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<b>Teacher Pay Policy</b>	Issued: November 23
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# Teacher Pay Policy

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**This document has been produced based on  
North Northamptonshire Council Teacher Pay policy 2023 - 2024**

## ***Policy Introduction***

### **1. Policy Statement**

The school will abide by all the requirements for teachers' pay and conditions set out in the:

- School Teachers' Pay and Conditions Document (hereafter referred to as 'the Document'.)

- Conditions of Service for School Teachers in England and Wales (Burgundy Book); and
- Education (School Teachers' Appraisal) (England) Regulations 2012.

This policy provides a framework for teachers' pay and conditions and supports the prime statutory duty of the Governing Body, as set out the Education Act 2002, "...to conduct the school with a view to promoting high standards of educational achievement at the school'; by providing consistent and objective procedures for determining pay decisions."

## **2. Application of this policy**

This policy applies to teaching staff, excluding any staff whose pay is not determined by the Pay Committee/Governing Body.

- In applying this policy, the school will consider:
- the Teachers' Standards,
- the National Standards of Excellence for Headteachers.

The School will make these documents available to governors and staff within the school.

## **3. Aims of this policy**

The aims of this policy are to:

- maximise the quality of education provided for pupils in the school by supporting the school's aims and improvement plan.
- maximise the quality of teaching and learning at the school.
- support the recruitment and retention of a high-quality teacher workforce.
- enable the school to recognise and reward teachers appropriately for their contribution to the school.
- help to ensure that decisions on pay are managed in a fair and transparent way.
- identify the principles by which the salary decisions for all staff will be made.
- identify the proposed timetable for annual salary reviews, including the consideration of staff for performance related pay increases.
- demonstrate to all staff that the Governing Body/Pay Committee is managing its policy on pay in a fair, consistent, and responsible way.
- ensure that equality of opportunity within the school is established and maintained.

## **4. Responsibilities**

### **Main roles and responsibilities in determining pay**

The role of the Governing Body is to:

- annually review and adopt the Teacher Pay and Teacher Appraisal policies, to clarify the school's approach to performance-based pay decisions, including the criteria for pay progression.
- identify and consider budgetary implications of pay decisions and consider these in the school's spending plan.
- set the appropriate level of pay for leadership roles.
- convene a panel for performance management of the Headteacher.

- agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the Headteacher.
- ensure that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.

The role of the Headteacher is to:

- develop clear arrangements for linking appraisal to pay progression and propose changes to pay and appraisal policies, consulting staff and union representatives, as appropriate.
- submit policies to Governing Body for approval.
- ensure all teachers are informed of the policies and that leaders and teachers, have the knowledge and skills to apply procedures fairly.
- ensure teachers are appraised in accordance with the school's appraisal policy and the relevant regulations.
- put appraiser's pay recommendations to the Pay Committee and ensure they are provided with sufficient information upon which to make their decisions.
- maintain records of appraisal and pay decisions and recommendations made, demonstrating that all decisions have been made objectively and fairly, in compliance with equalities legislation.
- keep teachers informed about the processes, recommendations made, and decisions reached.

The Role of Teachers is to:

- take responsibility for participating in arrangements for their own appraisal in line with the school's appraisal policy
- keep records of their objectives and review them throughout the appraisal process. Decide whether they wish to apply for access to the upper pay range and provide the appropriate evidence.

The Pay Committee (committee normally made up of three non-staff governors) remit is to:

- consider the recommendations of the appraiser / Headteacher.
- fairly apply the criteria related to discretionary areas of pay, as identified within this policy.
- determine salary at the time of the annual review for all staff.
- approve salaries and the award of performance pay in line with this policy.
- monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly.
- review job descriptions annually and where responsibility or accountability is increased, to reconsider the pay in accordance with the Document.
- ensure that statutory and contractual requirements are applied to all staff groups.
- ensure that adequate records of decisions are kept.

These responsibilities will be exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans.

## **5. Consultation and review of this Policy**

The Pay Committee will convene each year (and in any event, at the time a new School Teachers' Pay and Conditions Document is issued) and review the Teacher Pay Policy to ensure compliance with any changes in the Document and the School Development Plan.

Trade unions have been consulted on the model policy and employees given the opportunity to provide feedback on school-determined elements, prior to formal adoption by the Governing Body.

The Governing Body will share the Pay Policy with staff; in addition, the Document will be circulated to all Governors and any relevant parties e.g. Diocesan Board, the Clerk to the Governors and the HR and Payroll provider(s).

Any changes to individual conditions of employment would be subject to the usual consultation process.

## **6. Equality**

The school will ensure that its processes are open, transparent, and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

We will comply with relevant equalities legislation including:

- Employment Relations Act 1999
- 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

We will promote equality in all matters related to pay. Refer to the school's **Equality in Employment Policy** for more details.

The Pay Committee will take all reasonable steps to ensure that any decision made about pay does not give rise to cause for complaint under any legislation including equality legislation and the treatment of those on part-time or fixed term contracts.

## **7. Job descriptions and person specifications**

The school will provide a job description to each teacher and will identify key areas of responsibility.

Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, to make reasonable changes considering the changing needs of the school. Job descriptions will also be reviewed annually as part of the appraisal process.

Should there be any changes, a revised job description will be provided to the teacher.

## **8. Pay relativity**

The Governing Body will ensure that appropriate differentials in pay are created and maintained, following guidelines, and recognising accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **9. Records**

For purposes of confidentiality, the school will confine access to salary records to the individual concerned, the Headteacher, the Pay Committee and other appropriate bodies.

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

## **10. Teacher Appraisal**

All members of teaching staff are required to participate in the arrangements made for their appraisal, in accordance with their conditions of employment, the school's Teacher Appraisal Policy, and the Education (School Teachers Appraisal) (England) Regulations 2012. In the case of early career teachers (ECT's), appraisal arrangements will be in accordance with the statutory induction process and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

Relevant information from appraisal reports will be considered by the Pay Committee in relation to pay. The Headteacher will provide advice to the Pay Committee. If the Headteacher has delegated the responsibility of appraiser to another person, the Headteacher will consider the Appraiser's recommendation for pay progression and advise the Pay Committee of this recommendation accordingly.

More information on appraisal can be found in the Teacher Appraisal Policy.

# **Part 1 – Pay – General**

## **11. 2023 Pay Award**

In line with the recommendations in the STRB's 33<sup>rd</sup> Report, from 1 September 2023, a 6.5% increase will be applied to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range to achieve a minimum starting salary of £30,000. All pay uplifts will be back dated to 1 September 2023. This policy reflects these new pay ranges.

The school will automatically apply the percentage uplift to the salaries of all teachers, regardless of where they are being paid in their respective pay ranges.

Other pay increases in respect of performance will be considered separately, as part of the teacher's annual appraisal and pay review. See section 24.

## **12. Timing of Salary Determination and Notification**

The Governing Body will determine a teacher's salary:

- whenever they take up a new post,
- annually with effect from 1st September, and

- at any other time required by the Document.

The Pay Committee will endeavour to complete teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December. This timescale is, however, conditional on the timing of the publication of the STPCD.

Within one month of a pay decision being made, the Governing Body will notify the teacher in writing in accordance with paragraph 3.4 of the Document. This notification will set out the reasons for the pay decision(s).

### **13. Appeals against Pay Determination**

If a member of staff has a query about their salary, they should in the first place seek to resolve the matter informally with the Headteacher (or in the case of a Headteacher with the Chair of the Pay Committee). If the matter remains unresolved the Pay Appeal Procedure can, if necessary be followed.

Details of the Pay Appeal Procedure is described in **Appendix 1**. This procedure will be identified within the Pay Committee's written pay notifications.

## **Part 2 – Leadership Group Pay**

### **14. Leadership Group Pay – Introduction**

The Pay Committee will determine the pay of the leadership group in accordance with the provisions of Part 2 of the Document.

The statutory pay range for members of the leadership group is **£47,185 to £131,056**.

See **Appendix 3** for further details as to how the Governing Body will apply this pay range.

### **15. Determination of Leadership Pay**

The Pay Committee will determine pay ranges for the Headteacher, deputy Headteachers and assistant Headteachers in accordance with paragraphs 9.2 to 9.4 of the Document.

The Pay Committee may review and determine the leadership pay ranges whenever:

- A new appointment is to be made to any of the leadership pay ranges, or
- The responsibilities of any of the leadership pay ranges have significantly changed

When making a new appointment, the Pay Committee will exercise its discretion to pay a salary within the determined range, to secure the appointment of its preferred candidate.

### **16. Determination of Temporary Payments to Headteachers**

The Pay Committee may determine those additional payments be made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. Any such payments will be made in accordance with paragraph 10 of the Document.

### **17. Pay Progression for Leadership Group Members**

The Pay Committee will consider annually with effect from 1 September whether to increase the salary of members of the leadership group who have completed at least twenty-six

weeks of employment at this school within the previous school year, and, if it determines to do so, to what salary within the relevant pay range.

To make this determination the Pay Committee will consider the performance of the individual and will comply with the provisions of paragraph 11 of the Document.

**Appendix 4** sets out this school's criteria for making this determination.

## Part 3 – Other teachers' pay

### **18. Other teachers' Pay ranges – Introduction**

There are four pay ranges for other teachers:

- (i) the main pay range (MPR) for qualified teachers not entitled to be paid on any other pay range;
- (ii) the upper pay range (UPR);
- (iii) the leading practitioner pay range for teachers whose primary purpose is to model and lead the improvement of teaching skills; and (iv) the unqualified teacher pay range (UTPR).

Any pay increase or safeguarded sum (for the safeguarded period) awarded to a teacher on the main pay range, the upper pay range, or the unqualified teacher pay range, in accordance with Parts 3, 4 and 5 of the Document, or any movement between those pay ranges is permanent for as long as the teacher remains employed within this school.

The school has determined, in accordance with Part 1 paragraph 1.2 of the Document, that a teacher on any employment-based teacher training scheme\* will be paid and be eligible for allowances as an unqualified teacher.

\*as defined in the Document under Annex 2

### **19. The Main Pay Range from 1 September 2023**

A teacher on the main pay range will be paid such salary within the minimum and maximum of the main pay range as the Pay Committee determines.

The main pay range for qualified teachers is **£30,000 to £41,333**.

See **Appendix 3** for further details as to how the Governing Body will apply this pay range.

### **20. The Upper Pay range from 1 September 2023**

A teacher on the upper pay range will be paid such salary within the minimum and maximum of the upper pay range as the Pay Committee determines.

The upper pay range is **£43,266 to £46,525**.

See **Appendix 3** for further details as to how the Governing Body will apply this pay range.

The Governing Body will pay a teacher on the upper pay range in the circumstances set out in paragraphs 14.2 and 14.3 of the Document.



## **21. Application to be paid on the Upper Pay range**

Qualified teachers may apply to be paid on the upper pay range (UPR) once a year. The criteria for moving to the Upper Pay Range is:

- a) that the teacher is highly competent in all elements of the relevant standards; and
- b) that the teacher's achievements and contribution to the educational setting or settings are substantial and sustained.

**Appendix 2** sets out the process for making and assessing applications and explains how the Pay Committee will interpret the criteria.

## **22. Leading Practitioner Pay Range from 1 September 2023**

The school may create Leading Practitioner posts that have the primary purpose of modelling and leading improvement of teaching skills.

For any such post, the Pay Committee will determine an individual post pay range within the leading practitioner pay range.

The Leading Practitioner Pay Range is **£47,417 to £72,085**.

See **Appendix 3** for further details as to how the Governing Body will apply this pay range.

Teachers on the leading practitioner pay range may not hold TLRs or SEN allowances.

## **23. Unqualified Teacher pay Range from 1 September 2023**

An unqualified teacher will be paid such salary within the minimum and maximum of the unqualified teacher pay range as the Pay Committee determines.

The pay range for unqualified teachers is **£20,598 to £32,134**.

See **Appendix 3** for further details as to how the Governing Body will apply this pay range.

When an Unqualified Teacher becomes qualified, they will be transferred to a salary within the Main Pay Range in accordance with paragraph 18 of the Document.

Unqualified teachers may not hold TLRs or SEN allowances.

## **24. Pay Progression linked to Performance**

The Pay Committee will consider annually, with effect from 1 September, whether to increase the salary of teachers who have completed at least twenty-six weeks of employment at this school within the previous school year and, if so, to what salary within the relevant pay ranges.

To make this determination the Pay Committee will consider the performance of the individual and will comply with the provisions of paragraph 19 of the Document.

**Appendix 4** sets out this school's criteria for making pay progression determinations.

## **25. Pay progression for teachers who are on Maternity Leave or Long-Term Disability – Related Sickness Absence**

Where a teacher is away from school because of maternity leave, the school will not deny that teacher an appraisal and subsequent pay progression decision because of her maternity.

A practical and flexible approach to conducting appraisals (that consider the circumstances of the teacher at the time) and making pay decisions will be taken, for those absent on

maternity leave, including where a teacher has been absent for part or all the reporting year.

When a teacher returns to work from maternity leave, we will give her any pay increases that she would have received, following appraisal, had she not been on maternity leave.

In those circumstances, we will ensure that the absent teacher receives fair treatment while ensuring the integrity and robustness of the school's appraisal process for all teachers. When considering these options, we will seek to ensure that they minimise bureaucracy for all involved. We will consider conducting appraisals prior to individuals departing on maternity leave, even if this is early in the appraisal year, and basing any appraisal and pay determination on the evidence of performance to date in that appraisal year. Alternatively, if the appraisal does not take place prior to the maternity leave, it will take place within three months of the return from maternity leave.

Account may also be taken of performance in previous appraisal periods if there is very little to go on in the current year. However, we will not require teachers to use Keeping in Touch (KIT) days for the purposes of appraisal.

If a teacher is absent long-term for disability related reasons the school will consider utilising the same range of options outlined above for teachers on maternity leave.

## Part 4 – Allowances and other payments for classroom teachers

### 26. Teaching and Learning Responsibility Payments (TLRs)

The school may award TLRs in accordance with the provisions of paragraph 20 of the Document.

In awarding a TLR, the additional duties will include a significant responsibility that is not required of all classroom teachers and that is:

Additional duties:	TLR1	TLR2	TLR3
A sustained additional responsibility with the purpose of ensuring the continued delivery of high-quality teaching and learning and which they are accountable for	✓	✓	
For a fixed-term period, undertaking clearly time-limited school improvement projects, or one-off externally driven responsibilities			✓
Focussed on teaching and learning	✓	✓	✓
Requires the exercise of a teachers professional skills and judgement	✓	✓	✓
Has an impact on the educational progress of pupils other than the teachers assigned classes or pupils	✓	✓	✓
Requires the teacher to lead, manage and develop a subject or curriculum area; or lead and manage pupil development across the curriculum	✓	✓	

Involves leading, developing and enhancing the teaching practice of other staff	✓	✓	
Includes line management responsibility for a significant number of people	✓		

Unqualified teachers and teachers on the leadership group or leading practitioner pay ranges may not be awarded TLRs.

The Pay Committee will determine the value of any TLR payment in accordance with the following:

- a TLR1 (full-time equivalent annual value) will be between **£9,272 and £15,690**
- a TLR2 (full-time equivalent annual value) will be between **£3,214 and £7,847**
- a TLR3 (full-time equivalent annual value) will be between **£639 and £3,169**

## **27. Special Educational Needs Allowances (SEN)**

The Pay Committee will award a special educational needs allowance of **no less than £2,539 and no more than £5,009** to a classroom teacher with SEN responsibilities as strictly defined by paragraph 21 of the Document.

If a teacher holds the role of SENCO, as a managerial responsibility, it normally does not meet the criteria for a SEN allowance but may meet the criteria of a TLR post.

Where a teacher meets the criteria for both an SEN and TLR allowance, these are distinct payments - a TLR payable for additional responsibility, SEN Allowance for the demands of the teaching role they are carrying out.

An SEN allowance cannot be paid to an unqualified teacher or a teacher on the leadership group or leading practitioner pay ranges.

## **28. Allowances Payable to Unqualified Teachers**

The Pay Committee may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of the staffing structure and this pay policy that the teacher has:

- (a) taken on a sustained additional responsibility which:
  - (i) is focused on teaching and learning; and
  - (ii) requires the exercise of a teacher's professional skills and judgment; or
- (b) qualifications or experience which bring added value to the role being undertaken.

## **29. Acting Allowance**

Acting allowances may be paid in accordance with paragraph 23 of the Document, to teachers who are assigned and carrying out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher.

### **30. Performance Payments to Seconded Teachers**

Performance payments may be paid in accordance with paragraph 24 of the Document, to teachers who are seconded to a post as a Headteacher in another school.

### **31. Residential Duties**

Any payment to teachers for residential duties will be determined by the Pay Committee.

The school will ensure that provisions for Preparation, Planning & Assessment (PPA) time are appropriately accommodated, in accordance with the Document.

### **32. Additional Payments**

In accordance with paragraph 26 of the Document, the Pay Committee may make such payments to a teacher as they see fit, other than a Headteacher, in respect of:

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

The Pay Committee should ensure Additional Payment decisions are consistent with other aspects of the Pay Policy; for transparency, the school may provide local examples of the relevant activities attracting an Additional Payments.

Participation in CPD outside of directed time is voluntary and cannot be directed. Except for those employed on the pay range for leading practitioners, who may be required to carry out this duty, teachers undertaking school-based ITT activities do so on an entirely voluntary basis.

### **33. Recruitment and Retention Incentives and Benefits**

The Pay Committee may make payments or provide financial assistance, support, or benefits to teachers in accordance with paragraph 27 of the Document.

Recruitment and retention incentives and benefits will not be made for carrying out specific responsibilities. Where a teacher is given an incentive or benefit under paragraph 27 of the Document, written notification given at the time of the award will state:

- (e) whether the award is for recruitment or retention;
- (f) the nature of the award (cash sums, travel, or housing costs etc.);
- (g) when/how it will be paid (as applicable);
- (h) unless it is a 'one-off' award, the start date and expected duration of the incentive;
- (i) the review date after which it may be withdrawn; and
- (j) the basis for any uplifts which will be applied (as applicable).

#### **Recruitment Incentives**

- Insufficient number of applicants following the initial advertisement for a post.
- Insufficient quality of candidates (that is candidates not meeting the Person Specification for the post following advertisement but prior to interview.)
- Inability to appoint following advertisement because of the quality of the candidates presented at interview.

It is important for a post to have been tested by advertisement externally at least once before a recruitment incentive is agreed.

### **Retention Incentives**

Careful consideration will be given to the offer of retention payments to individuals where no initial recruitment payment has been made. The Pay Committee will look carefully at any recommended retention allowance and consider equal opportunity/pay issues before awarding any amount.

- If a retention allowance is to be paid it should be based on:
- A teacher undertaking a particular piece of work or activity which it would be difficult for another person to take over if the teacher were to leave before the work or activity was completed.
- the school having recently unsuccessfully tried to recruit a teacher with the same curriculum expertise.
- circumstances where the school is near to a restructure/change of roles and needs the skills or specialism of the post holder for an additional period and the post holder is about to leave after which the post would not be required and where in the intervening period it would be difficult to recruit.
- the school having advertised the post and not been able to recruit and the current post holder is available to continue with an addition to salary if not prepared to continue current level of pay.

### **34. Salary Sacrifice arrangements**

“Salary sacrifice arrangement” means any arrangement under which the employee gives up the right to receive part of their gross salary in return for the employer’s agreement to provide the teacher with a benefit-in-kind under any of the following schemes:

- (a) a childcare voucher or other childcare benefit scheme
- (b) a cycle or cyclist’s safety equipment scheme that benefit-

in-kind is exempt from income tax.

Where the employer operates a salary sacrifice arrangement, the teacher may participate in any such arrangement and the teacher’s gross salary may be reduced accordingly for the duration of their participation in it.

Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of the Document.

### **35. Honoraria / Bonus Payments**

The Governing Body will not provide any bonus payment or honoraria to any member of teaching staff under any circumstances.

### **36. Safeguarding**

The Governing Body will operate salary safeguarding arrangements in accordance with the provisions Part 5 of the Document.

## **Part 5 – Supplementary**

### **37. Appointment of Teachers**

It is for the Governing Body to decide the pay range for a vacant post prior to advertising it.

The School will on appointment, determine the starting salary within that range, we will consider a range of factors including, the nature of the post, the level of qualifications, skills and experience required, market conditions, the wider school context. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

### **38. Part-Time Teachers**

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. Part-time teachers will have 'directed time' hours at this percentage of 1265 hours; that being the amount that applies to a full-time teacher in any school year, as set out in Section 3 - Guidance (para's 79-86) of the Document.

The salary and any allowances (except TLR3's) of a part-time teacher will be determined in accordance with the pro rata principle, as detailed in Part 6 paragraphs 40, 41 (calculating pay) and 51 (working time) of the Document.

The salary of a part time teacher determined in accordance with the pro rata principle applies to both the hours a part-time teacher normally works under their contract of employment as well as any additional hours the teacher may agree to work from time to time.

### **39. Teachers Employed on a Short Notice/Supply Basis**

Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of paragraph 42 of the Document 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.

### **40. Management Allowances**

Management allowances are only in place for some teachers who were in post prior to 2005 and were awarded an allowance because of the Northampton Town Review. This allowance applies to teachers who are still employed in the same post within the same school at the

time the Northampton Town Review was put into effect. When the teacher moves post the management allowance will cease.



## **Appendix 1. Appeals Against Pay Decisions (Teaching Staff)**

In accordance with the School Teachers Pay and Conditions Document, the Governing Body has adopted a procedure for dealing with appeals against pay decisions. This procedure takes account of the ACAS Code of Practice for resolving grievances.

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

- a) Incorrectly applied this policy
- b) Incorrectly applied any provision of The Document;
- c) Failed to have proper regard for statutory guidance;
- d) Failed to take proper account of relevant evidence;
- e) Took account of irrelevant or inaccurate evidence;
- f) Was biased;
- g) Unlawfully discriminated against the teacher.

### **General Provisions**

- The teacher is entitled to be accompanied by a colleague or trade union representative at the formal stage. The Headteacher may exercise his/her discretion and allow the teacher to be accompanied at the informal stage.
- The teacher must take all reasonable steps to attend meetings.
- Meetings should be arranged without undue delay.
- The timings and locations of meetings must be reasonable.
- There is no further internal process available to the teacher once the appeal stage has been completed.

### **Procedure**

#### **Informal Stage**

The salary notification form will confirm to the teacher the recommendation that has been made to The Pay Committee in respect of performance related or other pay progression.

Any teacher seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision maker within 10 working days of notification of the decision. (This will normally be the Headteacher or line manager in the case of all teachers and the Chair of the Pay Committee or Chair of Governors in respect of the Headteacher).

An informal meeting should be convened within five working days of the teacher's request. This meeting will allow for the teacher to receive feedback and will also allow the teacher to make representations regarding pay decisions and if appropriate to provide additional information for the consideration of the decision maker.



The outcome of this informal meeting should be conveyed to the teacher within five working days of the meeting. A possible outcome of this meeting may be to agree to revise the original decision. However, if the original decision is upheld and the teacher is dissatisfied with this outcome, then they will still have access to the formal appeals procedure through the Appeals Committee.

### **Formal Stage**

Where it has not been possible to resolve the matter informally, the teacher may follow the formal process by setting out their concerns in writing to the decision maker within 10 working days of the notification of the decision (or the outcome of the informal discussion). In the case of a Headteacher written notification should be given to the Chair of Governors.

The Headteacher, or in the case of an appeal by the Headteacher, the Chair of Governors, will then arrange for the appeal to be heard, normally within four calendar weeks of receipt of the written appeal.

The Appeals Committee will consist of one or more Governors, none of whom are employees of the school or have been previously involved in making relevant pay decisions. The appellant will be given at least one calendar week's notice of the hearing and will be required to submit their case in writing at least 5 days before the hearing.

The appellant has the right to attend the appeal hearing to present their case and to be accompanied by a work colleague or trade union representative.

The Headteacher or Pay Committee will be required to submit their case in writing at least 5 days before the hearing. The Headteacher or Chair of the Pay Committee have a right to attend the appeal hearing to present the case or may be required to attend the hearing in person if the appeal's committee so wishes.

The procedure to be followed for appeal hearings is as set out below, a copy of which should be given to the employee when notice of the hearing date is given.

The Appeal Committee decision will be given in writing to the appellant within 7 calendar days of the hearing.

If an appeal is rejected, the Appeal Committee will inform the appellant in writing of the 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.

## ***A Guide to the Pay Appeal Hearing***

**In this guide, "management" refers to the Headteacher and/or Pay Committee member who are representing the original pay decision made.**

### **1. Introductions**

The Chair of the Appeal Committee introduces him/herself and invites all others to introduce themselves. The Chair runs through the agenda.

## **2. Nature of the appeal**

The Chair specifies the appeal and checks that all parties have the relevant documents.

## **3. Presentation by Employee**

The employee and/or their representative present their case and call any witnesses.

**(Witnesses can be questioned by the employee/their representative, management/their HR support, the Committee/their HR advisor, and then re-examined by the employee/their representative before they exit the hearing).**

## **4. Questions by management**

The person presenting the management case and/or their HR Advisor may question the employee.

## **5. Questions by committee members**

The committee members and/or their HR Advisor may question the employee.

## **6. Presentation by management**

Management presents the management case and calls any witnesses. **(Witnesses can be questioned by management /their HR support, the employee/their representative, the Committee/ their HR advisor and then re-examined by management before they exit the hearing).**

## **7. Questions by Employee**

The employee and/or representative may question management.

## **8. Questions by committee members**

The committee members and/or their HR Advisor may question management.

## **9. Final statement by Employee**

The employee and/or representative may make a final statement.

## **10. Final statement by Management**

Management may make a final statement.

## **11. Withdrawal**

Both parties withdraw to allow the Appeal Committee to come to a decision. The Committee's HR advisor remains. Both parties may be asked to remain available in case the committee need to clarify any points.

## **12. Adjournments**

Either party may ask for an adjournment during the hearing.

## **Appendix 2. Process for application to be paid on the Upper Pay Range**

Qualified teachers may apply to be paid on the Upper Pay Range (UPR) once a year. The Pay Committee will assess such applications and make a determination on whether the teacher meets the criteria as outlined below. Where teachers are subject to the 2011 regulations or the 2012 regulations, the Pay Committee will have regard to the assessments and recommendations in teachers' appraisal reports under those regulations.

### **Criteria**

An application from a qualified teacher will be successful where the Pay Committee is satisfied:

- (a) that the teacher is highly competent in all elements of the relevant standards; and
- (b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

In this school, this means:

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

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

"sustained": the teacher must have had two consecutive successful appraisal reports in this school (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

### **Process:**

One application may be submitted annually. The closing date for applications is normally **1<sup>st</sup> October** each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

For the assessment to be robust and transparent, it will be an evidence-based process. Teachers therefore should ensure that they build a mainly paper evidence base to support their application.

The process for applications is:

- The teacher completes the school's application process
- The teacher submits the application and supporting evidence to the Headteacher by the cut-off date;
- The Headteacher will be the assessor, unless they notify the teacher otherwise

- The assessor will assess the application, and will make a recommendation on whether the teacher should progress to the UPR;
- If the Headteacher is not the assessor, the application, evidence, and recommendation will be passed to the Headteacher for moderation purposes;
- The Pay Committee will make the final decision, advised by the Headteacher;
- Teachers will receive written notification of the outcome of their application by **1<sup>st</sup> November**. If the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria (see 'Assessment' below).
- If requested, oral feedback which will be provided by the assessor. Oral feedback will normally be given within two calendar weeks of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement to meet the relevant criteria.
- Successful applicants will move to the UPR on 1 September of the following year or back dated if agreed. (If backdated, this will be consistently applied across the school)
- Following a successful assessment for placement on the UPR, the Pay Committee may consider whether the teacher should be placed above the minimum of the range. This will be decided in a fair and consistent way based on evidence of outstanding practice and including the nature of the post and its duties and the level of qualification, skills, and experience of the teacher.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in **Appendix 1** of this pay policy.

Any decision made under this process applies only to employment in this school.

### **Appendix 3. Pay Ranges in this School**

#### **Unqualified teacher, Main Pay Range and Upper Pay Range**

This school will adopt the advisory pay reference points publishes in Annex 3 and 4 of the 2023 STPCD for use with the Main, Upper and Unqualified Pay Ranges. These reference points include relevant uplifts as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2023.

#### **Unqualified Pay Range**

<b>Pay Reference Points</b>	<b>Pay Range</b>
UQ1	20,598
UQ2	22,961
UQ3	25,323
UQ4	27,406
UQ5	29,772
UQ6	32,134

#### **Main Pay Range**

<b>Pay Reference Points</b>	<b>Pay Range</b>
M1	30,000
M2	31,737
M3	33,814
M4	36,051
M5	38,330
M6	41,333

#### **Upper Pay Range**

<b>Pay Reference Points</b>	<b>Pay Range</b>
U1	43,266
U2	44,870
U3	46,525

#### **LEADING PRACTITIONER PAY RANGE**

For each Leading Practitioner post, the school will determine an individual post pay range **within** the reference points below, having regard to the challenges and demands of each individual post, and internal pay relativities, and ensuring appropriate scope within each individual post pay range to allow for performance related pay progression.

The school will adopt the following advisory pay reference points. These reference points include relevant uplifts, as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2023.

### Leading Practitioner Pay Range

Pay Reference Point	Pay Range
LP - Min	47,417
LP2	48,366
LP3	49,574
LP4	50,807
LP5	52,072
LP6	53,380
LP7	54,816
LP8	56,082
LP9	57,480
LP10	58,957
LP11	60,488
LP12	61,882
LP13	63,428
LP14	65,010
LP15	66,626
LP16	68,399
LP17	69,969
LP - Max	72,085

**LEADERSHIP PAY (Headteacher, Deputy Headteacher and Assistant Headteacher)** For each Leadership post, the school will determine an individual post range within the relevant reference points below, having regard to the challenges and demands of the post.

The school will adopt the advisory pay reference points published by the LGA for use with the Leadership Pay Range. These reference points include relevant uplifts as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2023.

## Leadership Pay Range

Pay Reference Point	England
1	47,185
2	48,366
3	49,574
4	50,807
5	52,074
6	53,380
7	54,816
8	56,082
9	57,482
10	58,959
11	60,488
12	61,882
13	63,430
14	65,010
15	66,628
16	68,400
17	69,970
18*	71,019
18	71,729
19	73,509
20	75,331
21*	76,430
21	77,195
22	79,112
23	81,070
24*	82,258
24	83,081
25	85,146
26	87,253
27*	88,530
27	89,414
28	91,633
29	93,902
30	96,239
31*	97,639
31	98,616
32	101,067
33	103,578
34	106,138
35*	107,700
35	108,776
36	111,470
37	114,240
38	117,067
39*	118,732
39	119,921
40	122,912
41	125,983
42	129,140
43*	131,056

**Note:** points 18\*, 21\*, 24\*, 27\*, 31\*, 35\*, 39\* and 43\* on the Leadership Pay Range are the salary figures for Headteachers at, or moving to, the top of the school group ranges only. These different figures are a legacy of the 2015 STPCD which provided for no uplift to the maxima of the eight Headteacher group ranges.

## **Appendix 4. Pay Progression Criteria in this School**

The following options relate **to performance related pay progression**, which are considered separately from the pay award set out under section 11 of this policy.

When making pay progression decisions, the Pay Committee will take full account of the teacher's appraisal report and the recommendations contained within it. Refer to the school's **Teacher Appraisal Policy** for more details.

In the case of early career teachers (ECT's) whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. Refer to part 2 19.2 (d) of the document.

### **Unqualified, Main and Leading Practitioner Pay Ranges**

The pay committee will determine whether there should be any movement on the relevant pay range. In making such a determination, it will consider:

- Paragraph 19 of the Document;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards their objectives;

The Pay Committee will make an award of 1 point on the pay range for teachers that meet or exceed the standards and their objectives.

### **Upper Pay Range**

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will consider:

- paragraph 19 and the criteria set out in paragraph 15.2 of the Document;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 15.2 of the Document, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

Where the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and have made good progress towards their objectives, the teacher will move to one point on the Upper Pay Range;

Further information, including sources of evidence is contained within the school's appraisal policy.



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

### ***Leadership Pay Range***

The Pay Committee will make an award of 1 point on the pay range for Head, Deputy and Assistant Headteachers that meet or exceed the standards and their objectives.