

KENMORE PARK INFANT & NURSERY SCHOOL



Teachers' Pay Policy

2024-2025

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1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and clearly explain how decisions will be made based on the teacher's performance
- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way

This policy has been consulted on by staff and relevant trade unions.

2. Legislation and guidance

This policy complies with the [School Teachers' Pay and Conditions Document \(STPCD\)](#). It is based on the [model pay policy](#) created by the Department for Education (DfE).

All schools include:

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly

- The [Equality Act 2010](#), which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [Seven Principles of Public Life](#), which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice](#) and are set out in our staff grievance procedures.

Our procedures for assessing early career teachers' performance and progress comply with the DfE's statutory guidance on [Induction for Early Career Teachers \(England\)](#).

3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility in line with the schools approved staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Unqualified teacher pay range** is the range on which an unqualified teacher's salary will be set
- **Leadership group** comprises the headteacher, deputy headteacher and assistant headteacher

4. Roles and responsibilities

Line managers will make recommendations on a teacher's pay following the teacher's appraisal.

Final pay decisions are made by the governing board.

Responsibility for making pay decisions is delegated to the staff pay committee of the governing board and ratified by the full governing board.

5. How we will decide pay on appointment

The governing body will determine the pay range for a vacancy before advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the governing body will take into account 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.

5.1 Unqualified teachers

Unqualified teachers will be paid on the unqualified teacher pay range. Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference (if any) between their unqualified teacher salary and the salary they would have been paid as a qualified teacher for the same period (not including any allowances). The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

6. How we will decide on pay progression

6.1 Annual reviews

The governing body will ensure that each teacher's salary is reviewed annually between 1 September and 31 October, in alignment with our annual appraisal period.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

When making decisions, the governing body will take into account:

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Pay progression will be incremental for teachers on the main professional scale who will progress up to one point each year until they reach the top of the Main scale. There may be times when the performance of the teacher is deemed exceptional in one year and two points may be approved. A teacher must have completed at least one year on M6 before they can request to progress to the upper pay range.
- It is the responsibility of individual teachers to decide whether or not they wish to apply to be paid on the upper pay range. They are required to inform the headteacher that they wish to be considered and evidence their performance against the teaching standards and using the Career Progression Framework. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our appraisal policy (refer to appendix 1 of the appraisal policy)
- The pay recommendation made in the teacher's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget

When deciding pay progression, we will consider:

- Whether the sufficient progress has been made towards achieving the objective.
- The contributions the member of staff has made to the wider educational development beyond their own class
- Sustained and substantial performance
- How progression will be differentiated – so that the very highest performers can progress faster.”

The decision can be 'no pay progression' without triggering the capability policy where a support plan may be deemed the most appropriate first stage.

6.2 Mid-year reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

A written statement will be given after any review and will give information about why it was made.

6.3 Early career teachers

Early career teachers (ECTs) starting their induction on or after 1 September 2021 are not subject to annual appraisal and pay review cycles during their induction period.

Decisions on ECTs' pay will be by means of the [statutory induction process for ECTs](#).

ECTs will be awarded pay progression following the successful completion of the first year of their induction period. Annual progression is incremental thereafter on the main pay scale unless at any point capability procedure is triggered and or a support plan is deemed more appropriate.

Decisions regarding pay will be made based on:

- Evidence gathered during progress reviews and assessment periods
- Formal assessment reports
- With due regard to the government's expectation that good classroom teachers should expect to reach the maximum of their pay range within 5 years of starting their career teaching

7. Moving to the upper pay range

7.1 Making applications

All qualified teachers can apply to be paid on the upper pay range, by evidencing that they meet the criteria using the career progression framework and any application will be assessed in line with this policy and the statements in the career progression framework and teaching standards.

Applications can be made at least once a year. Applications can be submitted during the first week of July prior to the end of the Performance management cycle.

Applications will be submitted in writing to the Headteacher/ line manager who will review the application as a senior leader. All applications will be treated fairly and impartially.

When submitting an application, please include:

- Results of appraisals under the 2012 regulations, including recommendations on pay
- Where this information is not applicable or available, a statement and summary of evidence to demonstrate that you have met the assessment criteria

7.2 Assessment

In order to be eligible to be paid on the upper pay range, the governing board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- **'Highly competent'** means:
Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- **'Substantial'** means:
The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- **'Sustained'** means:
The teacher's contributions have been maintained over a long period and continue.

7.3 The decision

The assessment will be made and the applicant notified within 5 working days of the decision.

The decision will be made by the governing board who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher.

If successful, applicants will move to the upper pay range from the start of the next term. Pay will be backdated to the date the decision was made usually the 1st September.

If unsuccessful, feedback will be provided by line managers in a 1-to-1 meeting, within 10 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

Decisions will also be communicated in writing. Any appeals against decisions are covered by our staff grievance procedures.

8. Additional allowances

Any additional allowances awarded will be in line with the STPCD these include:

- Teaching and learning responsibility (TLR) payments
- Special educational needs (SEN) allowances
- Where unqualified teachers take on a sustained additional responsibility or have qualifications and experiences which bring added value to the work being undertaken
- Where a teacher is 'acting up' and is assigned the duties of a school leader but is not appointed as a school leader
- Where a teacher is seconded

9. Leadership pay

Head teacher pay

The Headteachers' 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 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 pay progression

- The 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 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 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 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.

10. Salary safeguarding arrangements

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance (where applicable)
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD when applying and managing salary safeguarding.

11. Information to be included in pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the governing board.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date, or the circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

12. Appealing a decision on pay progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal.

Teachers should attempt to resolve the matter informally at first, by speaking to their line manager/Headteacher.

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to 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.

Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the grievance procedure is set out in our staff grievance procedures, which is based on the [Acas Code of Practice](#) for addressing grievances.

If the appeal is upheld, the Headteacher will re-issue the pay statement with the correct information.

13. Further sections

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 endeavour 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**.

14. Monitoring arrangements

This policy will be reviewed and approved annually by the full governing board.

The governing board will consider the outcomes and impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

15. Links with other policies

This policy links with our policies on:

- Staff grievance procedures
- Teacher appraisal
- Early career teacher (ECT) induction

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.

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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 additional provision
- 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:
 - Teaching school status
 - Other relevant issues (e.g. ECT lead, Apprentice)
- 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 the evidence grid which aligns with the career progression framework and the teaching standards.

Applicant's signature _____

Date _____

Appendix A

The pay scales in this appendix are based on the reference points in STPCD 2024, with an updated per cent uplift already applied to them.

OUTER LONDON AREA PAY REFERENCE POINTS
FOR LEADERSHIP GROUP - Sept 2024

		Updated 2023 £
		<i>Leadership Group Pay Spine</i>
	L2	54,980
	L3	56,247
	L4	57,556
	L5	58,893
	L6	60,266
	L7	61,787
	L8	63,117
	L9	64,593
	L10	66,152
	L11	67,762
	L12	69,239
	L13	70,873
	L14	72,531
	L15	74,239
	L16	76,112
	L17	77,773
	L18	79,630
	L19	81,508
	L20	83,426
	L21	85,396
	L22	87,409
	L23	89,477
	L24	91,602
	L25	93,779
	L26	96,000
	L27	98,281
	L28	100,623
	L29	103,013
	L30	105,479
	L31	107,995
	L32	110,573
	L33	113,228
	L34	115,928
	L35	118,708
	L36	121,547
	L37	124,477
	L38	127,458
	L39	130,464
	L40	133,628
	L41	136,865
	L42	140,190
	L43	142,178

Unqualified teacher

Unqualified Teacher Pay Scale		Updated 2024 £
	1	25,758
	2	28,252
	3	30,744
	4	32,947
	5	35,438
	6	37,932

Main Pay Scale		Updated 2024 £
	1	36,413
	2	38,318
	3	40,322
	4	42,430
	5	45,000
	6	48,532

Upper Pay Scale		Updated 2024 £
	1	50,210
	2	52,068
3	53,994	

TLR	Updated 2024 £
2a	£3,391
2b	£5,424

Appendix B

Teacher Pay Progression

From the academic year 2024/25 the requirement for objectives and the appraisal process to lead to performance related pay outcomes for teachers and leaders has been removed. However, schools can choose whether or not to retain some or all elements of performance related pay as reflected in this policy.

In line with the statutory requirements to make a pay decision following the completion of the appraisal process which still remains, set out below is the process at Kenmore Park Infant & Nursery School:

DATE	ACTION
End of July	Discuss and set objectives, inform teachers of the standards their performance will be assessed against
	Make recommendations for pay progression which will be incremental for staff on the main professional scale (one point each year and two in exceptional circumstances) until the teacher reaches the top of the Main Professional scale – M6 or they are their performance is being managed through a support plan or the capability procedure.
	It is the responsibility of the teacher wishing to be considered for the upper pay range to notify their appraiser of their intention, then to complete and submit the evidence grid in line with the career progression framework. A member of staff will need to have demonstrated on-going sustained and substantial contribution to the wider educational development for at least 2 years before asking to be considered for progression on the upper pay scales to the next pay range. (The process above will apply- re: notification and evidence)
First day of autumn term	Appraisal cycle begins
End of June - July	Appraisal meeting held to review the previous appraisal period
31 October	Appraisal process is completed for teachers, deadline for appraisal reports to be sent
31 December	Appraisal process is completed for the headteacher, deadline for appraisal report to be sent
Mid-year reviews held (Feb – March)	Meetings held to review progress
Throughout the year	Formal and drop-in observations/lesson visits, learning walks and monitoring take place, constructive feedback is provided

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 sufficiently achieved.

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

When assessing objectives, the reviewer will use their professional judgement taking account of circumstances and the aspirational nature of the objectives. They will also use the assess competencies against the Teacher Standards and evidence against the criteria in the career progression framework.

Classroom observation will be assessed against the teaching standards.

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.