

Schools Pay Policy for Teaching Staff in Community and Voluntary Controlled Schools



This policy is not intended for use by non-maintained schools. If extracts are used they should be attributed.



Foundation and Voluntary Aided Schools can adapt and adopt this policy or use an alternative.



This policy is for use by Community and Voluntary Controlled schools. Governing Bodies are asked to adopt this policy. Should a Governing Body wish to adopt an alternative policy please ensure that a copy is supplied providing assurance that it is legally compliant.

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning>

Date issued: FV3.0 – November 2017 – Amended
June 2018
Review date: In line with legislative changes
Prepared by: Human Resources

Information sheet for the School Teachers Pay Policy 2017

Please read the following guidance notes before adopting this policy

1. This is a model policy and should be tailored for each school to adopt.
2. There are various inserts that need to be completed '< insert text...>.....' and this may be for information or where a decision should be made and recorded.
3. The alternative examples can be deleted from the policy once a decision has been made.
4. Responsibility for decisions should also be reflected in the school's Schedule of Delegation and/or the appropriate committee Terms of Reference.

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1.0 Principles

- 1.1 The Governing Board of **Slated Row** School seeks to ensure that all teaching staff are valued and receive proper recognition and remuneration for their work and their contribution to school life.
- 1.2 This policy will be applied to the pay of all teaching staff employed to work in the school, excluding any staff whose pay is not determined by the Governing Board. The prime statutory duty of Governing Boards, as set out in the Education Act 2002, is to “conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.

2.0 Aims

- 2.1 To maintain and improve the quality of education provided for pupils in the school by having a pay policy that supports the school's stated aims and improvement plan.
- 2.2 To show all teaching staff that the Governing Board is implementing its pay policy in a fair, consistent and responsible way.

3.0 Responsibility

- 3.1 In exercising its functions, the Governing Board will adhere to:
 - the School Teachers’ Pay and Conditions Document the “**STPC Document 2017**” currently in force
 - Conditions of Service for School Teachers in England and Wales (Burgundy Book, August 2000)
 - Relevant employment legislation
- 3.2 The Governing Board has responsibility for establishing the school's pay policy and for seeing that it is followed, having taken advice from the Headteacher on all matters with the exception of his/her own salary. It considers and approves the staffing structure for the school (a copy of which is appended to this policy). The Governing Board delegates authority to the **Pay** Committee in accordance with its Terms of Reference and Schedule of delegation to administer the pay policy on its behalf, including the determination of gradings and salaries.
- 3.3 This Committee will review job descriptions regularly and will reconsider the allowance/pay range if responsibility or accountability is increased. As part of its deliberations, the Committee will consider recommendations from the Headteacher. Committee members are required to treat information about each individual's earnings as confidential.
- 3.4 These responsibilities are exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans.

4.0 Consultation

- 4.1 If the Governing Board wishes to vary the content of this model policy it will consult teaching staff and representatives of recognised unions (see section 3 Guidance, Paragraph 4 of the **STPC Document 2017**). The Governing Board may also consult with the Local Authority where appropriate. All members of the teaching staff and governors will be given clear access to copies or an electronic version of the pay policy.

VOLUNTARY AIDED SCHOOLS: Advice and guidance is available from the LA and also from the Diocesan Director of Education or appropriate Diocesan Board of Education staff.

5.0 Equal Opportunities and Employment Legislation

5.1 The Governing Board will abide by all relevant legislation including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002. In particular, the Governing Board will not discriminate on grounds of age, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, race, religion or belief or disability. The Governing Board will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, induction, training and staff development.

6.0 Racial Equality

6.1 The Governing Board will follow the statutory code of practice on the duty to promote race equality as per the Equalities Act 2010.

7.0 Job Descriptions and Person Specifications

7.1 The Headteacher will provide job descriptions for all members of staff, on behalf of the Governing Board. Job descriptions and person specifications need to be in place at the time of appointment and job descriptions should be reviewed as part of the performance management process to check that they are still appropriate. Any changes will be made in consultation with staff. Job descriptions will identify key areas of responsibility and line management structures.

8.0 Appraisal

8.1 All members of the teaching staff are required to participate in arrangements made for their appraisal, in accordance with their conditions of employment and the Education (School Teachers' Appraisal) (England) Regulations 2012, and any subsequent amendments, and the school's appraisal policy. Pay progression will be linked to performance as detailed within a teacher's appraisal.

9.0 Pay Relativity

9.1 The Governing Board will seek to ensure that there is appropriate pay relativity between jobs within the school. Where possible, appropriate differentials will be created and maintained between posts within the school, recognising accountability and responsibility and the Governing Board's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

10.0 Records

10.1 Salary records will be confidential to the individual concerned, the Headteacher and the **Pay** Committee.

11.0 Handling Salary Reviews

11.1 If a teacher is seeking a review of any decision that affects her/his salary, s/he should in the first place seek to resolve the matter informally through discussion with the decision maker/ Headteacher within ten working days of notification of the decision. If the matter remains unresolved, the Pay Appeal Procedure Appendix 4 could, if necessary, be followed.

12.0 General

12.1 The Governing Board will follow the requirements of the **STPC Document 2017** in implementing the pay policy for teaching staff. This policy sets out the extent to which the Governing Board will use the discretions allowed by this **STPC Document 2017** and explained in the accompanying guidance in order to address identified school needs and based on clearly laid down criteria, subject to annual review.

The Governing Board will also take into account the practical advice provided within the current **Implementing your school's approach to pay** publication from the DfE.

12.2 The **Pay** Committee in accordance with its Terms of Reference and Schedule of delegation..... will determine a teacher's salary whenever s/he takes up a new post (whether it is on initial appointment to the school, promotion to a new post or a transfer from another school), at the annual salary review with effect from **1 September (to be completed no later than 31 October)**, or at any other appropriate time to reflect a change in circumstances or job description.

12.3 The Pay Committee in accordance with its Terms of Reference and Schedule of delegation..... will review every teacher's salary annually following an appraisal. This will include teachers who are absent on maternity leave or as a result of long term sickness. Staff will be given a formal statement informing them of their salary with effect from 1 September and an explanation of how it has been arrived at. This statement will be provided no later than one month after the determination. A copy of the Teacher's Salary Notification is attached as Appendix 1.

12.4 The Headteacher will act in an advisory capacity to the Committee (except where the salary of the Headteacher is being determined).

12.5 The salary of the Headteacher will be reviewed **no later than 31 December** following an appraisal, with any resulting increase being paid with effect from the preceding 1 September. A copy of the Leadership Group Notification form is attached as Appendix 2.

12.6 In the case of staff who are absent on maternity leave or long term sick leave, arrangements will be made for an appraisal and subsequent salary review to take place no later than three months after their return to work.

13.0 September 2017 Pay Award

13.1 To note the application of a 2% uplift to the statutory minimum and maximum of the main pay range and the 1% uplift to the minima and maxima of all other pay ranges in the national framework (including headteacher groups) and across all pay ranges and allowances as defined in the School Teachers' Pay and Conditions Document, 2017. (This Document reflects these new ranges.)

13.2 The Governing Board is required in line with Part 1 of the STPC Document 2017, to determine whether the school will apply a percentage uplift (i.e. 1% or 2%) to salaries of classroom teachers / leadership group members where their salaries are not on the minima of the respective pay ranges.

Either

13.3 the Pay Committee in accordance with its Terms of Reference and Schedule of delegation..... will apply an agreed percentage to the salaries of all classroom teachers / leadership group members regardless of where they are being paid in their respective pay range.

Or

13.4 the Pay Committee in accordance with its Terms of Reference and Schedule of delegation....will only apply the statutory 1 or 2 % uplift to salary to those classroom teachers / leadership group members on the minimum of their respective pay range.

14.0 Leadership Group Pay

14.1 Headteacher Pay

For new appointments:

- the Full Governing Board Committee in accordance with its Terms of Reference and Schedule of delegation..... will review the school's Headteacher group and the Headteacher range in accordance with Paragraph 5 of the **STPC Document 2017**;
- the Full Governing Board Committee in accordance with its Terms of Reference and Schedule of delegation will determine the Headteacher range that takes account of the school size. The Committee will ensure that there is no overlap between Headteacher range and the pay ranges for other members of the leadership group. Where it becomes necessary to increase the Headteacher range to avoid overlap with other leadership group members, the increase will not be more than is necessary to avoid overlap. Governing boards must ensure that the maximum of the Headteacher range (where determined on or after 1 September 2014) does not exceed the maximum of the Headteacher group range except in the circumstances described in paragraph 9.3 of the **STPC Document 2017**;
- the Full Governing Board Committee in accordance with its Terms of Reference and Schedule of delegation will record its reasons for the determination of the Headteacher range, in accordance with the **STPC Document 2017**;
- where relevant circumstances apply, the Full Governing Board Committee in accordance with its Terms of Reference and Schedule of delegation will determine the Headteacher range in accordance with the need of the school to attract and appoint an appropriate candidate;
- the Full Governing Board Committee in accordance with its Terms of Reference and Schedule of delegation will exercise its discretion to pay anywhere on the Headteacher range, in order to secure the appointment of its preferred candidate.

14.2 For Headteachers already in post:

- Full Governing Boards may change the Headteacher range at any time in order to retain a Headteacher. Governing boards must note that the Headteacher range (where determined on or after 1 September 2014) should not normally exceed the maximum of the Headteacher group range except in the circumstances described in paragraph 9.3 of the **STPC Document 2017**;
- the Headteachers Performance Management Committee in accordance with its Terms of Reference and Schedule of delegation will agree performance objectives relating to school leadership, management and pupil progress with the Headteacher, taking account of the advice of the school's appointed adviser. The objectives will be agreed as early as possible in the autumn term;
- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation will review the performance of the Headteacher annually against the performance objectives and may award an increase within the Headteacher range where objectives have been met and where the Headteacher has demonstrated sustained high quality of performance, with particular regard to leadership, management and pupil progress;
- where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

14.3 The appointment of a Headteacher to more than one school:

- The Governing Board / Boards will determine the Headteacher range in accordance with the guidance as set out in paragraphs 6.6 & section 3 Guidance, paragraph 68 of the **STPC Document 2017**.

14.4 Deputy Headteacher Pay (Paragraphs 9.4 of the **STPC Document 2017**)

For new appointments:

- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation will determine the Deputy Headteacher range in accordance with the **STPC Document 2017** (Paragraphs 9), ensuring that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation will record its reasons for the determination of the Deputy Headteacher pay range, in accordance with the **STPC Document 2017**;
- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation will exercise its discretion to pay a salary within the Deputy Headteacher range, in order to secure the appointment of its preferred candidate.

14.5 For Deputy Headteachers already in post:

- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation, delegates to the Headteacher the agreement of performance objectives relating to school leadership and management and pupil progress with the Deputy Headteacher. Objectives will be agreed and reported to the Pay Committee as early as possible in the autumn term;
- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation, on the advice of the Headteacher, will review the performance of the Deputy Headteacher against the performance objectives and may award an increase within the Deputy Headteacher range, where objectives have been met and where the Deputy Headteacher has demonstrated sustained high quality of performance and has made a strong contribution to school leadership and management, and pupil progress;
- where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

14.6 Assistant Headteacher Pay (Paragraphs 9.4 of the **STPC Document 2017**)

Pay range decisions for Assistant Headteachers and other teaching staff can be delegated to the Headteacher subject to Governing Board approval and the overall staffing structure.

For new appointments:

- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation will determine the Assistant Headteacher range in accordance with the **STPC Document 2017** (Paragraphs 6-8), ensuring that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation will record its reasons for the determination of the Assistant Headteacher pay range, in accordance with the **STPC Document 2017**;

- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation ... will exercise its discretion to pay a salary within the Assistant Headteacher range, in order to secure the appointment of its preferred candidate.

14.7 For Assistant Headteachers already in post (Paragraphs 9.4 of the STPC Document 2017)

- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation ..., delegates to the Headteacher the agreement of performance objectives relating to school leadership and management and pupil progress with the Assistant Headteacher. Objectives will be agreed and reported to the Pay Committee as early as possible in the autumn term;
- the Pay Committee in accordance with its Terms of Reference and Schedule of delegation, on the advice of the Headteacher, will review the performance of the Assistant Headteacher against the performance objectives and may award an increase within the Assistant Headteacher range where objectives have been met and where the Assistant Headteacher has demonstrated sustained high quality of performance and has made a strong contribution to school leadership and management, and pupil progress;
- where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

14.8 **NOTE:** The Full Governing Board will determine the pay range for Deputy Headteachers and Assistant Headteachers when making new appointments or where there is a significant change in the responsibilities of serving staff. Account will be taken of the responsibilities of the post, the background of the pupils and whether the post is difficult to fill. This may be undertaken at any time if the Governing Board considers it necessary to retain a Deputy or Assistant Headteacher.

14.9 Acting/Interim Allowances

Acting allowances may be paid to teachers who are assigned and carrying out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher. **The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.** In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

If the Pay Committee determines that an allowance will be paid, any teacher who carries out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher will be paid at an appropriate point, which must not be below the minimum, of the Headteacher range, Deputy Headteacher range or Assistant Headteacher range, as determined by the **Pay** Committee. Payment may be backdated to the commencement of the duties.

15.0 **Classroom Teachers**

15.1 Teachers pay is linked to performance.

Where applicable, nationally agreed pay increases will be applied.

15.2 Pay Ranges

There are four pay ranges for other teachers: –

- the main pay range for qualified teachers who are not entitled to be paid on any other pay range;
- the upper pay range
- the pay range for leading practitioners whose primary purpose is to model and lead teaching improvement; and
- the unqualified teacher range.

These pay ranges, and paragraphs 12 to 18 of the **STPC Document 2017** will be used in relation to any salary determinations.

Any pay increase awarded to a teacher on the main pay range, the upper pay range, or the unqualified teacher pay range, in accordance with Part 3 of the **STPC Document 2017** or any movement between those pay ranges must be permanent for as long as the teacher remains employed within the same school and, in the case of unattached teachers, for as long as the teacher remains employed by the same local authority, but is not otherwise to be deemed to be permanent by operation of the terms of the **STPC Document 2017** or any earlier **STPC Document**.

15.3 The main pay range from 1st September 2017

A teacher on the main pay range must be paid a salary within the minimum and maximum of the main pay range set out below as the Pay Committee in accordance with its Terms of Reference and Schedule of delegation determines.

Minimum	£22,917
Maximum	£33,824

15.4 Basic Pay Determination On Appointment

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

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

INSERT DECISION (Insert as applicable – these options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments:

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

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

15.5 Pay Options on Appointment

Main & Unqualified Pay Ranges

Converting the previous incremental scale into the new reference points

Main Scale - England and Wales	
£	
Minimum	£22,917
Ref point 2	£24,485
Ref point 3	£26,454
Ref point 4	£28,489
Ref point 5	£30,735
Ref point 6	£33,163
Maximum	£33,824

Unqualified - England and Wales	
£	
Minimum	£16,626
Ref point 2	£18,560
Ref point 3	£20,492
Ref point 4	£22,427
Ref point 5	£24,362
Maximum	£26,295

Upper Pay Range:

For this pay range, the school can choose to appoint to a salary within the Minimum and Maximum of the Upper Pay Range (subject to any pay award) based on the requirements of the post and an individual teacher's skills and experience.

Leading Practitioners:

For this pay range, the school can choose to appoint to a salary within the Minimum and Maximum of the Leading Practitioner Pay Range (subject to any pay award) based on the requirements of the post and an individual teacher's skills and experience.

15.6 Pay Progression based on performance

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

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 underperformance procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. This school will ensure fairness by the use of an online system and a clear system for the appraisal of teachers against the teaching standards. The evidence used will include:

- *self-assessment,*
- *peer review,*
- *tracking pupil progress,*
- *monitoring (as shown in the 'school cycle', see published staffing & organisation document on the school website),*
- *informal monitoring*
- *the views of stakeholders*

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

In this school, judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to the schools's ethos and vision.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of a combination of absolute and relative criteria.

Teachers will be eligible for a pay increase of two increments if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.

Teachers may be eligible for one increment in the main scale if they meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good.

15.7 Movement to Upper Pay Range

The Upper Pay Range

A teacher on the upper pay range must be paid a salary within the minimum and maximum of the upper pay range set out below as the Pay Committee determines. The upper pay range is:-

Minimum	£35,927
Maximum	£38,633

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. In this school applications must be submitted by 30th September 2018 (*e.g. start/end Academic year or terms – or an alternative deadline*), *applying particular attention to ensuring every teacher is treated fairly*).

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 (including where a teacher is subject to the 2011 or 2012 regulations), as well as any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

Applications should contain evidence from the past two years of full time (or equivalent) in post. The application must be made in writing and submitted to the Headteacher by the deadline/s as detailed within this policy.

The Assessment

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

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

For the purposes of this pay policy:

- 'highly competent' means *performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of*

the school, in order to help them meet the relevant standards and develop their teaching practice)

- ‘substantial’ means *of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning);* and
- ‘sustained’ means *maintained continuously over a 2 year period.*

The application will be assessed robustly, transparently and equitably, including who makes the initial assessment (e.g. line manager/subject leader/head of school/Headteacher) and the role of the Governing Board in making the final determination).

Processes and procedures

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

If successful, applicants will move to the upper pay range from the start of the academic year.

Headteacher and the Pay Committee will decide where on the upper pay range a successful teacher is placed, and, if teachers can start further up the range, their position on the upper pay range will be decided in a fair and consistent way 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 and will be delivered in a meeting and followed up in writing. Feedback will consist of the reasons it was felt the teacher had not reached the standard required to move onto the Upper Pay Scale and will be provided within 10 working days.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the appeals arrangements as detailed in Appendix 4.

15.8 Teaching and Learning Responsibility Payments (TLRs)

TLRs 1 & 2 will only be awarded in the context of the school staffing structure and pay policy where a classroom teacher undertakes a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning, that is not required of all classroom teachers and:

- is focused on teaching and learning;
- requires the exercise of a teacher’s professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;*
- has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils;
- involves leading, developing and enhancing the teaching practice of other staff.*

TLRs 1 & 2 will be awarded to the holders of the posts as indicated in the attached staffing structure.

The values of the TLRs are set out below and detailed in paragraph 20 of STPCD 2017

- TLR 3 - £529
- TLR 3 - £1444
- TLR 3 - £2630
- TLR 2a – £2640
- TLR 2b – £4400
- TLR 2c – £6646
- TLR 1 – £7699 to 13027

The FPP Committee may award a fixed-term third TLR (TLR3) to a classroom teacher for;

- clearly time-limited school improvement projects, or
- one-off externally driven responsibilities.

The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. Where a TLR3 is awarded to a part-time teacher it does not have to be paid on a pro-rata basis (in contrast to TLR1 and TLR2).

*** Does not apply to TLR3**

15.9 Safeguarding Teaching and Learning Responsibility Payments

If the Governing Board determines, whether as a result of a change to the school's pay policy or to the school's staffing structure, or otherwise that the teacher's duties are no longer to include the significant responsibility for which the TLR1 or TLR2 was awarded; or that the significant responsibility merits a TLR of lower value, the Governing Board will pay the teacher a safeguarded sum, for a period of up to three years in accordance with the **STPC Document 2017**. TLR 3's are not subject to safeguarding.

15.10 Special Educational Needs

As set out within the pay policy the Pay Committee in accordance with its Terms of Reference and Schedule of delegation ... shall award a special educational needs allowance of no less than £2,106 and no more than £4,158 to a classroom teacher with SEN responsibilities as defined by Paragraph 21 of the **STPC Document 2017**.

15.11 Unqualified Teachers

Pay range for unqualified teachers from 1st September 2017

An unqualified teacher must be paid a salary within the minimum and maximum of the unqualified teacher pay range set out below as the relevant body determines. The pay range for unqualified teachers is:

Minimum	£16,626
Maximum	£26,295

Any unqualified teacher who becomes qualified must be transferred to a salary within the main range for Teachers as set out above at paragraph 18.1 of the **STPC Document 2017**.

16.0 Part Time Teachers

16.1 Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The Governing Board will give them a written statement detailing their working time obligations and the mechanism used to determine their pay.

16.2 Part-time staff are paid a proportion of the pay that would be appropriate if they were full-time. This also applies to TLR payments (except TLR3).

16.3 The **STPC Document 2017** sets out the method of calculating pay (paragraph 41 - 42) and working time (paragraph 52.4 - 52.10). Further information is provided in paragraphs 39-46 and 79-86 of the guidance.

17.0 Lead Practitioners

17.1 The school can create posts whose primary purpose is the modelling and leading improvement of teaching skills. The Governing Board will take account of paragraph 49.1 of the **STPC Document 2017** when determining the role of leading practitioner in this school.

- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
- the improvement of teaching schools within school and within the wider school community which impact significantly on pupil progress;
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas as defined and documented by the school

17.2 A leading practitioner must take a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement, carrying out the professional responsibilities of a teacher other than a headteacher, including those responsibilities delegated by the headteacher. Additional duties will be set out in the job description of the leading practitioner and may include:

- the improvement of teaching schools within school and within the wider school community which impact significantly on pupil progress;
- the improvement of the effectiveness of staff and colleagues, particularly in relation to specific areas such as:
- coaching, mentoring and induction of teachers, including trainees and NQTs;
- disseminating materials and advising on practice, research and continuing professional development provision;
- assessment and impact evaluation, including through demonstration lessons and classroom observation;
- helping teachers who are experiencing difficulties.

17.3 Leading practitioners may also be required to take on this role in other schools or in relation to teachers from other schools.

17.4 Pay on appointment

The Pay Committee in accordance with its Terms of Reference and Schedule of delegation will determine a pay range of £39,374-£59,857 from minimum to maximum for each leading practitioner post in accordance with paragraph 16 of the **STPC Document 2017**; and paragraphs 33 -37 of the section 3 guidance.

17.5 Criteria

There are no national criteria for appointment to these posts, except that teachers must have QTS, but successful candidates 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.

17.6 Pay determinations with effect from 1 September 2017

The Headteacher will agree appraisal objectives for the leading practitioner. The **Pay** Committee in accordance with its Terms of Reference and Schedule of delegation shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 16 of the **STPC Document 2017**.

The Pay Committee will take account of other evidence. The evidence should show the leading practitioner:

- has made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
- 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.

"Highly competent" and "substantial" are defined in Section 15.2 Movement to the Upper Pay Range of this policy,

The Pay Committee in accordance with its Terms of Reference and Schedule of delegations will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The Pay Committee will be able to objectively justify its decision.

The Pay Committee will be advised by the Headteacher in making all such decisions.

18.0 **Short Notice / Supply Teachers**

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

19.0 **Additional Payments**

All teachers except the Headteacher:

19.1 The **Pay** Committee in accordance with its Terms of Reference and Schedule of delegation may make additional payments to a teacher, other than headteachers, in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out of school hours learning activities agreed between the teacher and the Headteacher.

- 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.

Headteachers

- Participation in out of school hours learning activities agreed between the Headteacher and the Governing Board.

Subject to paragraph 10.3 of the **STPC Document 2017** the total sum of the temporary payments made to a Headteacher in accordance with paragraph 10.1 of the **STPC Document 2017** in any school year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group, except as set out in paragraph 10.4 of the **STPC Document 2017**.

20.0 Recruitment and Retention Incentives and Benefits

- 20.1 Subject to sub-paragraphs 27.1 – 27.2 of the **STPC Document 2017**, the Pay Committee in accordance with its Terms of Reference and Schedule of delegation may make such payments or provide other financial assistance, support or benefits to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

Where the **Pay** Committee is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, the Finance, personnel & Premises Committee must conduct a regular formal review of all such awards. The Pay Committee should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded payments under paragraphs 27.1 to 27.2 of the **STPC Document 2017** 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 – including non-monetary benefits – must be taken into account when determining the pay range.

Guidance on the criteria for awarding Recruitment and Retention Payments is contained within Appendix 3 and paragraph 70 to 72 of the STPC Guidance.

21.0 Honoraria

- 21.1 The Governing Board will **NOT** pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

22.0 Pay Appeals Procedure

- 22.1 A teacher may appeal against a decision relating to his/her pay and the Governing Board has adopted a policy for dealing with pay appeals which is attached as Appendix 4.

23.0 Data Protection

- 23.1 Any data collected and processed as part of employing and managing employee's is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity.

- 23.2 Records are retained and destroyed in accordance with the organisations Retention Schedule.

23.3 Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under the Disciplinary Procedure

24.0 Review

24.1 This pay policy was agreed by the Governing Board on **FPF Committee**..... It will be reviewed by the Governing Board in ... **Autumn Term 2019**..... and annually thereafter.

Signed:

(Chair of Governors)

APPENDIX 1 - TEACHER'S SALARY NOTIFICATION

To: _____ Name of Establishment: _____
 (Name of Teacher)

Effective Date: _____

I am writing to notify you of the Governing Body assessment of your salary under the **2017** Pay and Conditions Regulations. Part-time teachers should note that the salaries quoted below are the full-time rates: actual salary will be calculated on a pro-rata basis. The school pay policy and staffing structure may be viewed in the

Criteria	Number of points/allowances	Value	Expiry Date
Main pay range £22917-£33824			
Upper pay range £35927-£38633			
TLR(3) £529-£2630 (fixed term)			
TLR(2) £2667 - £6515 (1) £7699- £13027			
Special Needs allow £2106 to £4158			
R&R Incentive/benefit (Para 27 STPCD)			
Safeguarding (General/Assimilation)			
Total Salary		£	

TLR responsibilities:

Signature _____

Designation _____ Date _____

Copy to Christine Speed, Pensions Administrator, People Services (Schools) Saxon Court, 502 Avebury Boulevard, Milton Keynes MK9 3HS. e-mail: christine.speed@milton-keynes.gov.uk

TEACHER'S SALARY NOTIFICATION

To: _____ Name of Establishment: _____
 (Name of Teacher)
 Effective Date: _____

I am writing to notify you of the Governing Body assessment of your salary under the **2017** Pay and Conditions Regulations. Part-time teachers should note that the salaries quoted below are the full-time rates: actual salary will be calculated on a pro-rata basis. The school pay policy and staffing structure may be viewed in the

LEADING PRACTITIONER

		Value	Range
Lead Practitioner range £39374-£59857			

UNQUALIFIED TEACHER

	Number of points	Value	Expiry date
Unqualified teachers pay range £16626-£26295			
Allowance awarded para 22 STPCD			
Total Salary			

Signature _____

Designation _____ Date _____

Copy to Christine Speed, Pensions Administrator, People Services (Schools) Saxon Court, 502 Avebury Boulevard, Milton Keynes MK9 3HS. e-mail: christine.speed@milton-keynes.gov.uk .

APPENDIX 2 - LEADERSHIP GROUP SALARY NOTIFICATION FORM

Name of School:Group size:.....

Name of Headteacher:

Headteacher range: £..... to £

Date range determined: _____

Headteacher's salary from 1.9.2017 Reference Pt £_____

Name of Deputy Headteacher:

Deputy Head teacher range : £..... to £.....

Date range determined: _____

Deputy Head's salary from 1.9.2017 Reference Pt..... £_____

Name of Assistant Head:

Assistant Head range: £..... to £.....

Date range determined: _____

Assistant Head's salary from 1.9.2017 Reference Pt..... £_____

Signed :

Chair of Governors

Date:

Please return to Christine Speed, Pensions Administrator, People Services (Schools) Saxon Court, 502 Avebury Boulevard, Milton Keynes MK9 3HS. e-mail: christine.speed@milton-keynes.gov.uk .

APPENDIX 3 - RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

Governing Boards are required to determine the recruitment and retention benefits and incentives they wish to make (if any) and specify them in this Appendix.

These are some examples of the types of awards that governing Boards may wish to consider in exercising their discretion to award incentives and benefits.

The Governing Board has determined that for the school year 2017-2018, it will exercise its discretion to award recruitment and retention benefits and incentives.

Staff will receive written notification of:

- whether the award is for recruitment **or** retention;
- the nature of the award;
- when and how it will be paid;
- the date on which the award starts and its duration

The Governing Board may make the following awards under its policy:

- A recruitment incentive of £..... will be paid for a period of years to newly appointed staff/staff who take up an appointment in a shortage subject (mathematics/physics/music) or to staff who are recruited following a second or subsequent national advertisement.
- The recruitment allowance will be paid in two instalments, one when taking up the appointment and a further instalment when the teacher has completed three years' service.
- As a recruitment incentive, newly qualified teachers who commence work at the school in September will receive a salary payment for the preceding month of August.
- As a recruitment incentive, newly appointed teachers may claim relocation expenses. The maximum payment will be £ and is subject to the terms and conditions outlined for submitting a claim.
- As a recruitment/retention incentive, teachers will be allocated a laptop computer for their professional and personal use for the duration of their employment at the school.

Please note:

Paragraph 27 of the "STPC Document 2017" and Paragraphs 70 to 72 of the guidance contained in Section 3 of the "STPC Document 2017" set out full details of the application of these incentives and benefits.

APPENDIX 4 - PAY APPEAL PROCEDURE

In accordance the “**STPC Document 2017**”, the Governing Board has adopted a procedure for dealing with appeals against pay decisions.

The permitted grounds for appeal are that the Headteacher or committee making the decision:

1. incorrectly applied any provision of the **STPC Document 2017**;
2. failed to have proper regard for statutory guidance;
3. failed to take proper account of relevant evidence;
4. took account of irrelevant or inaccurate evidence;
5. was biased;
6. unlawfully discriminated against the teacher.

Procedure

Any teacher seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the Headteacher (or chair of governors in the case of the Headteacher) within ten working days of the notification of the decision.

If the matter remains unresolved, the teacher should set out his/her concerns in writing and submit them to the Headteacher (or chair of governors) within ten working days of the confirmation of the decision. The Headteacher (or chair of governors) will arrange a meeting within ten working days to give the teacher an opportunity to make representations in person and to consider the teacher’s concerns formally. The teacher will be informed in writing of the decision and the right to appeal.

Appeals against pay decisions must be notified in writing to the Headteacher within ten working days of the decision being given to the teacher. If the appellant is the Headteacher, the notification should be sent to the chair of governors.

The Headteacher (or chair of governors) will make arrangements to convene a hearing by the Governing Board’s Appeal Committee within twenty working days of the notification of the appeal.

The appellant will be given at least ten working days’ written notice of the hearing and will be required to submit her/his case in writing at least five working days before the scheduled hearing.

The appellant will be invited to attend the hearing and has the right to be accompanied by a work colleague or union representative.

The Headteacher or committee who made the original decision on pay will be required to submit her/his/their case in writing at least five working days before the scheduled hearing. The Headteacher or chair of the committee may request to attend the hearing in person.

Copies of the documentation relating to the hearing will be provided to both parties prior to the hearing.

The decision of the Appeal Committee will be given in writing to the appellant within five working days of the hearing.

Where an appeal is rejected, the Appeal Committee will inform the appellant in writing of the evidence the committee considered and its reasons for the decision.

The person or committee who made the original decision will also be notified of the outcome of the hearing. The decision of the Appeal Committee will be final and binding on both parties.

APPENDIX 5 – EXAMPLES OF APPROACHES TO PAY PROGRESSION BASED ON PERFORMANCE

Example 1 – Absolute performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to *(insert here any specific impacts the school may wish to take into account, e.g. impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school)*.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria *(it may be helpful to **indicate here** the size of individual pay progression increases that may result for each category, e.g. an increment of £x)*.

Teachers will be eligible for a pay increase of £x if *(insert here what the minimum expectations are – e.g. “they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding”)*.

Teachers may be eligible for £y if *(insert here the level of performance that may lead to less rapid progress in a year – e.g. “they meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good”)*.

Teachers will be eligible for £z if *(insert here how the highest performing teachers will be able to make quicker progress up the pay range – e.g. the expectations will be that “they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding”)*.

Example 2 – Relative performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to *(insert here any specific impacts the school may wish to take into account, e.g. impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school)*.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of relative criteria *(it may be helpful to **indicate here** the size of individual pay progression increases that may result for each category, e.g. an increment of £x)*. 28

Teachers will be eligible for a pay increase of £x if *(insert here what the minimum expectations are – e.g. “they are judged as being within the top 20/15/x% of teachers in their school”)*.

Teachers may be eligible for £y if *(insert here the level of performance that may lead to less rapid progress in a year – e.g. “they are judged as being within the top 40/30/ y% of teachers in their school”)*.

Teachers will be eligible for £z if *(insert here how the highest performing teachers will be able to make quicker progress up the pay range – e.g. the expectations will be that “they are judged as being within the top 10/5/z% of teachers in their school”)*.

Example 3 – Combination of absolute and relative performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to *(insert here any specific impacts the school may wish to take into account, e.g. impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or*

lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school).

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of a combination of absolute and relative criteria (*it may be helpful to **indicate here** the size of individual pay progression increases that may result for each category, e.g. an increment of £x).*

Teachers will be eligible for a pay increase of £x if (***insert here*** *what the minimum expectations are – e.g. “they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding”*).

Teachers may be eligible for £y if (***insert here*** *the level of performance that may lead to less rapid progress in a year – e.g. “they meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good”*).

Teachers will be eligible for £z if (***insert here*** *how the highest performing teachers will be able to make quicker progress up the pay range – e.g. the expectations will be that “they are judged as being within the top 10/5/x% of those teachers in their school who also meet the absolute expectations for progression”*).

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<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning>

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