,471 and no greater than £12,643;
- ii) the annual value of a TLR2 must be no less than £2,587 and no greater than £6,322;
- iii) the annual value of a TLR3 must be no less than £511 and no greater than £2,551. The Governing Body will determine the spot value of the allowance. A TLR3 may be awarded to a classroom-teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duties and duration of the fixed-term must be clearly established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.

There is no longer a requirement for a £1,500 differential between TLR values.

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.

Any TLR awarded to a part-time teacher must be paid on a pro-rata basis, as defined in STPCD Section 3, para 65.

If the duties for which a TLR1 or TLR2 were awarded are no longer to include the significant responsibility for which it was awarded, or the responsibility for which the teacher was awarded a TLR1 or TLR2 merits a lower annual value of TLR, the teacher will be paid a safeguarded sum in accordance with Section 2, Part 5 of the School Teachers Pay and Conditions Document 2014. TLR3s are not subject to salary safeguarding.

TLRs awarded under a fixed term contract or whilst a teacher occupies another post in the absence of the substantive post-holder are not safeguarded after the fixed-term contract expires or after the date or the circumstance (if occurring earlier than that date) notified to the teacher that it will come to an end.

Governing Body policy

To award Teaching and Learning Responsibility payments as necessary to reflect defined teaching and learning responsibilities.

The levels of TLRs payable shall be as follows:

	1.9.14		1.9.14		1.9.14
TLR 1.1	£7471	TLR 2.1	£2587	TLR 3.1	£511
TLR 1.2	£9194	TLR 2.2	£4310	TLR 3.2	£1,020
TLR 1.3	£10918	TLR 2.3	£6034	TLR 3.3	£1,530
TLR 1.4	£12643			TLR 3.4	£2,040
				TLR 3.5	£2,551

The Governing Body will apply any cost of living salary increase to all TLR points, and not just the statutory minimum and maximum.

(7) **SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES** **[Section 2, Part 4, Para 21]**
[Section 3, Para 39-40]

A SEN allowance of no less than £2,043 and no more than £4,034 per annum is payable to a classroom teacher.

The Governing Body must award a SEN allowance to a classroom teacher, unless that responsibility is already being remunerated via a TLR or a Leadership responsibility, in the following circumstances:

- (a) in any SEN post that requires a mandatory SEN qualification;

- (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 PRU) that is analogous to a designated 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 judgement 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 school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the governing body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors-

- (a) whether any mandatory qualifications are required for the post;
- (b) the qualifications or expertise of the teacher relevant to the post; and
- (c) the relative demands of the post.

Where the Governing Body makes changes in the way its SEN provision is organised, or to its Pay Policy, such that the criteria and factors cease to be met, or merit the payment of a lower allowance, this could result in the value of the allowance being reduced or withdrawn. In these cases, three-years' salary safeguarding will apply.

Governing Body policy

To pay an allowance of either £2,043 or £4,034 having regard to the criteria set out in the 2014 Pay and Conditions Document (and reproduced above).

The Governing Body will apply any cost of living salary increase to all SEN points, and not just the statutory minimum and maximum.

- | | | |
|------------|---|---|
| (8) | <u>UNQUALIFIED TEACHERS/
INSTRUCTORS</u> | [Section 2, Part 3 Para 17-18]
[Section 2, Part 4 Para 22] |
|------------|---|---|

The following categories of unqualified teacher are covered by the School Teachers Pay and Conditions Document 2014, if they provide primary or secondary education under a contract of employment with a local authority or a governing body requiring them to carry out specified work in a school:

- overseas trained teachers;
- persons granted a licence under the provisions of Part II of Schedule 2 to the Education (Teachers) Regulations 1993;
- student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS;
- assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (Teachers) Regulations 1982 before 1 September 1989;
- persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience;

Unqualified teachers may not hold TLRs or SEN allowances, but may hold additional allowances as the Governing Body determines appropriate. Such allowances are awarded where the Governing Body determines that the unqualified teacher has:

- i. taken on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teachers' professional skills and judgement, or
- ii. qualifications or experience which bring added value to the role being undertaken.

Pay on appointment

The Governing Body will determine where a newly appointed unqualified teacher will enter the Pay Range, having regard to any qualifications or experience s/he may have, which they consider to be of value.

Pay progression within the Unqualified Teacher Pay Range (UTR)

The Governing Body will consider annually whether or not to increase the salary of unqualified teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the Pay Range.

To move up the Pay Range, unqualified teachers must have made good progress towards their objectives and must demonstrate competence in their role.

Continued effective performance as defined in i) - iv) below, should give an unqualified teacher an expectation of progression to the top of the Pay Range.

Judgments must be properly rooted in evidence and linked to the appraisal/performance management process. As a teacher progresses through the Unqualified Teacher Pay Range, this evidence should show:

- i). an increasing positive impact on pupil progress
- ii). an increasing impact on wider outcomes for pupils
- iii). improvements in specific elements of practice e.g. teaching skills, behaviour management or lesson planning
- iv). an increasing contribution to the work of the school

Assessment may be based on evidence obtained through the appraisal process from a range of sources, including:

- Self-assessment by the Unqualified Teacher;
- Outcomes of peer coaching/review;
- Reviewing pupil progress and attainment targets;
- Outcomes of teaching and learning audits;
- Classroom/other observations;
- Work scrutiny;
- Implementation of school policies;
- Contribution to school at a wider level;

A decision may be made not to award progression, whether or not the Unqualified Teacher is subject to capability proceedings.

If the evidence shows that an Unqualified Teacher has exceptional performance, the Pay Committee may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of the Range.

The Pay Committee will be advised by the Headteacher in making all such decisions. Pay progression decisions must be clearly attributable to the performance of the unqualified teacher in question. The Pay Committee must be able to justify its decisions.

Any pay increase awarded to an Unqualified Teacher must be permanent for as long as the Unqualified Teacher remains employed on the UTR within the same school.

Governing Body policy

- The Governing Body's reference points within the Unqualified Teacher Pay Range are:

UTR Reference point	Annual Salary (£)*	UTR Reference point	Annual Salary (£)*
UTR1	16,136	UTR4	21,764
UTR2	18,012	UTR5	23,643
UTR3	19,889	UTR6	25,520

- The Governing Body will apply any cost of living salary increase to all referencing points, and not just the statutory minimum and maximum of the UTR.
- The Governing Body's practice is that teachers will move up the UTR one point at a time, to the top of the range, with no accelerated progression, subject to teachers making good progress towards their objectives and demonstrating competence in their role. Teaching over the period of review should be at least 'good'.
- Allowances are only awarded for defined additional responsibilities

(9) RECRUITMENT AND RETENTION INCENTIVES

**[Section 2, Part 4 Para 27]
[Section 3, Para 50-52]**

A Governing Body may make such payments or provide other financial assistance, support or benefits to teachers as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded such payments, other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher must be taken into account when determining their salary range.

Where a Headteacher, Deputy Headteacher or Assistant Headteacher is already in receipt of a Recruitment or Retention incentive/benefit, the Governing Body may continue to make that payment at its existing value until the end of the already determined fixed period for that payment, or until such time as their pay range is re-determined under the 2014 STPCD, whichever is the sooner.

Payments may only be made for recruitment and retention purposes, and not for carrying out specific responsibilities or to supplement pay for some other reason.

Recruitment and retention benefits may only be given for a fixed period. The Governing Body must make clear at the outset the expected duration

of such incentives and benefits, and the review date after which they may be withdrawn.

Where such an award is given, written notification given at the time of the award should state:

- i) Whether the award is for recruitment or retention;
- ii) the nature of the award (cash sum, travel or housing costs etc);
- iii) when/how it will be paid;
- iv) unless it is a 'one-off' award, the start date and expected duration of the incentive;
- v) the review date after which it may be withdrawn; and
- vi) the basis for any uplifts that will be applied

The Governing Body will determine the value of such an award.

The Governing Body must decide whether or not to award recruitment and retention incentives/benefits, as they consider necessary. If the decision is to award such incentives/benefits, to agree the nature, value, duration and circumstances in which they will be paid.

Governing Body policy

Not to award Recruitment and Retention incentives/benefits

(10) ACTING AND TEMPORARY POSTS OF RESPONSIBILITY [Section 2, Part 4 Para 23]

Mandatory

The Governing Body will consider, within four weeks of the first date of absence, the payment of an appropriate acting allowance to teachers temporarily carrying out the duties of headteachers, deputy headteachers or assistant headteachers. Where an allowance is paid the corresponding conditions of employment will apply.

In accordance with the School Teachers' Pay and Conditions Document, the teacher must be assigned and carry out the duties of a Head, Deputy, Assistant Head or higher paid teacher for a prolonged period in order to receive an acting allowance.

Discretions available

Leadership Spine

If the Governing Body determines that a teacher who, for any prolonged period, is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher should be paid an acting allowance, it must be of such amount as is necessary to ensure that the teacher receives remuneration equivalent to such point on the leadership pay spine as the Governing Body considers to be appropriate. The remuneration of a teacher who is assigned and carries out the duties of

a Headteacher must not be lower than the minimum of the pay range, and in the case of an acting Deputy/Assistant Headteacher, it must not be lower than the minimum of the relevant pay range.

Teaching and Learning Responsibility payments

The Governing Body may determine that a TLR shall be paid to a teacher other than a Headteacher, Deputy Headteacher, or Assistant Headteacher during any prolonged period for which that teacher is temporarily assigned responsibilities arising out of the absence of a permanent post holder.

TLRs awarded under a fixed term contract or whilst a teacher occupies another post in the absence of the substantive post-holder must not be safeguarded after the fixed-term contract expires or after the date or the circumstance (if occurring earlier than that date) notified to the teacher that it will come to an end.

Governing Body policy

To pay acting allowances after a teacher has been acting up for 2 consecutive months, backdated to the date when additional responsibilities were assumed. In the case of a teacher acting as Headteacher, Deputy Headteacher or Assistant Headteacher, the acting allowance is paid after 4 weeks.

One acting allowance per absence only is normally paid and is at the substantive grade for the post, rather than any protected salary.

**(11) ADDITIONAL PAYMENTS [Section 2, Part 4 Para 26]
[Section 3, Para 44-49]**

The Governing Body may make such payments as they determine to a teacher including a Headteacher in respect of:-

- | | |
|--|-----------------------------|
| (A) Continuing Professional Development undertaken outside the school day | Section 3 Para 44 |
| (B) Initial Teacher Training Activities | Section 3 Para 45-48 |
| (C) Out of School Hours Learning Activities | Section 3 Para 49 |
| (D) Service Provision | Section 3 Para 72-75 |

Such payments may only be made to reward Headteachers for temporary or time-limited activity, and any such temporary payment made to a Headteacher is subject to the overall limit of 25% of the School's Group Size outlined at paragraph 9 of the School Teachers' Pay and Conditions Document 2014.

(A) CONTINUING AND PROFESSIONAL DEVELOPMENT

Discretions available

Payment for INSET to Headteachers, Deputy Heads, Assistant Heads and part-time teachers may only be made in respect of such training undertaken on a day other than any of the 195 days on which the teacher must be available for work (i.e. at weekends or during school holidays), and shall be determined by the Governing Body.

Payment to full time teachers may be made in respect of such training undertaken outside the 1265 hours, or the appropriate proportion of the 1265 hours of directed time for part-time teachers, whether or not this is on one of the 195 days.

Participation in CPD outside of directed time is voluntary and cannot be directed.

The Governing Body will determine whether to establish a policy in respect of payments for INSET activities.

If a policy for INSET payments to teachers who volunteer to participate in INSET activities outside the 195 days/1265 hours is established, staff and teacher association representatives will be consulted in order to make a decision on the rate for such payments.

Note: Any payments must be made under the provisions of the Document, will be liable to NI and tax and are superannuable.

Governing Body policy

Whilst it is recognised that this facility may provide some element of flexibility for schools, the Governing Body has noted the views of the recognised Teacher Associations and in light of the requirements in relation to a 'work/life balance' does not intend to make such payments.

(B) INITIAL TEACHER TRAINING ACTIVITIES

Discretions available

Any payment for activities related to the provision of ITT shall be determined by the Governing Body.

Note: Any payments must be made under the provisions of the Document and will be liable to NI and tax and are superannuable.

Governing Body policy

The Governing Body policy is that since resources allocated for ITT activities are outside the school's budget share, it will be for the Governing Body, having consulted with teacher trade union representatives and staff, and stressed the voluntary nature of such activities and workload implications, to determine any involvement or participation in such activities and workload. Any resulting policy statement should cover the nature of the contractual agreement with an HE institution, the amount charged to the institution and the division of the allocation between, for example, capitation/resources, administration, supply cover and payments to mentors. It is recommended that payments to staff be made on the basis of a separate contract covering ITT activities (i.e. outside the 1265 hours).

(C) OUT OF SCHOOL HOURS LEARNING ACTIVITIES

Discretions available

Payments to teachers who participate in out-of-school hours learning activity may be made by the Governing Body. Such activity must be on a voluntary basis outside directed time and must be authorised by the Headteacher. The commitment must be substantial and, where appropriate, regular.

The Governing Body will consider establishing a policy in respect of payments for out-of-school learning activities, and must review this policy regularly.

Note: Any payment made under the provisions of the Document will be liable to NI, tax and will be superannuable.

Governing Body policy

That payment for activities such as out-of-school/homework clubs and holiday schemes/summer schools should be based on separate contracts (i.e. outside the 1265 hours) over a regular structured period and that the rate should be based on FE hourly rates, currently £22.92 per hour.

(D) SERVICE PROVISION

Discretions available

To make a payment to a Headteacher, subject to the 25% limit, in respect of additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

Governing Body policy

To determine the amount and to make any payments to a Headteacher, subject to the 25% limit, in respect of additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

SUPPORT STAFF PAY POLICY

1. GENERAL PROVISIONS

- 1.1 The provisions outlined within this Support Staff Pay Policy reflect the entitlements contained within the National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service (known as the 'Green Book'), except where variations have been determined, including as a result of the County Council's Equal Pay Review (EPR).
- 1.2 For all categories of staff, the Governing Body will apply the agreed grading structure of the Local Authority's Equal Pay Review or the results of the School's own EPR process in cases where the Governing Body elected not to implement the results of the Local Authority's EPR.
- 1.3 In accordance with the School Staffing Regulations (England) 2009, where the Governing Body of a Community/Controlled School wishes to employ support staff to take on a new kind of role that does not have an existing Local Authority role profile, it should consult the Schools HR Team at the point of determining the job specification, providing a copy of the proposed role profile. The Governing Body should then consider any pay and grading issues the local authority may raise before determining the appropriate role and grade.
- 1.4 The grade applied to a support staff role within a Community/Controlled School must be on the scale of grades used by the local authority. With the exception of posts of Unqualified Teacher and Headteacher, all posts contained within the School teachers pay and conditions document require the postholder to hold Qualified Teacher Status. This means that support staff cannot be appointed to the Leadership Spine.
- 1.5 The Governing Body will periodically review roles and grades of all staff, and will amend job descriptions in consultation with members of staff and their trade union representatives to reflect these changes as appropriate, taking into consideration the effect that the change in duties may have on the grade of each post.

2. PLACEMENT WITHIN THE GRADE

2.1 Appointments

New employees are appointed to the minimum of the grade, other than in exceptional circumstances, whereby the Governing Body is able to consider a starting salary at any point within the grade.

2.2 Promotion to a higher grade

Upon appointment from another post within the Authority to a post carrying a higher maximum salary, the Governing Body must apply a

starting salary which is at least one spinal column point in excess of the salary that the candidate would have received on their old grade on the day of appointment.

2.3 Re-grading

Upon the re-grading of a post to a grade carrying a higher maximum salary than the existing grade, the member of staff is placed on the minimum of the new grade or will receive at least one additional increment within the grade, whichever is the greater.

3. INCREMENTAL PROGRESSION

3.1 Annual incremental progression

Staff will progress by annual increments awarded on the 1 April each year, subject to having six months service in the grade and subject to the maximum of the scale not being exceeded. A member of staff appointed/promoted during the period 2 October-31 March will, for that first year, normally receive an increment on the 6 months' anniversary of their appointment, in place of the increment on the 1 April.

In respect of promotions within the School, where the salary on the following 1 April would be less than 1 spinal column point in excess of the salary they would have received in the previous grade, staff are entitled to their first increment on 1 April.

3.2 Withholding of increments

In exceptional circumstances, the Governing Body may withhold payment of an annual increment, subject to a report from the Headteacher being considered by the Pay Committee. Such action would only be considered following detailed discussions with the member of staff, and where that member of staff has had the opportunity (accompanied by a representative) to make representations through the appropriate Committee and is given the opportunity to appeal against such a decision. Any increment withheld may be paid subsequently if the employee's services become satisfactory.

Withholding of increments must not be used as a disciplinary sanction.

3.3 Advancement of increments

In exceptional circumstances, the Governing Body is able to award the advancement of up to 2 increments per annum on the grounds of special merit or ability, to assist in the retention of able staff, subject to the maximum of the grade not being exceeded.

4. ADDITIONAL PAYMENTS

4.1 National and Local Conditions of Service provide for additional payments in the circumstances listed i)-vi) over the page. All other allowances, other than those listed below, ceased as a result of the Equal Pay Review, including additional increments paid for weekend working, letting allowance; bonus payments; dirt money; bank duty; boiler duty; till

duty; switch on allowance; skills supplement; retainer payments and free meals.

- i). overtime
- ii). weekend working
- iii). night work
- iv). shift work
- v). work on public/extra statutory holiday
- vi). Emergency call-out

4.2 Such allowances are only payable where an employee is in work and not when absent from work (for example, due to leave or sickness).

4.3 **Overtime**

Employees graded at or below SCP 26 who are required to work additional hours beyond 37 hours, are paid time plus 25%. Additional hours up to 37 are paid at the plain time rate. Employees graded above SCP 26 are not eligible for an enhanced payment for additional hours, except where this is authorised planned overtime (see below). Instead they are granted time off in lieu (TOIL) equal to the hours worked.

4.4 **Weekend working**

Monday to Friday are normal working days with no enhancements. Working on Saturday and/or Sunday attracts an enhancement of 25%.

4.5 **Night work**

Night work between the hours of 11pm and 8am is payable at time plus 25%.

4.6 **Shift work**

Rotating shift and alternating shift work is payable at time plus 10%. Split daily shifts (split duty) attracts an additional payment of 5p per hour.

4.7 **Work on public/extra statutory holiday**

Hours worked on a bank holiday or fixed extra-statutory day attract a payment of time plus 50%.

4.8 **Emergency call-out**

As per overtime rates above. Minimum of 2 hours' payment will apply.

5. **ACTING-UP ALLOWANCE/HONORARIUM PAYMENTS**

5.1 **Honorarium**

An honorarium is a payment agreed by the Governing Body, given for undertaking higher level duties or responsibilities. These may be a proportion of a higher level post, or may be a piece of work that falls outside an established post, such as a new project or initiative.

5.2 **Acting-up payments**

Acting up is where an employee undertakes the full duties and responsibilities of an established higher level post and is paid the rate for that post. An acting-up payment is a form of honorarium payment.

Such honoraria are only permitted where the acting-up payment is to compensate for taking on higher level duties/responsibilities and where it is expected that the increased duties and responsibilities will continue for a period of four weeks or more. The only exception permitting an acting-up payment for a period of less than four weeks is where immediate cover of the post is critical to service delivery.

Where only part of the duties of the higher graded post are carried out for a minimum period of 4 weeks a member of staff will be entitled to receive an allowance on the basis of a proportion of the full difference, calculated based on an assessment of the percentage of overall responsibilities of the higher graded post carried out.

Where an employee has been undertaking higher level duties of an established post, the honorarium payment is calculated by quantifying the amount of time assigned to undertaking the higher level duties as a percentage of the employee's time, and paying the equivalent percentage of the difference between the employee's current scale point and the bottom scale point of the grade for the post.

All honorarium arrangements require a review at 6 months.

6. **REGRADING REQUESTS**

- 6.1 Where a member of staff feels that the duties and responsibilities carried out have increased to the extent that s/he considers that work at a higher grading level is being undertaken, the postholder may pursue this matter formally in writing to the Headteacher. Any complaints arising from decisions relating to grading matters may be pursued through the Grievance Procedure.
- 6.2 In considering any grading matters the Governing Body will have regard to the position of other staff within the structure. The Governing Body will also have regard to the grading decisions of other schools in respect of posts carrying similar responsibility levels and will seek advice on this from the Local Authority.

ANNEX B

Suggested programme for preparing a whole school pay policy

The school development plan and the approved whole school pay policy will be the reference point for all matters relating to pay.

It is important that consultation with school representatives of the recognised trade unions with members at the school takes place.

1. Collect data and background information, including:
 - School development plan/Post-Ofsted action plan
 - Current School Teachers Pay & Conditions Document and current national and local pay documents for school support staff
 - Current DfE Circulars
 - Authority/Diocesan/Church Authority guidance and model pay policy
 - Relevant views and information from trade unions
 - Resource guidelines issued by the Authority
2. Contact Authority and/or Diocesan/Church Authority staff able to advise and support the Governing Body.
3. The Governing Body determines strategy, appoints Staffing/Resources Committee with delegated powers and gives it its terms of reference.
4. The Governing Body informs all staff and their representatives of the procedure being followed.
5. The Staffing/Resources Committee drafts the Whole School Pay Policy and Appraisal/Performance Management Policy and circulates it to all staff, and their representatives for comment and discussion. A draft should also be sent to the Authority for comment and advice.
6. Consultation takes place between the Staffing/Resources Committee and staff representatives.
7. The Staffing/Resources Committee amends the policy as appropriate in the light of comments received and circulates the final draft to all staff, and their representatives.
8. Any comments on the final draft to be received by the Clerk to the Governing Body.
9. The Governing Body consider the final draft and the comments received, and agree the policy or refer it back to the Staffing/Resources Committee for further consideration.
10. A copy of the agreed pay policy is made available to every member of staff, their representatives and every governor.

A copy should also be available for the Authority and, where appropriate the Diocese/Church Authority, where necessary.

Example Staffing Establishment/Structure

A. Establishment - From 01/09/20__ Headteacher plus __ teachers

Number of Leadership Group/Leading Practitioners									
School Group Size	HT PAY RANGE		DHT (incl. ranges)	Posts pay	AHT posts (incl. pay ranges)		Leading practitioners (incl. pay ranges)		
Number of Full-Time Teachers									
MPR1	MPR2	MPR3	MPR4	MPR5	MPR6	UPR1	UPR2	UP3	
Number of Part-Time Teachers (including fraction/proportion of full-time)									
MPR1	MPR2	MPR3	MPR4	MPR5	MPR6	UPR1	UPR2	UP3	
Number of Unqualified Teachers									
UTR1		UTR2		UTR3		UTR4		UTR5	

B. Structure

No of Teachers in receipt of salary protection	No of Teachers with TLR's							
	1.1	1.2	1.3	1.4	2.1	2.2	2.3	TLR3

C. Other allowances

Temporary/Additional payments to the Headteacher	
Amount	
Reason	
Recruitment and retentions incentives/benefits	
Number	
Amount	
Reason	
Special Educational Needs allowances	
Number	
Amount	
Other allowances	
Number	
Amount	

[SCHOOL NAME]

GOVERNING BODY POLICY ON APPOINTMENTS

All matters concerning appointments in School will be the responsibility of the Staffing Committee.

The Governing Body will have regard to the advice and guidance offered within the *"Guidance for the recruitment and selection of school staff"* in relation to appointments.

Advertising

Vacancies for Headteachers and Deputy Headteachers will normally be advertised (having regard to the 2009 School Staffing Regulations). The Committee will decide whether posts other than Head and Deputy are advertised internally or externally.

External posts may be advertised on the Internet, or in any local or national publication (e.g. the Times Educational Supplement). Internal posts will be advertised on the staffroom noticeboard.

A copy of all advertisements will be sent to absent staff.

Shortlisting

Governors and anyone else involved in the interviewing process will receive copies of applications, further particulars of the post and the person specification.

Anyone involved in formal interviewing must be involved in shortlisting. Anyone who is not able to be present at the shortlisting will be ineligible for the formal interview stage.

For the appointment of Deputy Headteacher, small group interviewing will take place during the morning to select from a long list those candidates who will be invited for formal interview in the afternoon.

At least one member of every selection panel should have undertaken the Local Authority's Safer Recruitment & Selection training course, or a recognised alternative version of this training, covering the key aspects of the DfE's statutory guidance document *Keeping Children Safe in Education*.

Information to Candidates

Candidates for an externally advertised posts will receive an application form, a post specification, a person specification, a brief outline of the school's pay

policy (including the pay range), information regarding the department or organisational structure within which they would operate and information regarding the school.

Candidates for an internally advertised post will receive a post specification and a person specification. Application will be by letter. CVs should not be used as a method for selection. All candidates should be expected to complete an application form.

Interviews

Governors will be involved in the appointment of all teaching staff. Other personnel, either from school or the Advisory Service will be invited to attend as appropriate.

All candidates, up to the post of Deputy Headteacher, will be given the opportunity, on the morning of the interviews, to see the school and meet the member of staff to whom they will be directly responsible in order to ask about resources, organisational arrangements, other personnel etc so that they may ascertain whether they wish to continue with their application. In the case of an appointment of a Deputy Headteacher, this opportunity will be afforded to candidates on the morning or afternoon prior to the day of the interviews.

A timetable of arrangements for interviews will be published to all concerned either on the day of the interviews or previously. Candidates will be sent a copy when invited for interview.

ANNEX D

TEACHERS EMPLOYED IN SCHOOLS

GUIDANCE ON MAKING PAY PROGRESSION DECISIONS

The Authority has no statutory role in determining the process adopted by individual schools for determining pay progression. The Local Authority accepts that pay progression is awarded at the discretion of the Governing Body and that it is for schools to determine how to apply the relevant provisions of the current edition of the School Teachers' Pay and Conditions Document.

The Authority recognises the principles noted below for determining pay progression:

- Appraisal/Performance management is critical to the successful management of schools and there should be a link between appraisal/performance management and pay.
- There should be no automatic progression up any pay range. The rate of progress will vary from one teacher to another.
- Progress up the pay range will depend on performance against established national criteria, exemplified as appropriate at a national and school level and in line with a school's own circumstances.

Performance pay progression on the Upper Pay Scale

Headteachers are reminded that the relevant regulations are set out annually in the School Teachers' Pay and Conditions Document.

The Governing Body is now expected to have regard to any recommendation on pay progression recorded in the teacher's most recent appraisal/performance management review statement.

The Governing body and Headteacher will be expected to use the outcomes of statutory appraisal/performance management to inform decisions on pay progression.

The Governing body is reminded that employees of the school cannot sit on pay committees in the school.

Where a teacher has been absent from work due to ill-health/maternity leave there should be sufficient attendance to demonstrate that the achievements of the teacher have met the criteria for pay progression (including those paid on the Leadership Pay Range), and on the Upper Pay Range, that the achievements have been substantial and sustained and that this can be appropriately evidenced.

Objectives or targets for action form an important framework for assessing performance but there is, in accordance with the School Teachers' Pay and Conditions Document, no automatic link between meeting objectives or targets and the award of pay progression. A teacher who has made good progress on, but not

achieved, a very challenging objective or target, may have performed better and made a more significant contribution than a teacher who has met in full a less stretching objective or target.

Teachers should be contributing to a continuing general improvement in educational achievement and be committed to their own professional development. As teachers progress up the Upper Pay Range the Governing Body should expect performance and contribution to the school to show a greater breadth and depth than is indicated by the post-threshold standards themselves.

Teachers have an annual entitlement to be considered for pay progression to the next point of their pay range, until they reach the top of the appropriate pay range.

Teachers can submit an application for Upper Pay Range threshold on an annual basis. Once a teacher is paid on the Upper Pay Range, consideration of further pay progression can be undertaken annually, until the top of the pay range is reached.

Headteachers are reminded that considering eligible teachers for performance pay progression on any pay range, with the exception of consideration for pay progression through the threshold, is a function of management and that teachers do not have to apply for consideration.

There is no requirement for the Governing Body to establish criteria in addition to those noted in the School Teachers' Pay and Conditions Document regarding movement on the Upper Pay Range. However, the evidence that will be used to determine whether the contribution of the teacher meets the criteria should be clear within the context of an individual school and the roles of individual teachers within the school. The post-threshold standards are attached to this Policy at Annex E.

Procedures

Governing bodies should ensure that teachers are treated fairly throughout this process. Consideration should be given to the following sequence of activity.

- (a) Following appropriate consultations with the staff, the Governing Body agrees the Pay Policy of the school.
- (b) The Pay Policy will include appropriate references to pay progression on all pay ranges and a pay appeals process.
- (c) During the early part of the autumn term and before 31 October (31 December for headteachers) teachers continue with the appraisal/performance management cycle noted in the school's Appraisal/Performance Management Policy.
- (d) The Appraisal Reviewer should be told whether their reviewees are eligible for pay progression on the Main, Upper or Unqualified Pay Range.
- (e) During the review stage of the appraisal/performance management cycle, reviewers and teachers meet to discuss and record achievement and progress with previously agreed or recorded objectives. In this context the reviewer can

be expected to assess the extent to which objectives have been met and to evaluate the teacher's overall performance. The Reviewer then makes and records a recommendation on performance pay progression.

- (f) The Headteacher makes appropriate representations to the Pay Committee of the Governing Body based on the recommendations of the reviewers. This should take the form of a list, with brief supporting information. Governors can access the review element of the planning and review statement if they need it but would not normally be expected to become involved in the detail of performance assessments, unless the Committee needs to scrutinise why the specific recommendation of the Reviewer has been made.
- (g) The Pay Committee considers the recommendations and either:
 - (i) Endorses them.
 - (ii) Refers them back for further consideration.
 - (iii) If insufficient funds exist in the allocated budget makes representations to the finance committee for additional funding.
- (h) Each eligible teacher (whether successful or unsuccessful) receives feedback on the process.
- (i) Unsuccessful teachers are notified of the pay appeal process as noted in the school's Pay Policy.
- (j) Teachers receive their Salary Statement and, where appropriate, salary is backdated to 1 September.

Determining pay progression on the Upper Pay Scale

Headteachers will be concerned to ensure that all reviewers adopt a rigorous but fair process in determining the teachers who are to receive performance pay progression.

The following refers to all teachers seeking to progress on the Upper Pay Range:

An application from a qualified teacher to be paid on the Upper Pay Range will be successful where the Governing Body is satisfied that the teacher is highly competent in all elements of the standards, and that the teacher's achievements and their contribution to an educational setting(s) are substantial and sustained.

To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

Within the Local Authority, progression on the Upper Pay Range should be based on two successful consecutive appraisal/performance management reviews.

Consideration should be given to including the following progressive stages in the process:

- (a) The reviewer considers the performance of the teacher against the post-threshold standards to determine if these standards have been sustained.
- (b) The reviewer determines whether or not the teacher has achieved two successful consecutive appraisal/performance management reviews.
- (c) The reviewer, in determining that the contribution of the teacher has been 'substantial and sustained', may have regard to other locally determined verifiable, relevant, evidence that demonstrates that the teacher has made a substantial contribution to the school over the previous two years.

Implementing performance pay progression procedures

Those responsible for developing and managing performance pay progression in schools should be mindful of the following good practice:

- (a) The implementation of the process should be conducted without undue delay and completed by no later than 31 October each year (31 December for headteachers).
- (b) Throughout the implementation of the agreed process headteachers should communicate regularly with staff and recognised teacher association representatives in the school and keep them fully informed.
- (c) The use of the appraisal/performance management process to support the determination of pay progression.
- (d) That effective appraisal/performance management, including monitoring, feedback and appropriate continuous professional development, should ensure that teachers are unlikely to be surprised by the outcome of this process.
- (e) Ensuring that procedures are kept appropriately confidential.
- (f) Ensuring that principles of equality of opportunity, fairness, consistency and equity are observed throughout the process and that no teacher is disadvantaged because of maternity leave or because they work part-time.

Performance pay progression is an evolving area of development for schools, which requires a measured and thoughtful approach. However the Local Authority anticipates that pay review decisions for teachers must be conducted in line with the current edition of the School Teachers' Pay and Conditions Document and should be concluded as early as is practicable in the autumn term and by 31 October at the latest (31 December for headteachers). Salary awards will be backdated to 1 September.

UPPER PAY RANGE PROGRESSION CRITERIA

(1) Professional attributes

- 1.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

(2) Professional knowledge and understanding

- 2.1 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 2.2 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- 2.3 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5 Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

(3) Professional skills

- 3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- 3.3 Promote collaboration and work effectively as a team member.
- 3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

PAY APPEALS COMMITTEE – TERMS OF REFERENCE

The Pay Appeals Committee shall comprise three members of the Governing Body, who have not been involved in the original pay determination. The Terms of Reference of the Committee shall be as follows

- (a) To consider appeals against pay determination submitted by teachers in accordance with the relevant provisions of the current year's School Teachers' Pay and Conditions Document.
- (b) To make pay determinations arising out of their consideration of the appeal.

Process to be followed at meetings of the Pay Appeals Committee

The teacher and his/her representative are entitled to be present at all times, except when any matter falls solely to the Pay Appeals Committee to consider. The teacher and their representative will be entitled to make submissions and ask questions.

Where the appellant is the Headteacher the role normally ascribed to the Headteacher as set out below will be undertaken by the Chair of the Pay Committee.

- (1) The Committee will invite the teacher to present their appeal to the meeting and invite cross examination. The teacher will be entitled to call witnesses. The introduction of relevant additional documentary evidence will be allowed.
- (2) The teacher will then be available for questioning by both the Headteacher and members of the Committee.
- (3) The Committee will invite the Headteacher to present any response they may wish to make to the appeal. The Headteacher will also be able to call witnesses. The introduction of relevant additional documentary evidence will be allowed.
- (4) The Headteacher will then be available for questioning by the teacher, their representative and members of the Committee.
- (5) The teacher and then the Headteacher, in that order, have the right to make a final or closing statement to the Committee

All other parties will then withdraw and the Committee will consider the appeal and reach a decision.

The Clerk to the Governors and other officers of the Authority, if present, should take no part in the proceedings, but will remain with the Committee to provide procedural advice. They may also make available any notes taken of the evidence and will record the decision of the Committee.

If the Committee decide that further questions need to be asked, or clarification is required, the full meeting will be resumed.

When the Committee has reached a decision, both parties will be asked to return to the meeting and the Clerk to the Governors will communicate the decision.

The Clerk to the Governors will document the proceedings of the meeting and will confirm the decision in writing to the teacher and the Headteacher and the Governors, who heard the case within five working days of the conclusion of the meeting.

LANCASHIRE COUNTY COUNCIL
DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE
TEACHER SALARY STATEMENT [*INSERT YEAR*]

<u>Personal details</u>	
Teacher name:	
Position:	
School name:	

<u>Pay Range details</u>	
Current Pay Range:	
Current Pay Point:	

<u>Pay details</u>	
Payroll month:	
Payroll year:	
Full time salary:	
TLR:	
SEN Allowance:	
Recruitment/retention allowance:	
Salary safeguarding:	
Total amount:	