



Teachers' pay policy

2022-23

Kenmore Park Infant and Nursery School

Approved by: The Full Governing Body **Date:** 14th December 2022

Last reviewed on: October 2021

Next review due by: September 2023

Relationship with other policies: This policy should be read in conjunction with the Appraisal Policy.

The Governing Body of Kenmore Park Infant & Nursery School adopted this policy on **14th December 2022**. It has been consulted on with staff and the recognised trade unions.

Introduction

Nothing in this Policy should be interpreted as contradicting or overriding the provisions of the current School Teachers' Pay and Conditions Document ("**STPCD**") which is mandatory.

The school will maintain a staffing structure, which shows the number and grades of jobs within the school. Staff will be consulted on any proposed changes to this structure.

The head teacher will make recommendations on pay for all staff in the school, and the Staff Pay and Review Committee will make the recommendation for the pay of the head teacher. The Staff Pay and Review Committee will oversee all pay decisions.

Statement of Intent

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school."

The governing body of Kenmore Park Infant & Nursery School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public Life: objectivity, openness and accountability.

Equalities Legislation

The governing body will comply with relevant equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- Part-time workers (prevention of less favourable treatment) regulations 2000
- Fixed-term employees (prevention of less favourable treatment) regulations 2002\Agency workers regulations 2010
- The Agency workers Regulations 2010

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

See *Governing body obligations* in relation to monitoring the impact of this policy on page 4.

September 2022 pay award and pay points

Pay increases have been issued in line with the DFE Advisory recommendations.

The governing body has decided to continue to use pay points across all ranges within the national framework. The relevant sections of the pay policy sets out the values of those pay points.

Subject to any recommendation by the School Teacher Review Body on pay uplifts and the provisions of the School Teachers' Pay and Conditional Document, teaching staff should note that future pay uplifts may be subject to performance.

Equalities and performance-related pay

The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified and minutes of any decisions, and the reasons for them will be kept. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or disability-related sick leave. The exact adjustments will be made on a case-by-case basis.

The school will do everything in its power to make a performance-related judgement. If little or no performance evidence is available from the relevant appraisal cycle, because the teacher has been away from school due to pregnancy, maternity or disability-related illness, it will use evidence from previous appraisal cycles.

In the absence of any evidence that the teacher would not have received the increase in pay, the school will make a pay award to avoid discrimination.

PRINCIPLES AND OBJECTIVES

There are some sections within the STPCD which are discretionary. This policy will indicate how Governing Bodies will apply these.

The school recognises the need to manage pay equitably and will ensure through this policy that pay has a positive influence by undertaking to:

- support the school's development including current priorities and targets;
- demonstrate that all pay decisions are made consistently and fairly, in compliance with anti-discrimination legislation;
- ensure that appropriate arrangements are made for staff to appeal against any pay decision affecting them personally, and for such appeals to be heard by a panel of governors whose members have not been involved previously in the decision previously in the decision against which an appeal is made.
- within its budget, and recognising the different terms and conditions, to reward all staff appropriately, with similar considerations being given to teaching staff and support staff.
- to use the nationally and locally agreed pay scales, together with any discretions available to them, to best advantage in order to recruit and retain the highest quality staff at the appropriate rate of pay
- to ensure that all staff have confidence that they are receiving fair and equal treatment;
- to inform staff of changes to their pay
- to ensure that staff are aware of the procedures within which pay decisions are made and that any appeals arising from decisions on remuneration are addressed objectively, fairly and within agreed timescales.
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All appointed teachers are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD) as updated from time to time. A copy of the latest version may be found from the school or on-line at:

<http://www.education.gov.uk/search/results?q=schools+teachers+pay+and+conditions>

All pay-related decisions are made taking full account of STPCD and the teachers' professional associations and trade unions have been consulted on this pay policy. All pay related decisions are taken in compliance with current employment legislation including The Equality Act 2010, The Equal Pay Act 1970, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

Pay Ranges and Pay Scales

The School Teachers Pay and Conditions Document gives a national minimum and maximum for the pay ranges for Unqualified Teachers, Main Scale Teachers, Upper Pay Range Teachers, Leading Practitioners and the Leadership Group. The Governing Body determines the pay scales and will review them on an annual basis. The values of the pay scales adopted by the governing body of this school are shown in appendix A of this policy.

Job descriptions

The head teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

Access to records

The head teacher will ensure reasonable access for individual members of staff to their own employment records.

Appraisal

The governing body will comply with the *Education (school teachers' appraisal) (England) regulations 2012* concerning the appraisal of teachers.

The appraisal regulations state that appraisal objectives, for all teachers, including the leadership group, must be such that, if they are achieved, they will contribute to:

- a) improving the education of pupils at that school; and
- b) the implementation of any plan of the governing body designed to improve that school's education provision and performance

Assessment will be based on evidence from a range of sources (see the school's appraisal policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is

appropriate in relation to meeting their objectives, the teachers' standards and any other criteria (i.e. application to be paid on upper pay range) so that such evidence can be taken into account at the review.

The head teacher will moderate objectives to ensure consistency and fairness; the head teacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

Governing body obligations

The governing body will fulfil its obligations to:

- **Teachers:** as set out in the school teachers' pay and conditions document 2022 and the conditions of service for school teachers in England and Wales (commonly known as the 'burgundy book')
- **Support staff:** the National Joint Council for Local Government Services national agreement on pay and conditions of service (green book) or any LA pay/grading system.

The governing body will consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The governing body will ensure that appraisers, decision-makers and any appeal committee governors receive appropriate training to ensure fair and open decision-making.

The governing body will ensure that mid-year reviews are undertaken for teachers and all members of the leadership group. The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see *Procedures pages 5 & 6*) and the school's spending plan.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers' progress at different rates, ensuring the school's continued compliance with equalities legislation.

Head teacher obligations

The head teacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the governing body for approval;
- ensure that effective appraisal arrangements are in place, and that any appraisers have the knowledge and skills to apply procedures fairly;
- ensure that mid-term reviews are undertaken for all teachers, including the leadership group;
- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions; and
- ensure that teachers are informed about decisions reached, and that records are kept of recommendations and decisions made.

Role of the Teachers/Support Staff (Obligations)

A Teacher/member of Support Staff will:

- Engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- Keep records of their objectives and review them throughout the appraisal process;
- Share any evidence they consider relevant with their appraiser;
- Ensure they have an annual review of their performance.

Differentials

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

Discretionary pay awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

Salary safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the '**STPCD Part 5**' and will give the required notification as soon as possible and no later than one month after the determination.

Procedures

The governing body will determine the annual pay budget on the recommendation of the Staff Pay and Review Committee.

The governing body has fully delegated its pay powers to the Staff Pay and Review Committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

Where possible, no member of the governing body who is employed to work in the school shall be eligible for membership of this committee.

The Staff Pay and Review Committee will be attended by the head in an advisory capacity. Where the Staff Pay and Review Committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Staff Pay and Review Committee will be determined from time to time by the governing body. The current terms of reference are:

- to achieve the aims of the whole school, pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised; and
- to work with the head in ensuring that the governing body complies with the appraisal regulations 2012 (teachers).

The report of the Staff Pay and Review Committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the Staff pay committee has exceeded its powers under the policy.

Annual determination of pay

All teaching staff salaries, including those of the head and deputy head will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the head teacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

Notification of pay determination

Decisions will be communicated to each member of staff by the head in writing in accordance with **STPCD** paragraph 3.4 and will set out the reasons why decisions have been taken. Decisions on the pay of the leadership group will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the **STPCD**. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has

passed, or immediately after an appeal has been concluded.

Appeals procedure

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1 in the **STPCD**. It is set out as an appendix to this pay policy. (Appendix 6)

Head teacher pay

The Staff Pay and Review Committee will review the school's head teacher group and the head's pay range in accordance with paragraphs four, five, six, seven and eight of the **STPCD** .

- If the head teacher takes on permanent accountability for one or more additional schools, the Pay and Review Committee will set a pay range in accordance with the provisions of **STPCD** paragraph 6.6 or 7.9, as the case may be.
- For appointments on or after 1 September 2014, the Pay and Review Committee will determine a pay range, taking account of the full role of the head teacher (**STPCD** part seven), all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (**STPCD** paragraph 9.3), including recruitment issues. The Staff Pay and Review Committee will take into account the factors set out in annex 1 of the **STPCD** when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The staff pay committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group range when setting the pay range for the head teacher, as set out in the **STPCD** paragraph 9.3. However, before doing so, it will make a fully-documented business case and seek external independent advice
- The pay committee will use reference points within the pay range
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of 2 reference points, for performance related pay progression
- The Staff Pay and Review Committee will have regard to the provisions of the **STPCD**; paragraph 9.4 in particular, and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability
- The Staff Pay and Review Committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with paragraph 10 of the **STPCD**
- The total sum of the temporary payments made to a head will not exceed 25 per cent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 per cent above the maximum of the head teacher group, except in wholly exceptional circumstances
- The Staff Pay and Review Committee may determine that temporary and other payments be made to a head which exceeds the limit above in wholly exceptional circumstances and with the agreement of the governing body. The governing body will seek external independent advice before providing agreement.

Serving Head teachers

- The Headteacher's Pay and Review Committee will only re-determine the pay range of a serving head teacher, in accordance with paragraph nine of the Document, if the responsibilities of the post change significantly, or if the pay committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2014, or with

pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2014 (paragraph four of the **STPCD**)

- It will also re-determine the pay range if the group size of the school increases, or if the head takes on permanent accountability for an additional school(s) (paragraph eight, section three of the **STPCD**)
- If the Headteacher's Pay and Review Committee re-determines the head teacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The pay committee will take into account the factors set out in annex 1 in the **STPCD** when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant (see Appendix 2 of this policy) and minute carefully its decisions and reasons for those decisions.
- The Headteacher's Pay and Review Committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in paragraph 9.3. However, before agreeing to do so, it will make a fully-documented business case and will seek external independent advice
- The Headteacher's Pay and Review Committee will use reference points within the pay range and will leave at least 2 reference points for performance-related pay progression
- The Headteacher's Pay and Review Committee will review the Head teacher's pay in accordance with paragraph 11 of the **STPCD** (and paragraph 26 of the statutory guidance) and award up to two reference points where there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the appraisal regulations 2012 and any recommendation on pay progression in the
Head teacher's most recent appraisal report
- If the Headteacher's Pay and Review Committee decides to re-determine the pay range, it will only determine the head's pay range in accordance with paragraph 9; and paragraph 8 of the section 3 guidance in the **STPCD**
- The Headteachers' Pay and Review Committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10 of the **STPCD**.
- The total sum of temporary payments made to a head must not exceed 25 per cent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 per cent above the maximum of the head teacher group, except in wholly exceptional circumstances
- The Headteacher's Pay and Review Committee may determine that additional/temporary payments be made to a head which exceeds the limit above in wholly exceptional circumstances and with the agreement of the governing body. The governing body will seek external independent advice before providing agreement

Deputy/Assistant Head Teacher pay

Pay on appointment

- For appointments on or after 1 September 2014, the Pay and Review Committee will determine a pay range, taking account of the full role of the deputy/assistant head teacher (part 7), all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.3), including recruitment issues. The pay committee will take into account the factors set out in annex 1 of the **STPCD** when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The Pay & Review Committee will use reference points within the pay range
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of 2 reference points, for performance related pay progression.

- The Pay and Review Committee will exercise its discretion under paragraph 27 of the **STPCD** where there are recruitment issues, provided it has not already taken such issues into account when setting the pay range.
- The Pay and Review Committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the **STPCD** and paragraphs 59 to 68 of section 3.

Serving Deputy/Assistant Head teachers

- The Pay and Review Committee will review and, if necessary, re-determine the Deputy/Assistant Head pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head teacher (paragraph 9 of section 3 guidance of the **STPCD**), or to maintain consistency with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or to maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2014.
- When determining the pay range of a serving deputy/assistant head, the Pay and review Committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.3), including recruitment issues. The Pay and Review Committee will take into account the factors set out in annex 1 (**STPCD**) when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The Pay and Review Committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure
- The Pay and Review Committee will exercise its discretion under paragraph 27 of the **STPCD** where there are recruitment issues, provided it has not already taken such issues into account when setting the pay range.
- The Pay and Review Committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the **STPCD** and paragraphs 59 to 68 of section three
- The Pay and Review Committee will use reference points within the pay range and will leave at least 2 reference points for performance-related pay progression;
- The pay committee will review pay in accordance with paragraphs 11 and award up to two reference points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report.

Acting allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with paragraph 23 of the **STPCD**. The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of Head, Deputy Head, or Assistant Head, for a period of four weeks or more, will be paid on the Head's, Deputy Head range or Assistant Head range, as the case may be and as determined by the pay committee. Payment will be backdated to the commencement of the duties.

Classroom teacher

Pay on appointment

The governing body are not obliged to maintain the teacher's previous pay entitlement in relation to the MPR or UPR.

The governing body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

The pay committee will use reference points. Therefore, the pay scale for main pay range teachers in this school is:

Reference point one	£32,407
Reference point two	£34,103
Reference point three	£35,886
Reference point four	£37,763
Reference point five	£40,050
Maximum point six	£43,193

Appraisal objectives will become more challenging as the teacher progresses up the main pay range. Objectives will, however, be such that, if achieved, will meet the requirements of the appraisal regulations 2012 (see 'Appraisal' above).

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in the teachers' standards. Teaching should be consistently 'good', as defined by the school through consultation with staff. Reflected by the impact on outcomes of learners in their care.

If the evidence shows that a teacher has exceptional performance, the governing body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of 2 reference points. Teaching should be consistently 'outstanding', as defined by the school.

Judgments will only be made on evidence gathered which is related to the formal appraisal process. As a teacher moves up the main pay range, this evidence should show:

- An outstanding impact on pupil progress;
- An outstanding impact on wider outcomes for pupils;
- improvements in any specific elements of practice identified to the teacher through the appraisal process, e.g. behaviour management or lesson planning; and
- a positive contribution to the work of the school.

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

The Staff Pay and Review Committee will be advised by the head teacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The staff pay committee will be able to justify its decisions.

Applications to be paid on the upper pay range

From 1 September 2014, any qualified teacher can apply to be paid on the upper pay range. 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 UPR in that school(s). This school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the appraisal regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from previous years in support of their application.

Process

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

- Complete the school's application form
- Submit the application form and supporting evidence to the head teacher by the cut-off date of 1st July
- The Head teacher will assess the application, which will include a recommendation to the Staff Pay and Review Committee of the relevant body
- The Staff Pay and Review Committee will make the final decision, advised by the head teacher
- Teachers will receive written notification of the outcome of their application by September 30th.
- Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see *Assessment* below)
- If requested, the Head teacher will provide oral feedback. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria
- Successful applicants will move to the minimum of the UPR on 1 September 2021
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 3.

Teaching staff should refer to the schools [Career Progressions Document](#) to demonstrate they meet the criteria for UPS and subsequent progression in relations to sustained and substantial contribution to the school.

Assessment

The teacher will be required to meet the criteria set out in paragraph 15 of the **STPCD**, namely that:

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

At Kenmore Park Infant & Nursery School, this means:

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

'substantial': the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a 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 and have made good progress towards their objectives during this period (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.

Further information, including information on sources of evidence is contained within the school's appraisal policy and the Career Progression Document..

Upper pay range

Pay determinations effective from 1 September 2022

The upper pay range in this school will consist of three points: minimum, mid-point, maximum as set out below

Minimum: £44,687

Mid-point: £46,340

Maximum: £48,055

In this school, progression up the UPR will be considered every two years.

The Staff Pay and Review Committee will determine whether there should be any movement on the upper pay range. In making such a determination, it will take into account:

- paragraph 19 and the criteria set out in paragraph 15.2 of the **STPCD**;
- the evidence base, which should show that the teacher has had a successful appraisals
- during the relevant period and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 15.2, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to an educational setting or settings 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 Staff Pay and Review Committee will be able to objectively justify its decisions.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be paid on the upper pay range'), and where the teacher has met or exceeded their objectives, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. Teaching should be consistently 'outstanding' as defined by the school.

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

The Staff Pay and Review Committee will be advised by the Head teacher in making all such decisions.

Unqualified teachers

Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the **STPCD**. The Staff Pay and Review Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Pay and Review Committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22. (**STPCD**)

Pay determinations effective from 1 September 2022

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

If the evidence shows that a teacher has exceptional performance, the governing body will award enhanced pay progression of 2 points.

Judgments will only be made on evidence gathered which is related to the appraisal process.

Information on sources of evidence is contained within the school's appraisal policy.

The Staff Pay and Review Committee will be advised by the head teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Staff Pay and Review Committee will be able to objectively justify its decisions.

Teaching and Learning responsibility payments (TLR's)

The Staff Pay and Review Committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the **STPCD** and paragraphs 46 to 53 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.4.

The Staff Pay and Review Committee will ensure that sufficient differential exists between different levels of TLR, taking account of the responsibilities for which the TLR is awarded. All decisions will be objectively justified.

In this school, the different levels of TLRs are:

TLR2a band is £3,017, TLR 2b band is £4,827 and the maximum is TLR 2c is £7,368

TLR1a is £9,141, TLR 1b is £10,193 and the maximum TLR1c is £8,706

The Staff Pay and Review Committee may award a TLR3 of between £600 and £2,975 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3.

The project/responsibility will be focused on teaching and learning; require the exercise of a teacher's professional skills and judgement and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils. The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. If a TLR3 is awarded to a part-time teacher, the pro rata principle will **not** apply. No safeguarding will apply in relation to an award of a TLR3.

Special needs allowance

The pay committee will award an SEN spot value allowance on a range of between £2384 and £4703 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.3 of the Document). The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 55 to 59 of the section 3 guidance.

Support staff

The Staff Pay and Review Committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the school staffing (England) regulations 2009 and chapter seven of the associated guidance. The Staff Pay and Review Committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the Staff Pay and Review Committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in the appendix to this policy.

Part-time employees

Teachers: The governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 42, 43 and 52.5 onwards, and paragraphs 38-43 and 78-86 of the section 3 guidance.

All staff: The head and governing body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

Teachers employed on a short-notice basis

Such teachers will be paid in accordance with paragraph 44 of the **STPCD**.

Additional payments

In accordance with paragraph 26 of the STPCD and paragraphs 59-68 of the section three guidance, the relevant body may make payments as they see fit to a teacher in respect of:

- continuing professional development undertaken outside the school day; (weekend courses)
- 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 activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body; and
- additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools*.

The Staff Pay and Review Committee will make additional payments to teachers in accordance with the provisions of paragraph 26 of the **STPCD** where advised by the Head.

Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.

*Payments to head teachers to reward the provisions of services may only be awarded to a head teacher for temporary or time-limited activities, under paragraph 10 of the Document. [Any indefinite, i.e. not time-limited responsibilities must be taken into account when determining the head teacher's pay range.]

Recruitment and retention incentive benefits

The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27 of the **STPCD** and paragraphs 69-71 of the section three guidance).

The Pay and Review Committee will consider exercising its powers under paragraph 27 of the **STPCD** where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The governing body will, nevertheless, conduct an annual formal review of all such awards.

No new awards, or renewal, of recruitment and retention payments will be made to a Head teacher with effect from 1 September 2014, other than as reimbursement of reasonably incurred housing or relocation costs. All recruitment and retention considerations in relation to a Head teacher will be taken into account when determining the head teacher's pay range, either in relation to a new appointment or when the head teacher moves to the new leadership group arrangements. At that point, all recruitment and retention considerations in relation to a leadership group member will be taken into account when determining the pay range. See Appendix A

Salary sacrifice arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 73 of the **STPCD**.

APPENDIX 1

REMIT FOR THE PAY AND REVIEW COMMITTEE OF THE GOVERNING BODY

The Pay and Review Committee will be attended by the Head teacher in an advisory capacity. Where the Pay and Review Committee has invited either a representative of the LA or an external adviser to attend and offer advice on the determination of the Head teacher's pay, that person will withdraw at the same time as the Head teacher while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Pay and Review Committee will be determined annually by the Governing Body. The current terms of reference are:

- Establishing the policy, in consultation with the Head teacher, staff and trade union representatives, and submitting it to the Governing Body for approval.
- To achieve the aims of the whole school pay policy in a fair and equal manner;
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- To observe all statutory and contractual obligations;
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body;
- To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- To review the policy annually, in consultation with the Head teacher, staff and trade union representatives; and submitting it to the Governing Body for approval.
- To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised;
- To work with the Head teacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

The report of the Pay and Review Committee will be placed in the confidential section of the Governing Body agenda and will either be received or referred back. Reference back may occur only if the Pay and Review Committee has exceeded its powers under the policy.

Application of the policy

The Governing Body is responsible for:

Formally adopting the Pay Policy

- Considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

The Head teacher is responsible for:

- ensuring that pay recommendations for any appointed Associate Head teacher and Assistant Head teacher(s), classroom teachers and support staff are made and submitted to the Staff Pay and Review Committee in accordance with the terms of the policy;
- advising the Pay and Review Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay and Review Committee and of the right of appeal.

The Pay and Review Committee is responsible for:

- taking decisions regarding the pay of the Associate and Assistant Head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Head teacher
- taking decisions regarding the pay of the Head teacher following consideration of the recommendations of the governors responsible for the Head teachers' performance review;
- submitting reports of these decisions to the Governing Body; and
- ensuring that the Head teacher is informed of the outcome of the decision of the Pay and Review Committee and of the of the right of appeal.

The Appeals Committee of the Governing Body is responsible for;

- taking decisions on appeals against the decisions of the Pay and Review Committee in accordance with the terms of the appeals procedure of the policy.

APPENDIX 2

The statutory provisions of the school teachers' pay and conditions document 2014 state that when determining the pay range of a leadership group member, the relevant body must take into account of "all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations".

- Social challenge:
 - Number of pupils eligible for the pupil premium/free school meals
 - Number and challenge of children with special needs [NB: pupils with statements or education, health and care plans are taken into account when calculating the group size of the school¹]
 - Number of 'looked after' children
 - Level of pupil mobility in the area
 - Number of pupils with English as a second language
- Complexity of pupil population and school workforce:
 - Number of staff
 - Variety of school workforce (e.g. teachers, speech therapists)
 - Small school
 - Rural school
 - Specialist units or centre
 - Any specific challenges associated with running more than one school, e.g. managing geographically split sites, particular challenges of the additional school
 - Contribution to wider educational development:
 - NLE, SLE, LLE responsibilities which are not time-limited
 - Teaching school status
 - Other relevant issues (e.g. NQT lead, multi-stakeholders)
- Recruitment and retention issues

Appendix 3

Appeals procedure

The STPCD requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the head teacher) and discussed with the teacher at the review meeting prior to being submitted to the school's Pay and Review Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the

formal appeal hearing procedure. Appeal hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS code of practice.

Appeal hearing procedure

It is the intention that the appeals procedure will be dealt with promptly, thoroughly and impartially.

Guidance

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider
- Teachers/head teachers should put their appeal in writing to either the head teacher or the governing body; their appeal should include sufficient details of its basis
- Appeals should be heard without unreasonable delay and at an agreed date, time and place
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

Appeal procedure steps: informal stage

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

If the teacher wishes to appeal the decision, they must do so in writing to the decision maker, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, the decision maker must then arrange to meet the teacher to discuss the appeal. The recommendation provider should also be invited to the meeting to clarify the basis for the original recommendation.

The decision maker will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the governing body. If the teacher wishes to exercise their right of appeal, they must write to the clerk of the governing body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the formal stage of the appeal procedure.

Appeal procedure steps: formal stage

On receipt of the written appeal, the clerk to the governing body will establish an appeal committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the appeal committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both "the recommendation provider" and "the decision maker" will be required to attend the meeting.

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

Following the conclusion of representations by all relevant parties, the appeal committee will then consider all the evidence in private and reach a decision. The appeal committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the appeal committee is final.

The modified procedure

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

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

1. The teacher must have set out details of their appeal in writing
2. The teacher must have sent a copy of their appeal to the chair of the governing body
3. The chair of the governing body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school

APPENDIX 4

Kenmore Park Infant & Nursery School

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name _____

Post _____

Appraisal Details:

Years covered by planning/review statements

Schools covered by planning/review statements

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit appraisal planning and review statements covering the relevant period.

Applicant's signature _____

Date _____

Appendix A

The pay scales in this appendix are based on the reference points in STPCD 2014, with a one per cent uplift already applied to them.

OUTER LONDON AREA PAY REFERENCE POINTS
FOR LEADERSHIP GROUP - Sept 2022

	Updated 2022 £
	48,932
	50,060
	51,225
	52,415
	53,637
	54,990
	56,174
	57,488
	58,876
	60,308
	61,623
	63,077
	64,553
	66,073
	67,740
	69,218
	70,871
	72,542
	74,249
	76,003
	77,795
	79,635
	81,526
	83,464
	85,441
	87,471
	89,555
	91,682
	93,877
	96,116
	98,411
	100,774
	103,177
	105,651
	108,178
	110,785
	113,439

Leadership Group Pay Spine

	116,114
	118,930
	121,811
	124,770
	126,539

Unqualified Teacher Pay Scale	Updated 2022 £
	22,924
	25,144
	27,362
	29,323
	31,539
	33,759

Main Pay Scale	Updated 2022 £
	32,407
	34,103
	35,886
	37,763
	40,050
	43,193

Upper Pay Scale	Updated 2022 £
	44,687
	46,340
	48,055

TLR	Updated 2022 £
2a	£3,017
2b	£4,827

Appendix B

Sample Criteria for Recruitment & Retention Incentive & Benefits for teachers

Philosophy

We believe in the importance of having a school, which is a safe, secure and attractive place to work and where the staff feel valued, empowered and supported.

We believe that retaining, developing and motivating the school's workforce is a key to providing the best education for our pupils.

We believe in a consistent and equitable approach to the appointment of all staff.

The purpose of the allowance is for recruitment and retention, not for carrying out specific responsibilities or to supplement pay in other ways.

Allowances

The governing body will pay recruitment awards to teaching staff of up to £2000 pa for a maximum of three years in the following circumstances. This may be extended.

- Teachers in shortage subjects
- Poor response to adverts as evidenced by the need to re-advertise

The governing body will make clear at the outset the expected duration of the allowance and the review date after which it may be withdrawn.

A review of rates will be necessary if the governing body intends to increase the level of these awards in line with general increases to salaries, or in other circumstances which the governing body may determine.

The above will be kept under review and subject to change.

Appendix C

Teacher Pay Progression based on Performance

Basis for judging performance

In this school judgements of performance will be made against:

- Objectives
- Teacher Standards
- Classroom observations
- Pupil Progress (which will include an element of work scrutiny)

The rate of progression will be differentiated according to an individual teacher's performance. Teachers on the main pay range based on their overall performance may be awarded up to two increments for exceeding their objectives and teachers on the main pay range with an overall assessment of met for all their objectives will receive one increment. Teachers on the upper pay range will receive one increment if the overall assessment in the preceding two years demonstrates two consecutive years of all objectives being met fully.

The decision about whether a teacher progresses will be based solely on whether the stated criterion are met; there will be no 'quota' imposed for financial or other reasons.

Objectives will be graded on the basis of exceeded, met, partially met and not met.

When assessing objectives, the reviewer will use their professional judgement taking account of circumstances and the aspirational nature of the objectives.

Teacher Standards will be graded on the basis of exceeded, met, partially met and not met. All eight teacher standards will be individually reviewed as exceeded, met, partially met and not met.

Classroom observation will be assessed on the basis of Ofsted criteria for quality of education – inadequate, requires improvement, good and outstanding

Pupil Progress will be assessed on the basis of whether pupil progress has been in line with national standards.

Early Career Teachers

Early Career Teachers should receive incremental progression in line with the principles stated in this appendix. ECTs receive regular feedback during their induction years, and schools should determine how best to use this information.