

Lancastrian Infant School Pay Policy



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Pay scales are now separate to the policy and referred to as Appendix 1.

Model policy for determining teachers' pay

The Governing Body of Lancastrian Infant School adopted this policy on

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1. Introduction and Aims

This policy sets out the framework for making decisions on teachers' pay. Information about support staff pay can be found at 'Support staff Pay and conditions' policy. It has been developed to comply with current legislation and the requirements of the School Teacher's Pay and Conditions Document 2017 (STPCD) and has been consulted on with the recognised trade unions and the headteachers consultative groups. It is recommended that Maintained schools adopt this document and, in addition, adhere to the DfE guidance as set out in '[Implementing Your School's Approach to Pay 2017](#)'.

This policy applies to all teachers and school leaders employed in this school with effect from 1 September 2017. It also applies to West Sussex County Council's centrally employed teachers with effect from 1 September 2017.

For centrally employed teachers the term Headteacher should be read as 'Manager', the term Governing Body should be read as 'Head of Service' and school should be read as 'Service'. The arrangements for the Pay Committee for centrally employed teachers will be made by WSCC.

In adopting this pay policy, the **aim** is to:

- *Help to ensure that decisions on pay are managed in a fair, just and transparent way*
- *Maximise the quality of teaching and learning at the school*
- *Support the recruitment and retention of a high quality teacher and support staff workforce*
- *Enable the school to recognise and reward staff appropriately for their contribution to the school*

2. Summary of changes to the School Teachers' Pay and Conditions Document 2017

In accordance with the [STPCD](#), from 1 September 2017, the following uplifts are to be applied to teachers' and school leaders' pay:

- a 2% uplift has been applied to the statutory minimum and maximum of the main pay range;
- a 1% uplift has been applied to the minima and maxima of all other pay ranges in the national framework (including headteacher groups) and all allowances across all pay ranges;

3. Pay Reviews for Teachers

The Governing Body will ensure that each teacher's salary will be reviewed annually, with effect from 1 September and no later than 31 October each year and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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

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

4. Pay on Appointment and Pay Progression for Classroom Teachers, Lead Practitioners, Unqualified Teachers and the Leadership Group

Classroom teachers- Pay on Appointment

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

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

- nature of the post
- level of qualifications, skills and experience required
- market conditions
- wider school context

These options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments.

There is no assumption that a teacher will be paid at the same rate they were being paid in a previous school or Authority.

The only exception to this is where a teacher applies for a post within the same school, without a break in service. In this situation the [Document](#) requires the teacher's current salary to be maintained.

Pay Portability

Whilst there is no longer any statutory requirement in the STPCD for the Governing body to match teachers' previous salaries when they are appointed to a post, as a Governing Body, it has discretion to set salaries on appointment. This includes the freedom to pay teachers more or less than their previous salary from the start of their new employment in a school.

Governing bodies will need to be mindful of the following criteria:

- the need to attract, recruit and maintain teachers.

- that decisions about pay do not discriminate against teachers because of a protected characteristic under the Equality Act 2010. Salary determinations made at school level should also be monitored to ensure that decisions in respect of starting salary/pay portability are not discriminatory.

The relevant body must avoid discriminating against teachers returning to the profession following a career break whether they return to the same school or to another school. Blanket policies against pay portability are likely to disadvantage women teachers who have taken a break from teaching to give birth and/or to care for their children.

Schools are advised to ensure that their adverts for vacancies clearly stipulate the pay range that is offered for the post.

Unqualified teachers - Pay on Appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the STPCD. The Governing Body will determine where a newly appointed unqualified teacher will be placed on the scale, having regard to any qualifications or experience he/she may have, which are considered to be of value. The Governing Body will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.

Headteachers - Pay on Appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it.

- 1. The pay range for the Headteacher is determined by defining the role and determining the Headteacher Group** - the [Document](#) sets out the minimum and maximum salary amounts a Governing Body is able to pay a Headteacher of each school size.
- 2. Setting the indicative pay range** - in determining this, the Governing Body will take into account the following factors:
 - scale and challenge of the role
 - budgetary considerations
 - market conditions
 - scope for progression
 - relationship to other positions within the school.

Normally, the pay range set for the Headteacher's role will not exceed the maximum of the Group Size. However, the maximum of the Headteacher's pay range and any additional allowances may exceed the maximum of the Group Size by up to 25% if there are specific circumstances that warrant a higher than normal payment.

Additionally, in exceptional circumstances which are supported by a business case, the maximum of the range plus allowances may exceed the 25% limit. Please refer to the guidance document for the process to be followed in such situations.

- 3. Deciding the starting salary and individual pay range** - on appointment the Governing Body will determine the starting salary within that range to be offered to

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

- nature of the post
- level of qualifications, skills and experience required
- market conditions
- wider school context
- how closely the candidate meets the requirements of the post
- candidate's previous salary.

These options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments.

In all circumstances the rationale for the setting of the pay range, and determining the starting salary, must be recorded and justified.

Assistant/Deputy Headteachers - Pay on Appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it.

The pay range for Assistant Headteachers/Deputy Headteachers is determined by:

- 1. Defining the role and determining the position of the Assistant/Deputy's role** - the Governing Body must ensure there is an appropriate differential maintained between the Headteacher and other leadership roles as necessary. It is not expected that the pay range for the Assistant/Deputy Headteacher will overlap with the range set for the Headteacher, unless there are exceptional circumstances.
- 2. Setting the indicative pay range** - establishing the available pay range for the Assistant/Deputy Headteacher role within the minimum and maximum amounts specified. In determining this, the Governing Body will take into account the following factors:
 - all permanent responsibilities of the role
 - challenges specific to the role
 - market conditions
 - budgetary considerations
 - scope for progression to other school leadership positions. The range set for the post must not exceed the Headteacher's school Group size.
- 3. Deciding the starting salary and individual pay range** - on appointment the Governing Body will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Governing Body may take into account a range of factors, including:
 - nature of the post
 - level of qualifications, skills and experience required
 - market conditions
 - wider school context

These options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments.

Appraisal and Pay Progression

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy, further guidance can be found in [Implementing Your School's approach to Pay](#).

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

Teachers and school leaders can expect to progress to the top of their pay range if they demonstrate continued good performance.

A decision not to award pay progression for a teacher will be made where the teacher's performance has been assessed as 'Requires Improvement' and significant progress has not been made against the support plan put in place, or is assessed as 'Inadequate'.

In the case of the leadership team, sustained, high quality performance, confirmed by the most recent appraisal, should give the individual an expectation of progression up the pay range.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

(In developing your policy on linking progression pay to performance, you should consider:

- *The levels of performance that will be required for progression to be awarded*
- *How progression will be differentiated – so that the very highest performers can progress faster.)*

In this school, judgements of performance will be made against *whether appraisal*

objectives have been met (see Appraisal Policy) and teachers will be eligible for pay progression if all objectives have been met.

Leading Practitioners

‘This school has determined that it will not employ any teachers in the role of leading practitioner for this school year. The Governing Body will review this decision on an annual basis.’

Unqualified Teachers

Pay Progression

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives.

Leadership Posts

Pay Progression

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

Pay Progression Based on Performance-Teachers

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by *setting clear objectives in accordance with our Appraisal Policy*.

The evidence we will use will include:

- self-assessment, peer review, tracking pupil progress, lesson observations, the views of pupils and parents (see Appraisal Policy for more details)

In this school, judgements of performance and pay progression will be made against the individual’s appraisal objectives – see Appraisal Policy.

Pay Progression Based on Performance for the Leadership Group

The Governing Body will consider annually (providing the employee has one or more years’ employment since the last pay determination), whether or not to increase the salary of members of the leadership group. This will be determined by an assessment of performance carried out by the appointed Governors responsible for appraising the Headteacher or, in the case of the Assistant/ Deputy, the Headteacher.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by ensuring that appraisers are consistent in setting objectives (see Appraisal Policy). The evidence we will use will include:

- objectives that have been set for the leadership group

- peer reviews
- statistical measures
- performance of tasks delivered over and above the objectives achieved
- impact on school improvement priorities
- student outcomes and progress
- Teachers' Standards
- behaviours and attitudes (including those specified in relation to personal and professional conduct as detailed in the Teachers' Standards)
- advice of the independent advisor for the Headteacher, or other external reports on the moderation of the school's progress.
- In this school, judgements of performance and pay progression will be made against the criteria outlined below.

Assessment Criteria for Performance and Pay Progression all Teachers

A teacher's overall performance will be assessed as:

(Please ensure your descriptors make it clear any differences in requirements, as performance level requirements will be different for Classroom Teachers, UPR Teachers, Leading Practitioners and Leadership Team posts, because of the different functions they perform in a school.)

Outstanding	Where the teacher has exceeded most objectives and made a significant contribution to whole school priorities, for example through the school improvement plan. They have also consistently role modelled positive behaviours. A teacher in this category will exemplify the Teachers' Standards in all areas of their professional life. (See Teachers' Standards)
Good	Where the teacher has met all objectives and consistently demonstrated positive behaviours. A teacher will be meeting the Teacher's Standards in all areas of their professional life.
Requires Improvement	Where the teacher has met or partially met only some of the objectives and demonstrated some positive behaviours. Overall performance does not meet the required standard in some aspects. Whilst the teacher will be meeting some of the Teacher's Standards these have not been met consistently.
Inadequate	Where the teacher has failed to meet key objectives and demonstrated some negative or inconsistent behaviour. Overall performance is below the

	required standard and is inadequate. Teacher’s standards are not being met in most areas of professional life.
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Pay progression will be recommended where a teacher has been assessed as ‘Outstanding’ or ‘Good’.

- Where an assessment of ‘**Outstanding**’ has been awarded the school has the discretion to advance by more than a single DRP.
- Where an assessment of ‘**Good**’ has been given, progression to the next DRP will be recommended.
- Where an assessment of ‘**Requires Improvement**’ has been given and significant progress has been made against the support/improvement plan put in place (such that the appraiser is confident that the relevant performance improvement will be achieved) progression to the next pay point will be recommended.
- Where an assessment of ‘Requires improvement’ has been given and significant progress against the support plan has **not** been made, progression to the next pay point will **not** be recommended. The support plan should continue to be followed (with additional interventions if necessary) **and** the school will consider managing the teacher’s performance under the capability procedure. **However**, if there are **sufficient mitigating circumstances** the school may decide not to manage the teacher’s performance under the capability procedure at this stage.
- Where an assessment of ‘**Inadequate**’ has been given, progression to the next pay point will **not** be recommended. The expectation is that supportive interventions will have failed and that the teacher’s performance will be managed under the capability procedure.

Pay Progression – Main Pay Range

Teachers, who are not recommended to go up a Discretionary reference point (DRP), will receive the 1% increase, if on DRP 2-6. M6b remains as an additional DRP this year, those on M6 can progress to M6b or apply to the upper pay range. Those already on M6b that do apply or do not meet the school’s threshold for upper pay range will receive a 2% increase as the maximum of the range as specified by the document.

Process – Classroom Teachers, Unqualified teachers and Leading Practitioners

Recommendations about pay will be made in the first instance by the teacher’s appraiser. The recommendation will then be put forward to the Headteacher (or leadership group), who will decide whether or not to endorse the appraiser’s recommendation.

A reason for the endorsement or otherwise must be given by the Headteacher and supplied to the Pay Committee.

Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee having regard to the appraisal report and advice from the leadership group. The Governing Body will ensure that adequate funding is allocated for pay progression at all levels.

Process – Leadership Group

Recommendations about pay will be made in the first instance by the appraiser.

A reason for the endorsement or otherwise must be given by the appraiser and supplied to the Pay Committee.

Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee having regard to the appraisal report and advice from the Headteacher or external advisor. The Governing Body will ensure that adequate funding is allocated for pay progression at all levels.

Process – All Teachers

Once the Pay Committee has decided on the pay recommendations, each teacher will be notified in writing, without undue delay, what their approved pay determination is.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

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

Applications may be made at least once a year.

Applications must be made by 30th September.

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 school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from September (previous year) up to date of submission. Applications should be made to the Headteacher and evidence should be submitted using the Appraisal document as evidence.

The Assessment

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

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- **'Highly competent'** means that we would expect the teacher to demonstrate competence in the areas of:
 - pupil progression
 - teacher effectiveness
 - wider contribution /effectiveness and
 - personal and professional development.
- **'Substantial'** means that the teacher has at least four years' experience within a classroom setting or has other relevant subject matter or other relevant transferable experience.
- **'Sustained'** means that a teacher will be able to supply evidence of at least two consecutive appraisals where the overall assessment of performance has been 'Good' or 'Outstanding'. These will usually be obtained within the school in which they have applied to admission to the UPR. However in exceptional circumstances evidence from another source may be considered.

The application will be assessed initially by the Headteacher and then verified by the Chair of Governors who will make a recommendation to the Pay committee.

Processes and procedures

The assessment will be made within/by 20 working days.

If successful, applicants will move to the upper pay range from the start of the academic year and will be backdated if necessary. The pay committee will agree to the position on upper pay range. This will be based on considerations including

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher.

If unsuccessful, feedback will be provided by *the Headteacher verbally and with written confirmation within 10 days of decision being made.*

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

Progression through the UPR

Progression through the UPR will be determined every other year. A teacher can expect to progress through the upper pay range if s/he has had two consecutive annual appraisals where the overall assessment of performance has been 'Good' or 'Outstanding' whilst in the UPR and can fully demonstrate the indicators set out below.

The process for assessment for progression will be the same as for other classroom teachers (except that it would not be on an annual basis).

6. Appeals Procedure

Stage 1 Informal Stage

Any teacher, including the Headteacher, who is dissatisfied with the pay recommendation that has been made by their appraiser or decision not to admit them to the UPR, should first discuss this informally with the Headteacher (or their Appraiser in the case of the Leadership Group) BEFORE the recommendation is put forward to the Pay Committee.

The Headteacher should meet with the employee and the decision-maker to discuss the employee's concerns and understand the appraiser's rationale for their decision, as well as considering the employee's representations.

In the case of the Leadership Group, they should meet with their Appraiser to discuss the recommendation and put forward their representations as to why they disagree with their Appraisers' decision.

This should be done within 5 working days of being advised of their Appraiser's initial decision.

Stage 2 Formal Stage A formal representation to the person or Governors committee making the pay determination.

If following informal discussion with the Headteacher, the teacher (or Headteacher) feels an incorrect recommendation about their pay will be made to the Pay Committee, or they will not be admitted to the UPR they may make a formal appeal to the Pay Committee.

The Appeal must be submitted no later than 5 working days BEFORE the Pay Committee sits to ratify the pay decisions.

The teacher must submit their appeal in writing and state the grounds on which they believe their pay recommendation is incorrect. This may be because they believe:

- the Pay Policy has been incorrectly applied

- a provision of the STCPD has been incorrectly applied
- proper regard has not been given to the statutory guidance
- proper account of the relevant evidence has not been taken
- the appraiser has taken account of irrelevant or inaccurate evidence
- the appraiser was biased
- they have been unlawfully discriminated against.

This list is indicative rather than exhaustive. Any additional evidence the employee wishes to be considered by the panel must be submitted with their appeal letter.

The Pay Committee should be convened within 5 working days of receipt of the employee's appeal to hear the appeal, if no pre-arranged date for the consideration of appeals has been specified.

The employee should attend the meeting and have the opportunity to make representations, present evidence and call witnesses in support of their case.

The Pay Committee will, having considered all the evidence, make a pay determination for that employee and will confirm this in writing to the employee within 5 working days of the meeting.

This means that the employee's case is dealt separately from the other pay recommendations.

Stage 3A Formal appeal hearing with an appeals panel of governors

If the employee is dissatisfied with the decision of the Pay Committee, the teacher may appeal to the Chair of Governors.

The teacher (Headteacher) must submit their appeal in writing and state the grounds on which they believe their pay recommendation is incorrect (as described in Stage 2).

Any additional evidence the employee wishes to be considered by the panel must be submitted with their appeal letter.

The appeal must be lodged within 5 working days of receiving confirmation of the pay determination from the Pay Committee.

The Chair of Governors will arrange for a separate panel of three governors to consider the appeal. The panel must not consist of any governors who were involved in the original decision making process.

The panel may be advised by a representative of the Authority. Where there is no pre-arranged appeal date, the appeal must be arranged to be held within 5 working days of receipt of the employee's notice of appeal. This timescale may be extended to allow the Authority representative to attend.

The employee has the right to be accompanied to the appeal by a work colleague or their Trade Union Representative.

The outcome should be notified in writing within 5 working days of the meeting.

If the appeal is rejected, then a summary of the evidence considered and the reason for the decision should be given in writing to the individual, as part of the outcome letter.

If the appeal is upheld, then a summary of the evidence considered and reason for the decision should also be given in writing in the outcome letter. The Headteacher is then responsible for ensuring that the relevant adjustment to the teacher's pay is made (or Chair of Governors in the case of the Headteacher).

If the appeal is not upheld, the relevant adjustment/or non-adjustment to the teacher's pay will be made.

The pay hearings and appeals procedure perform the function of the grievance procedure on pay matters and as the decision is final, there is no recourse to the grievance procedure.

Format of Formal Appeals Meeting

Appeals should be heard by a panel of no less than three governors, one of whom will be appointed to act as the Chair.

The Appeal Chair will open the meeting by welcoming the attendees, and making introductions. The Appeal Chair should also confirm which documents are to be used in the meeting. If there are additional documents to be added, or there are any discrepancies, the meeting will be adjourned to enable the documents to be copied and read.

The employee may bring a Trade Union Representative or work colleague to the Appeal.

The Chair will ask the employee to explain their reason for the appeal – they may do this in person or ask their companion to assist them. The employee cannot introduce new grounds for raising an appeal.

The employee may invite witnesses to the meeting, having provided prior notice to the Chair. The witnesses will be asked questions by the employee, and then the Appeal Chair and other panel members, if applicable.

The Chair of the Appeal will invite the Appraising manager to the Appeal, as a witness, in order to understand the rationale for their decision.

When the Chair has heard all the information in respect of the Appeal, and the rationale for the original decision, the Chair will invite the employee to sum up their reasons, before adjourning.

During the adjournment, the Appeal chair and panel will consider all the information that they have heard and reach a balanced decision. The rationale for their decision must be recorded in the notes of the meeting. The Appraising manager will not play any part in the Appeal deliberation and decision making process and must leave the room. The employee and their companion will then be asked to re-join the meeting and be given the outcome verbally, which will be confirmed in writing. If the Appeal Panel/Chair cannot reach a decision on the day, the employee will be told of this, and advised of the outcome of the meeting within 5 working days.

All appeals held under the formal part of the Appeals Procedure must be properly clerked, and notes of the meeting must be taken.

7. General Provisions

Equality

The Governing Body will ensure that its processes are objective, open, and fair and that all decisions can be objectively justified. Adjustments will be made to take account of special circumstances, e.g. absence on maternity or long term sick leave. The exact adjustments will be made on a case by case basis, depending on all the circumstances.

Schools and local authorities must stay within the legal framework set out in the Document and the procedures for determining pay, comply with all the requirements of discrimination legislation, for example, the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

Job Descriptions

The Headteacher will ensure that all members of staff have an up-to-date job description. Job descriptions may be amended from time to time, in discussion with the employee concerned, to reflect the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed at least annually as part of the appraisal process.

Monitoring the Impact of the Policy

The Governing Body will monitor the outcomes of this policy on a regular basis. In this school the monitoring will take place *every year* including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with Equalities legislation.

Progression at the End of Induction

Teachers who have successfully completed their induction year can expect to progress to the next DRP in accordance with this Pay Policy.

Pay Differentials

Appropriate pay differentials will be created and maintained between posts within the school. These differentials will recognise accountability, job weight and the Governing Body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

Pay Increases for Teachers Arising from Changes to the Document

All teachers are paid in accordance with the statutory provisions of the [Document](#) as updated from time to time.

The Governing Body has the discretion to apply the teachers' pay award (if agreed) to its pay scales, apart from those elements that are specified within the [Document](#), such as minimum and maximum points of the scale which must be uplifted in accordance with the agreed pay award.

The school will annually review its position in regards to the teachers' pay award.

Pay Recommendations for Teachers

Pay recommendations are made by the teacher's appraiser. The school's leadership group may moderate all recommendations made to ensure consistency amongst appraisers and refer the final recommendations to the Pay Committee for approval.

In the case of the Headteacher's pay, the governors appointed to appraise the Headteacher's performance will make a recommendation for pay progression to the Pay Committee. The relevant governors and Pay Committee should have regard to advice or comments of an externally appointed advisor.

The Pay Committee has fully delegated powers to implement all aspects of the Pay Policy. In exercising these powers, the Pay Committee will take account of the Headteacher's advice, except in relation to the Headteacher's own pay.

The Pay Committee will consist of members of the Governing Body, but will not include the staff governor representatives who work at the school.

The Pay Committee will report its decisions to the Governing Body at its next meeting. The Headteacher will inform the relevant teacher of decisions made by the Pay Committee.

The timing of the appraisals process, pay recommendations, and dates of the Pay Committee should be published with this Pay Policy so employees know when decisions about their pay will be made and the timescale for appealing against the decision should they wish to do so.

Pay Scales

The pay scales for teachers and school leaders are set out within Appendix 1 of this policy.

Salary Safeguarding Where a pay decision for a teacher results in a reduction in salary, the Governing Body will comply with the salary safeguarding provisions of the [Document](#). The teacher concerned will be notified as soon as possible and no later than one month after the decision is taken.

Transition to Qualified Teacher Status

When an unqualified teacher gains qualified teacher status (QTS) they will transfer to a salary within the main pay range (MPR) for teachers. If, immediately prior to gaining QTS, the teacher was an unqualified teacher in this school, their new salary will be the same as, or higher than, the salary originally paid and will be in accordance with this Pay Policy.

Vacancies

All vacancies will be advertised with an indication of the salary range that the school is prepared to pay for the role. This will reflect the tasks/level of responsibility of the post. Tasks carrying additional payments, whether permanent or temporary, will be made known to staff and applicants.

8. Part-Time and Short Notice/Supply Teachers

Short Notice/Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days, with periods of employment of less than a day being calculated pro rata based on 1265 hours.

Existing supply teachers will continue on their current salary point, and this should be guaranteed all the time they continue within the same school.

Newly appointed supply teachers, or supply teachers taking on a new supply contract in a different school, will have their salary determined in accordance with this policy.

Part-Time Teachers

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

9. Allowances and Other Provisions

Acting Allowances

Teachers who are assigned and carry out the duties of the Headteacher, Deputy Headteacher, or Assistant Headteacher can receive an acting allowance. The Governing Body will, within a four week period of the teacher starting acting duties, decide whether or not the acting post holder will be paid an allowance. In the event of a planned and

prolonged absence, an acting allowance will be agreed in advance and will be paid from the first day of absence.

The amount payable should be decided by the Governing Body and must:

- not be lower than the minimum of the pay range set for the post the teacher is covering
- be a reasonable and appropriate amount
- be paid only for as long as the teacher occupies the position on an acting basis. If the teacher is appointed permanently to the post then they will be appointed in accordance with appendix 1 of this policy.

Additional Payments for Classroom Teachers

The Governing Body may award additional payments to classroom teachers for:

- **continued professional development** undertaken outside the school day
- **initial teacher training activities** as part of the ordinary conduct of the school
- **out of hours learning activities** agreed between the teacher and Headteacher.

No other payments such as bonuses or honoraria will be made to teachers.

Recruitment and Retention Allowance

The Governing Body can award lump sum payments, periodic payments or other financial assistance, support or benefits as a recruitment or retention initiative as set out in the relevant paragraph of the [Document](#) to teachers, other than to the Leadership Group (see below). It will make clear at the outset, in writing, the expected duration of the award and the review date after which it may be withdrawn.

The Governing Body will review all recruitment and retention allowances annually.

Headteachers, Deputy and Assistant Headteachers may not be awarded payments for recruitment and retention other than for reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations must be taken into account when determining the salary range.

Special Educational Needs Allowance (SEN)

A SEN allowance of no less than £2,106 and no more than £4,158 per annum is payable to a classroom teacher in accordance with this paragraph.

The Governing Body will award a SEN allowance to a classroom teacher:

- in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;

- in a special school;
- 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;
- in any non-designated setting that is analogous to a designated special class or unit, where the post:
 - involves a substantial element of working directly with children with SEN;
 - requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
 - has a greater level of involvement in the teaching of children with SEN 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:

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

The Governing Body must set out in its pay policy the arrangements for rewarding classroom teachers with SEN responsibilities.

Teaching and Learning Responsibility Payments (TLR)

The Governing Body may award a TLR to a classroom teacher (except unqualified teachers) as follows:

TLR 1 or 2 will be paid for clearly defined and sustainable additional responsibility, for the purpose of ensuring the continued delivery of high quality teaching and learning.

The Governing Body has determined that the following post(s) will be awarded a TLR:

- The School does not currently have any TLR posts

Temporary Payments to Headteachers

Any additional payment made to the Headteacher must be for clearly temporary duties and responsibilities that are in addition to the post for which their salary has been determined. The Governing Body will not take into account factors which were considered when determining the pay range for the post.

The total sum of temporary payments made to the Headteacher in any school year must not exceed 25% of their annual salary or, when combined with their annual salary, exceed 25% above the maximum of their Headteacher Group.

Only in wholly exceptional circumstances will the Governing Body consider awarding an additional temporary payment to the Headteacher that exceeds the 25% limit. Where this is proposed the approvals process set out in the guidance [Document](#) will be followed.

The limit does not apply to payments that are made:

- for residential duties ; and/or
- for relocation expenses that relate solely to the personal circumstances of the Headteacher.

Salary safeguarding does not apply to the ending of temporary payments that are made to Headteachers.

Unqualified Teachers' Allowance

The Governing Body may award an additional allowance to an unqualified teacher, where the teacher has taken on a sustained additional responsibility which: is focused on teaching and learning or requires the exercise of a teacher's professional skills and judgement; or where he/she has qualifications or experience which bring added value to the role being undertaken.

