



**HIGH WELL SCHOOL**  
Preparing for Positive Futures

# Pay Policy 2021/2022

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<b>Signed by Chair of Governors:</b>	<i>Margaret Turner</i>
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## **1. TEACHING STAFF**

### **1.1 INTRODUCTION**

The statutory pay arrangements for teachers give significant discretion to “relevant bodies” – normally Governing Bodies to make pay decisions. The School Teachers’ Pay and Conditions Document (now in its 2021 version hereafter “STPCD”) has since September 2004 placed a statutory duty on Schools and Councils to have a Pay Policy in place which sets out the basis on which they determine teachers’ pay and to establish procedures for determining appeals. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.

The governing body will make pay decisions, taking into consideration both the school’s Pay Policy and to the teacher’s particular post within the staffing structure.

High Well School’s pay and performance management policies are compliant with all applicable legislation including but not limited to The Employment Rights Act 1996, The Employment Relations Act 1999, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulation 2002, The Employment Act 2008, The Agency Workers Regulation 2010, The Education (School Teachers' Appraisal) (England) Regulations 2012, The Working Time Regulations 1998 and The Equality Act 2010

High Well School’s Pay Policy complies with the current STPCD and the accompanying statutory guidance. In the event of any inadvertent contradictions, the STPCD and statutory guidance take precedence.

In determining teacher pay levels in accordance with statutory pay and conditions of service under the terms of the STPCD, relevant bodies should also ensure these are set in accordance with the School’s Staffing Structure.

Each year the Governing Body will:

1. Review the Pay Policy annually, taking into account the changes introduced in the latest School Teachers’ Pay and Conditions Document.

## HIGH WELL SCHOOL POLICY ON SCHOOL TEACHERS' PAY FOR 1 SEPTEMBER 2021 TO 31 AUGUST 2022

### 1.2 Basic Principles

All teachers employed at this High Well School 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 in the School office and is also on-line at:

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

All pay-related decisions are made taking full account of the School Development Plan and employees and Trade Unions have been consulted on this Policy. All pay related decisions are taken in compliance with all applicable legislation including but not limited to the relevant provisions of the Employment Rights Act 1996, The Employment Relations Act 1999, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulation 2002, The Employment Act 2008, The Agency Workers Regulation 2010, The Education (School Teachers' Appraisal) (England) Regulations 2012, The Working Time Regulations 1998 and The Equality Act 2010

This pay policy aims to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high-quality teaching workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

This Policy will be used in conjunction with High Well Schools Teacher Appraisal Policy.

### 1.3 Governing Body Roles and Responsibilities

The Governing Body has overall responsibility for establishing the School's Pay Policy for teachers and for ensuring that it is followed. It considers and approves the overall pay structure for staff each academic year.

The Governing Body delegates' responsibility for drafting and reviewing the Policy and the School's Staffing Structure to the school's Head Teacher and HR Manager, who should present it to the Resources Committee for final review by December each year.

The Governing Body has established a committee to make determinations of pay in accordance with this Pay Policy and that the committee has fully delegated powers in accordance with The School Governance (Procedures and Allowances – England). The terms of reference for the Resources Committee are set out in the Roles and Responsibilities.

### 1.4 Pay and Allowance Tables and Pay Uplifts

The Governing Body determines that it shall apply the local authority's recommended Pay and Allowance Tables and its recommended annual pay award to individual teachers, in accordance with the current STPCD.

The Governing Body will take account of the provisions of the STPCD in relation to performance when applying any pay uplift to nationally set pay scales.

### **1.5 Pay Reviews (STPCD Section 2, para 3)**

The Governing Body will ensure that every teacher's salary is reviewed with effect from 1 September each year and shall make all pay decisions as quickly and as responsibly as possible. In any event teachers should be informed of their pay determination as soon as possible after they have received their appraisal report containing a recommendation in pay.

The Resources Committee is responsible for making pay determinations and teachers will be notified of their pay decision in writing no later than one month after the Resources Committee decision or as such as is practicable if an appeal has been registered.

Teachers must receive their written Appraisal Reports by 31 October and for the Head teacher the date is 31 December. A recommendation on pay where that is relevant shall be included in the Appraisal Report.

A revised Pay Statement will be issued where there are any other changes in the pay arrangements for a teacher that are outside of the annual review.

In relation to the Head Teacher it is the responsibility of the Chair of Governors to ensure the Pay Statement is issued to the Head Teacher.

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

## 1.6 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 and will give the required notification as soon as possible and no later than one month after the date of the determination.

Where a member of the Leadership Group is redeployed to a teaching position then they will be placed onto the Upper Pay Range (UPR1) and safeguarding will be applied. This rule is applicable where a teacher has been promoted to a leadership position prior to making an application to move to the Upper Pay Range.

Where a “stepping down” arrangement is applied where the post is of a lesser responsibility then the post holder will be placed onto the pay range for that role and no safeguarding will be applicable.

## 1.7 Appeals

The arrangements for considering appeals are as follows:

A teacher has the right to appeal against any pay determination and should do so in writing to the Head Teacher, copying in the schools HR Manager who will advise and manage the appeals procedure. The following list, which is not exhaustive, includes the usual reasons for appealing against a pay determination:

That the person or committee by whom the decision was made –

- a) incorrectly applied the Pay Policy
- b) incorrectly applied any provision of the STPCD
- c) failed to have proper regard for statutory guidance
- d) failed to take proper account of relevant evidence
- e) took account of irrelevant or inaccurate evidence
- f) was biased
- g) otherwise unlawfully discriminated against the teacher.

The order of proceedings for hearing an appeal is as follows:

### **Stage one – informal discussion with the Appraiser or Head Teacher prior to confirmation of the pay recommendation**

A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the Appraiser or Head Teacher before the recommendation is actioned and confirmation of the pay decision is made by the School.

### **Stage two – a formal representation to the Resources’ Committee making the pay determination**

If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made; he/she may make representation to the Resources Committee making the decision. To begin the process the teacher should submit a formal written statement to the Resources’ Committee making the determination, setting down in writing the grounds for not agreeing with the pay recommendation. The written statement must be forwarded to the Head Teacher, copying in the schools HR Manager.

The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions, at a formal meeting with the Resources Committee who will make the pay



determination. Following this meeting the Resources Committee will make a pay determination that will be communicated to the teacher in writing by the HR Manager.

Where the Resources Committee overturns a recommendation, the teacher has the right to request a review of the pay determination. The teacher is given the opportunity to make representations as set out in Stage two.

### **Stage three – a formal appeal hearing with an Appeals Panel of Governors**

Should the teacher not agree with the pay determination, the teacher may appeal the decision and have an appeal hearing before an appeals panel of Governors.

The teacher should set down in writing the grounds for their appeal and send it to the Chair of Governors within **10 working days** of the notification of that determination, copying in the HR Manager.

Any appeal should be heard by a panel of Governors who were not involved in the original determination in accordance with the Governing Body Terms of Reference for Appeals. This is normally within 20 working days of the receipt of the written appeal notification. The timing and location of the formal meeting will be reasonable. The arrangement for the appeal will be managed by the HR Manager in conjunction with the Chair of Governors and Head Teacher.

In the hearing before Governors, both the teacher and the leadership team representative, usually the will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions and will be supported by the schools HR Manager in an advisory capacity.

Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing, including their rationale for reaching the decision. The Appeal Panel's decision is final and, as set out in Section 3, paragraph 7 of the STPCD, there is no recourse to the general staff grievance procedure. The outcome will be confirmed in writing by the HR Manager within 3 working days of a decision being communicated by the Appeals Panel.

Teachers making representation at stage two and making an appeal at stage three may be accompanied by a Trade Union Representative or a work colleague of their choosing.

Pay appeals will be formally recorded and a note of proceedings should be produced and retained by school.

### **1.8 Data Protection**

The school processes personal information/data collected in the application of this Policy in accordance with its legal obligations set out in the Data Protection Act 2018 and the General Data Protection Regulation 2016, which are confirmed within the school's Data Protection Policy.

Information/data specifically obtained to address issues raised under policy will be held securely and accessed by, and disclosed to, individuals only for the purposes of addressing these issues. Inappropriate access or disclosure of an employee's personal information/data constitutes a data breach and should be reported in accordance with the school's Data Protection Policy immediately. It may also constitute a matter which will be considered in accordance with the School's Disciplinary Policy.

### **1.9 Monitoring the Impact of the Pay Policy**

The Governing Body will monitor the outcomes and impact of this Policy on a yearly basis, including trends in progression across specific groups of teachers to assess its effect and the School's continued compliance with equalities legislation.

## 2. LEADERSHIP GROUP

### 2.1 Leadership Group Pay Range

The Leadership Group Pay Range is as set out in the Teachers' Pay Table (Leadership Group Pay Spine). The pay ranges:

- Assistant Head Teachers should consist of 5 consecutive points only.
- Head Teacher should consist of 7 consecutive points only.

### 2.2 Existing Members of the Leadership Group

The Governing Body has determined that the Total Unit Score (Modified Unit Score for Special Schools) should be: **1008**. This is based on the number of pupils on the School register as set out in the last census.

The Governing Body has assigned the School to Head Teacher Group **5**, effective from September 2021.

The Governing Body has determined that the IPR for the School should be **LPR 18-24**. This determination is effective from **1<sup>st</sup>** September 2021.

The Governing Body has determined that the five-point range for the post of Assistant Head Teachers for the School should be **LPR 5-9**. This determination is effective from September 2021.

The pay of these posts will be reviewed under the provisions below where there are significant changes to their responsibilities.

The Group size of the School will be reviewed in any case every 3 years. The last review took place in 2022.

The value of the salary points for these posts will be in accordance with the Teachers' Pay Table.

### 2.3 Head Teachers

#### 2.3.1 Defining the Role and Determining the Head Teacher Group

Upon the post of Head Teacher becoming vacant, where there have been significant changes to the responsibilities of the post of Head Teacher or where a review of leadership posts is being undertaken, the Governing Body shall set out the specific role, responsibilities and accountabilities of the post of Head Teacher as well as the skills and relevant competencies required. These shall be documented in a Job Specification.

The Governing Body will then assign the school to a Head Teacher Group. This will be done by calculating the Total Unit Score of the School in accordance with Section 2, paragraphs 5 – 9 of the STPCD.

The Governing Body will assign the School to a Head Teacher Group and determine the Head Teacher's Pay Range whenever it proposes to appoint a new Head Teacher. It shall also re-determine the Head Teacher's Pay Range if it becomes necessary to change the Head Teacher Group (including where the Head Teacher becomes responsible and accountable for more than one School on a permanent basis). They may also determine the Head Teacher's Pay Range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. The Governing Body shall not take account of the

salary of the serving Head Teacher if they re-determine the Head Teacher 's Pay Range for a new appointment.

In the event the Head Teacher is appointed to be permanently responsible and accountable for more than one School, the Governing Body will base the determination of the Head Teacher Group on the total number of pupil units across all Schools, which will give a group size.

### 2.3.2 Setting the Indicative Pay Range

The Governing Body will take account of the complexity and challenge of the role of Head Teacher in the particular context of the school when determining the Indicative Pay Range for the post.

When determining the Indicative Pay Range, the Governing Body must consider all of the permanent responsibilities of the role. The core salary should include all permanent responsibilities and temporary payments can only be paid for time limited additional responsibilities.

The Governing Body will set an Indicative Pay Range for the Head Teacher of seven consecutive points within the range of salaries applicable to the Head Teacher Group Size of the School.

When determining the position of the Indicative Pay Range the Governing Body will consider:

- **the context and challenge arising from pupils needs** e.g. if there is a high level of deprivation in the community (Free School Meal (FSM) entitlement and/or English as an Additional Language indicators may be relevant) or there are high numbers of looked after children or children with special needs or there is a high level of in-year churn/pupil mobility, and this affects the challenge in relation to improving outcomes.
- **a high degree of complexity and challenge** e.g. accountability for multiple Schools or managing across several dispersed sites, which goes significantly beyond that expected of any Head Teacher of similar-sized School(s) and is not already reflected in the total Unit Score used at 2.3.1.
- **additional accountability not reflected in the Group Size** e.g. leading a teaching School alliance.
- Factors that may impede the School's ability to attract a field of appropriately qualified and experienced leadership candidates, e.g. location; specialism; level of support from the wider leadership team.

This is not an exhaustive list and the Governing Body may consider other factors relevant to the circumstances of the school.

Where the Head Teacher has significant additional responsibility for extended services which the Head Teacher is directly accountable to the Local Authority, and the Head Teacher is permanently appointed as the Head Teacher of the School, the Governing Body has the discretion to take this into account when setting the Head Teacher's Pay Range. Any salary uplift should be proportionate to the level of responsibility and accountability being undertaken. However, where the Head Teacher has an interest in the quality of a service that is co-located on the School's site, for example, a speech therapy centre that helps the development of young people within the School or across a number of Schools, but is not responsible or accountable for that service, this is part of a Head Teacher's core responsibilities, and would therefore not be taken into account when setting the Head Teacher's Pay Range.

When determining the Head Teacher 's Pay Range the Governing Body must ensure that the minimum of the individual pay range is:

- not less than the minimum of the Head Teacher's group range
- at least the next point higher on the leadership group scale than the maximum of the Assistant Head Teacher
- at least the next point higher on the leadership group scale than the salary of the highest paid classroom teacher - (UPR 1 salary level plus highest TLR/ SEN allowance awarded).

The expectation is that normally the pay range for the post will be within the limits of the Head Teacher Group. However, the Governing Body has the discretion to consider that if the circumstances warrant it, to set an Indicative Pay Range with a maximum of up to 25% above the top of the relevant Head Teacher Group Range. Where this discretion is applied by the Governing Body, the value of the salary points shall be set in accordance with the spine points identified in the Teachers' Pay Table. Such circumstance might include where there is evidence of significant difficulties in making an appointment.

If the Governing Body is considering setting a pay range above the 25% limit, then external independent advice must be sought and, should the advice suggest additional payment is appropriate, a business case must be made and agreed by the full Governing Body.

The Governing Body shall ensure that no double counting takes place, e.g. of things taken account of in 2.3.2 above, such as responsibility for an additional School already reflected in the total unit score; or from using overlapping indicators, such as FSM and the pupil premium.

The Governing Body shall not increase base pay nor pay an additional allowance for regular local collaboration which is part of the role of all Head Teachers.

The Indicative Pay Range should be set out in any advertisement for the post.

### **2.3.3 Temporary Payments to the Head Teacher**

The Governing Body may determine that additional payments be made to a Head Teacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary range has been determined. In each case the Governing Body must not have previously taken such reason or circumstance into account when determining the Head Teacher 's Pay Range.

The total sum of the temporary payments made to the Head Teacher in the School year must not exceed 25% of the annual salary which is otherwise payable to the Head Teacher, and the total sum of salary and other payments made to the Head Teacher must not exceed 25% above the maximum of the Head Teacher Group.

Those payments set out in this Policy in Section 6 will count towards the limit set out above. Relocation expenses which relate solely to the personal circumstances of the Head Teacher do not apply to this limit.

The Governing Body may determine that additional payments be made to a Head Teacher which exceed the limit set out above in wholly exceptional circumstances. The Governing Body must seek external independent advice before providing such agreement. A business case must be made and agreed by the full Governing Body.

The Governing Body may award a temporary payment to the Head Teacher where they are appointed as

an Acting Head Teacher of one or more schools in addition to this school. There is an expectation that such an arrangement will be time-limited and subject to regular review and the maximum duration should be no longer than two years.

#### **2.3.4 Starting Salary and the Individual Pay Range**

The starting salary of the Head Teacher should normally be the first point of the pay range. However, the Governing Body may determine that the starting salary should be above the first point of the pay range having regard to the extent to which the candidate meets the specific requirements of the post. The Governing Body will ensure that there is scope for performance-related progression over time. Where the starting salary is above the first point on the range the Governing Body shall consider whether the upper limit of the range should be increased. Where this is the case the Governing Body shall set a revised seven consecutive point Head Teacher 's Individual Pay Range which must comply with the limits as set out above.

The Individual Pay Range and starting salary shall be confirmed in writing to the Head Teacher.

### **2.4 Assistant Head Teacher s**

#### **2.4.1 Defining the Role**

Upon the post of Assistant Head Teacher becoming vacant, where there has been significant changes to the responsibilities of the post of Assistant Head Teacher or where a review of leadership posts is being undertaken as identified at 1.2 above, the Governing Body shall set out the specific role, responsibilities and accountabilities of the post of Assistant Head Teacher as well as the skills and relevant competencies required. These shall be documented in a Job Specification.

#### **2.4.2 Setting the Indicative Pay Range**

The Governing Body will take account of the complexity and challenge of the role of Assistant Head Teacher in the particular context of the School when determining the Indicative Pay Range for the post.

When determining the Indicative Pay Range, the Governing Body must take into account all of the permanent responsibilities of the role.

The Governing Body will set an Indicative Pay Range for the Assistant Head Teacher of five consecutive salary points.

When determining an Assistant Head Teacher's Pay Range, the Governing Body must ensure that the minimum of the Deputy Head's Pay Range is not less than the next leadership group pay spine point above:

- the salary of the highest paid classroom teacher - (UPR 1 salary level plus highest TLR/ SEN allowance awarded)
- the minimum of the Assistant Head's Pay Range of the highest paid Assistant Head at the School
- The maximum of the Deputy Head's Pay Range does not equal or exceed the minimum point of the Head Teacher 's Individual Pay Range (IPR).

The minimum of the Assistant Head Teacher Pay Range is not less than the next leadership group pay spine point above:

- the salary of the highest paid classroom teacher - (UPR 1 salary level plus highest TLR/ SEN

- allowance awarded)
- The maximum of the Assistant Head Teacher's Pay Range does not equal or exceed the minimum point of the Head Teacher's Individual Pay Range (IPR).

In this School the pay ranges will not overlap the Head Teacher's IPR

The pay range should be set out in any advertisement for the post.

### **2.4.3 Starting Salary and the Individual Pay Range**

The starting salary of the Assistant Head Teacher should normally be the first point of the pay range. However, the Governing Body may determine that the starting salary should be above the first point of the pay range having regard to the extent to which the candidate meets the specific requirements of the post.

The Governing Body will ensure that there is scope for performance-related progression over time. Where the starting salary is above the first point on the range the Governing Body shall consider whether the upper limit of the range should be increased. Where this is the case the Governing Body shall set a revised five consecutive point range, which must comply with the limits as set out above.

The Individual Pay Range and starting salary shall be confirmed in writing to the Assistant Head Teacher.

### **2.5 Pay Progression for all Members of the Leadership Group**

The Governing Body agrees the School budget and will ensure that appropriate funding is allocated for pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine progression.

The Governing Body will ensure that performance-based progression awards reflect individual performance.

Members of the Leadership Group must demonstrate sustained high quality of performance, with particular regard to leadership and management and pupil progress at the School and will be subject to a review of performance against appraisal objectives and against the relevant standards before any performance points will be awarded.

Annual pay progression within the range for these posts is not automatic. The Governing Body has discretion to move a member of the Leadership Group by more than one point to a maximum of two.

The Governing Body will consider whether to award one or two pay progression points having regard to the recommendation on pay progression recorded in the member of the Leadership Group's most recent Appraisal Report. The circumstances in which two points may be awarded are as follows:

- Outstanding outcomes in relation to performance of their role and responsibilities against their appraisal objectives and the relevant standards as identified in the annual appraisal assessment report.

### **3. LEADING PRACTITIONERS**

#### **3.1 Leading Practitioners eligibility**

The Governing Body have the discretion to create posts for qualified teachers whose primary purpose is the modelling and leading improvement of teaching skills.

It is the responsibility of the Head Teacher in consultation with the Governing Body to decide whether or not any such posts should contain an element of outreach as there is no central requirement for them to do so.

#### **3.2 Pay Range for Leading Practitioners (STPCD Section 2, para 16, Section 3 para 33 to 37)**

**In this School the Pay Range for Leading Practitioner is as set out in the Teachers' Pay Table (Leading Practitioner Pay Table attached). See Supporting Documentation page 47.**

The Governing Body will determine a five consecutive point range of salaries for a Leading Practitioner post. The pay range will be determined having regard to the nature of the work to be done as set out in the Job Specification for the post.

In addition, when setting the pay range for Leading Practitioners the Governing Body will consider the pay differentials of these posts and their Senior Leadership Team.

During this academic year the Governing Body has no intention to introduce the role of Leading Practitioner.

#### **3.3 Starting Salary and Pay Range for Leading Practitioners**

A teacher may only be assessed for a Leading Practitioner's post after having been selected for interview for that post.

The starting salary of a Leading Practitioner should normally be the first point of the pay range. However, the Governing Body may determine that the starting salary should be above the first point of the pay range having regard to the extent to which the candidate meets the specific requirements of the post.

The Governing Body will ensure that there is scope for performance-related progression over time. Where the starting salary is above the first point on the range the Governing Body shall consider whether the upper limit of the range should be increased. Where this is the case the Governing Body shall set a revised five consecutive point range, which must comply with the limits as set out above.

The pay range and starting salary shall be confirmed in writing to the Leading Practitioner.

#### **3.4 Pay progression for Leading Practitioners**

The Governing Body agrees the School budget and will ensure that appropriate funding is allocated for pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine progression.

The Governing Body will ensure that performance-based progression awards reflect individual performance.

Leading Practitioners must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance points will be awarded.

Annual pay progression within the range for these posts is not automatic. The Governing Body has discretion to move a Leading Practitioner by more than one point to a maximum of two.

The Governing Body will consider whether to award one or two pay progression points having regard to the recommendation on pay progression recorded in the member of the Leading Practitioner's most recent Appraisal Report.

The Governing Body will apply up to a maximum of two points and will take into account outstanding outcomes in relation to the Leading Practitioner's performance of their role and responsibilities against their appraisal objectives and the relevant standards as identified in the annual appraisal assessment report.

#### **4. OTHER TEACHERS**

##### **4.1 Pay Ranges for Qualified Teachers (STPCD Section2, para 12 to 14)**

**In this School the Main Pay Range and Upper Pay Range for Classroom Teachers is as set out in the respective Teachers' Pay Range Table attached - see Supporting Documentation page 47.**

##### **4.2 Pay Upon Appointment for New Entrants**

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

Upon appointment the starting salary for a qualified teacher will be determined taking into account the relevant qualifications, skills and experience required for the position and will be in accordance with the following provisions.

A classroom teacher taking up their first appointment as a qualified teacher will be paid on Point 1 of the Main Pay Range unless eligible for the award of an additional point(s):

- The Governing Body may award one additional point on the Main Pay Range for each complete year of service as a qualified teacher in a City Technology College, independent School, higher education or further education including sixth form colleges, or in countries outside of England and Wales in a School in the maintained sector of the country concerned.
- The Governing Body may, if necessary, use its discretion to award an additional point(s) on the Main Pay Range for working in relevant employment outside of teaching in order to secure the candidate of its choice. Where this discretion is applied up to two points on the Main Pay Range can be awarded on the basis of one point on the Main Pay Range for each period of 4 complete years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the School, and experience with children/young people. This would be subject to the provision of documentary evidence of such experience and deemed relevant by the employer.



### **4.3 Pay Upon Appointment for Existing Teachers**

When determining the starting salary for a qualified teacher who has previously worked as a qualified teacher in a Council Maintained School or Academy in England and Wales, the Governing Body will pay the teacher on the advertised pay range at the scale point which is the nearest to the teacher's previous pay entitlement. The Governing Body will also consider any pay progression which they would have received had they remained in their previous post, evidence of which should be obtained through the recruitment process. This excluding allowances and additional payments as per Section 2 – part 4 of the STPCD or where an academy has applied an equivalent allowances/ additional payment which does not apply to the STPCD.

Any appointment to the Upper Pay Range will be subject to the teacher meeting the criteria for movement to the Upper Pay Range as defined in paragraph 4.6 of this Policy, evidence of which should be obtained through the recruitment process.

Where a qualified teacher is not currently in employment, the pay entitlement in their most recent post should be used.

### **4.4 Pay Upon Appointment for Former Members of the Leadership Group**

Where an appointment is being made of a teacher who was last paid on the Leadership Pay Scale (e.g. Head Teacher, Deputy Head Teacher, Assistant Head Teacher) or Leading Practitioner Pay Ranges, then the Governing Body will have the discretion to determine where on the Upper Pay Range their salary should commence.

If the position advertised is on Main Pay Range (MPR) however and it is to be offered to a teacher who was last paid on the Leadership Group Pay Range, then the Governing Body should determine where on the MPR the commencement salary should be taking into account the experience of the successful candidate. One point on the MPR will be offered for each completed year of service as a qualified Teacher to a maximum of six.

### **4.5 Pay Progression for Qualified Teachers (STPCD Section 2, para 19)**

Teachers will be awarded pay progression on the Main Pay Range or Unqualified Teachers Pay Range where they have met or be making good progress towards their appraisal objectives and shown that they are competent in all elements of the teachers' standards.

At High Well all teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the School's Teacher Appraisal Policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the Head Teacher / Senior Leadership Team. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

A decision may be made not to award pay progression whether or not the teacher is subject to capability proceedings. In such cases the concerns about standards of performance will have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through the support provided by the school. Section 2 para 19.2(g) of the STPCD.

#### **4.5.1 Pay Progression for Early Careers Teachers (ECT's)**

STPCD Section 2 para 19.2(d)

In the case of ECTs, whose appraisal arrangements are different, the Governing Body must determine the teacher's performance and any pay recommendations by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The Governing body must also ensure that the ECT's are not negatively affected by the extension of the induction period from one to two years from 1<sup>st</sup> September 2021. This does not prevent a School from awarding pay progression at the end of the first year.

#### **4.5.2 Pay Progression on the Main Pay Range**

Teachers will be awarded pay progression on the Main Pay Range where they have met or be making good progress towards their appraisal objectives and shown that they are competent in all elements of the teachers' standards.

To be fair and transparent, assessments of performance will be properly rooted in evidence.

As a teacher moves up the Main Pay Range, this evidence should show:

- Increasing levels of the quality of teaching identified through lesson observation
- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher e.g. behaviour management or lesson planning
- An increasing contribution to the work of the School
- An increasing impact on the effectiveness of staff and colleagues

Movement up the Main Pay Range will normally be by one annual point at a time. The Governing Body will consider whether to award one or two pay progression points having regard to the recommendation on pay progression recorded in the teacher's most recent Appraisal Report.

If the evidence shows that a teacher has exceptional performance, having regard to all aspects of their performance over the appraisal cycle, the Governing Body will consider whether to award enhanced pay progression.

Example of when two points may be awarded:

The Governing Body will apply up to a maximum of two points and will consider the quality of teaching, the impact on pupil progress and outcomes, the contribution to the work of the school and the impact on the effectiveness of staff and colleagues,

#### **4.5.3 Pay Progression on the Upper Pay Range**

Movement on the Upper Pay Range onwards will consider of the evidence that the teacher is highly

competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. They will also need to have met or be making good progress towards their appraisal objectives.

The definition of "highly competent", "substantial" and "sustained" are given in para 4.6 Movement to Upper Pay Range section of this Policy.

The Governing Body will consider whether to award enhanced pay progression, from the minimum to the maximum of the Upper Pay Range having regard to the recommendation on pay progression recorded in the teacher's most recent Appraisal Report.

If it is clear from the evidence that a teacher's performance is exceptional and where the teacher has met or exceeded their objectives the Governing Body may use its flexibility to award enhanced pay progression, from the minimum to the maximum of the Upper Pay Range.

Example of when enhanced pay progression may be awarded on the Upper Pay Range:

The Governing Body will consider the quality of all teaching elements, the impact on pupil progress and outcomes, the contribution to the work of the School and the impact on the effectiveness of staff and colleagues. The timing for pay progression on the Upper Pay Range for High Well School is biannual basis.

### **4.6 Movement to the Upper Pay Range**

(STPCD Section 2, para 15 and Section 3 paras 29 to 32)

Any qualified teacher can apply to be paid on the Upper Pay Range. It is the responsibility of the teacher to decide whether or not they wish to pursue this.

All applications should include evidence from the relevant appraisal cycles in accordance with the Teacher Appraisal Policy.

Applications may be made once a year. If successful in their application, their movement to the Upper Pay Range will be implemented with effect from 1 September in the year following their most recent appraisal cycle.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in each school. One School will not be bound by any pay decisions made by another school.

#### **4.6.1 The Assessment**

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

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

For the purposes of this Policy:

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

“**substantial**” means 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 group 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**” means the teacher must have had two consecutive successful appraisal reports in this School and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

### 4.6.2 Processes and Procedures

The teacher should submit the application form and supporting evidence to the Head Teacher within the application period as set out above.

The name of the assessor of the teacher’s application will be confirmed within 5 working days, and this will typically be a member of the Senior Leadership Team.

The assessor will assess the application, which will include a recommendation on whether the teacher shall move to the UPR.

The application, evidence and recommendation will be passed to the Head Teacher for moderation purposes, if the Head Teacher is not the assessor.

The Head Teacher will advise the Resources Committee on whether a teacher who applies to be paid on the Upper Pay Range should be paid on that range

Teachers will receive written notification of the outcome of their application within 10 working days of the decision. 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. The HR Manager will be responsible for confirming the decision and making the necessary HR process to implement the decision.

If requested, oral feedback will be provided by the assessor. Oral feedback will be given **within 10 working days** of the date of the 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 Upper Pay Range on 1 September in the year following their completion of their most recent appraisal cycle (minimum 2 years).

Unsuccessful applicants can appeal against the decision in accordance with the Appeal process of this Policy (section 1.6).

### 4.7 Part-time teachers (STPCD Section 2, para 40 to 41)

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

Part-time teachers must be paid the pro rata percentage of the appropriate full-time equivalent salary. The same percentage must be applied to any allowances awarded to a part-time teacher.

Any additional hours such as a teacher may agree to work from time to time at the request of the Head Teacher (or in the case where the part-time teacher is a Head Teacher, the Governing Body), should also be paid at the same rate.

#### **4.8 Short notice/supply teachers (STPCD Section 2, para 42)**

Teachers employed on a day-to-day or other short notice basis must be paid in accordance with the provisions of the STPCD on a daily basis calculated on the assumption that a full working year consists of 194 days (for the School year beginning September 2021), periods of employment for less than a day being calculated pro rata.

Periods of employment for less than one day will be calculated on an hourly rate basis of 1/970 of annual salary (for the School year beginning September 2021). The hours worked will be specified by the Head Teacher.

Teachers should be paid for all the hours they are required to be on the School premises. Consideration should be made for non-contact time.

#### **4.9 Unqualified teachers (STPCD Section 2, para 17)**

**The Pay Range for Unqualified Teachers is as set out in the Teachers' Pay Table - Unqualified Pay Range Table - see Supporting Documentation page 47.**

##### **4.9.1 Pay upon Appointment for Unqualified Teachers**

Upon appointment the starting salary for an unqualified teacher will be determined taking into account the relevant qualifications, skills and experience required for the position and will be in accordance with the following provisions.

An unqualified teacher taking up their first appointment will be paid on Point 1 of the Unqualified Teacher Pay Range unless eligible for the award of an additional point(s) as follows:

- The Governing Body may, if necessary, use its discretion to award an additional point(s) on this pay range for working in relevant employment outside of teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people. This would be subject to the provision of documentary evidence of such experience. Where this discretion is applied one point to be awarded on the Unqualified Teachers Pay Range for each period of 3 completed years relevant experience up to a maximum of two points.

The Governing Body will award an additional point(s) on the Unqualified Teachers Pay Range:

- Up to three points for a recognised qualification relevant to their subject area;
- Three points for a recognised (Teaching Regulation Agency (TDA)) overseas teaching

- qualification;
- Three points for a recognised (by TDA) post-16 teaching qualification
  - One point for each period of 3 complete years of service teaching in a City Technology College, independent School, higher education or further education including sixth form colleges, or in countries outside of England and Wales in a School in the maintained sector of the country concerned.

#### **4.9.2 Pay Progression for Unqualified Teachers**

Teachers will be awarded pay progression on the Unqualified Teachers Pay Range where they have met or be making good progress towards their appraisal objectives and shown that they are competent in all elements of the teachers' standards.

Movement up the Unqualified Teachers Range will normally be by one annual point at a time. The Governing Body will consider whether to award one or two pay progression points having regard to the recommendation on pay progression recorded in the unqualified teacher's most recent Appraisal Report.

#### **4.9.3 Unqualified Teachers' Obtaining QTS (STPCD Section 2, para 18)**

On gaining qualified teacher status, an unqualified teacher shall transfer to a salary within the Main Pay Range for teachers which must be the same or higher than the sum of the salary payable under para 19 of the STPCD.

## **5. ALLOWANCES**

### **5.1 Teaching and Learning Responsibility Payments (TLRs)**

(STPCD Section 2, paras 20 & 29 to 33, Section 3 paras 47 to 54)

TLRs are awarded to the holders of the posts in accordance with the School's Staffing Structure and the allocation of allowances determined by the Governing Body.

TLRs may only be awarded in the context of the School's Staffing Structure and Pay Policy.

The duration can depend of length of proposed project or it can review annually if timeline supersedes more than 12 months

TLRs will be awarded in line with the table of payments shown within this document.

#### **5.1.1 Criterion and factors for award of TLRs**

##### Criterion – TLR 1 & 2

Teaching and Learning Responsibility payments (TLRs) may be awarded to a classroom teacher for undertaking a 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 for which they are made accountable. The award may be while the teacher remains in the same post or occupies another post in the absence of a post-holder.

### Factors – TLR 1 & 2

Before awarding a TLR, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and –

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

Before awarding a TLR 1, the Governing Body must also be satisfied that the significant responsibility referred to in the previous paragraph includes line management responsibility for a significant number of people.

### Criterion – TLR 3

The Head Teacher, in consultation with the Governing Body may award a TLR3 to a teacher for a clearly time-limited improvement project, or one-off externally driven responsibility.

### Factors – TLR3

The duration of the fixed term must be established at the outset and payment should be made in equal monthly instalments for the period set.

Consecutive TLR3s will not be awarded for the same responsibility.

TLR3s are not subject to safeguarding and can be paid in addition to a teacher already receiving a TLR1 or TLR2.

TLR3 allowances **will not** be pro-rated based on the proportion of the teacher's part-time contract, unlike TLR1s and TLR2s.

### Values

The values of TLRs must fall within the following ranges:

Annual value of TLR1	£8,291 - £14,030
Annual value of TLR2	£2,873 - £7,017
Annual value of TLR3	£571 - £2,833

Examples of when TLRs may be awarded:

**TLR1's** could be awarded to teachers that are required to have direct responsibility for leading and managing a specific area of work that impacts over several teams across a subject area and who manage

a significant number of employees.

The three possible values for a TLR1 could be:

TLR1.1 = £8,291

TLR1.2 = £11,161

TLR1.3 = £14,030

The three possible values for a TLR2 could be:

**TLR2.1 = £2,873**

**TLR2.1** could be awarded to Teachers who are required to have a lead responsibility in developing and implementing a specific area (e.g. curriculum & delivery) or co-ordinate and oversee work within a specialist area (e.g. key stage).

**TLR2.1** could be awarded to Teachers who manage around 2-3 Teachers and/or some support staff. Although Teachers on a TLR 2.1 may be involved in and contribute towards the performance management of other teaching staff, all performance management is led and overseen by staff on a higher grade.

**TLR2.2 = £4,945**

**TLR2.2** could be awarded to Teachers who are required to undertake additional areas of responsibility, such as undertaking & leading the performance management of teaching staff. They will also be responsible for managing teams of up to 6 Teachers and some support staff.

**TLR2.3 = £7,017**

**TLR2.3** could be awarded to Teachers who are required to undertake additional areas of responsibility, such as undertaking & leading the performance management of teaching staff. They will also be responsible for managing larger teams of 6 or more Teachers and support staff.

**The three possible values for a TLR3 could be:**

**TLR3.1 = £571**

**TLR3.1** could be awarded for a minor project above and beyond the normal flexibility of the post – co-teaching to raise standards as part of school improvement.

**TLR3.2 = £1,702**

**TLR3.2** could be awarded for major project above and beyond – taking lead on specific intervention.

**TLR3.3 = £2,833**

**TLR3.3** could be awarded for major project but duration is more than a year.

A teacher may not be awarded more than one TLR1 or 2 concurrently of any value, but a TLR could be based on a Job Specification that itemises several different areas of significant responsibility.

A TLR is a payment integral to a post in the School's Staffing Structure and therefore may only be held by two or more people when job sharing that post.



TLR 1&2s awarded to part-time teachers must be paid pro-rata at the same proportion as the teacher's part-time contract. This does not apply to TLR3 payments.

## **5.2 Special educational needs (SEN) Allowances**

(STPCD Section 2, para 21 & Section 3 paras 55 to 59)

### Criterion for awarding a SEN Allowance

A SEN allowance of no less than £2,270 and no more than £4,479 per annum is payable to a classroom teacher as set out below:

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

- in any SEN post that requires a mandatory SEN qualification;
- in a Special School;
- who teaches pupils in one or more designated special classes or units in a School or, in the case of an unattached teacher, in a Local Authority unit or service;
- in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post –

(i) involves a substantial element of working directly with children with special educational needs;

(ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and

(iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the School or unit within the School or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the Governing Body will determine the spot value of the allowance, taking into account the structure of the School's SEN provision and the following factors-

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

SEN allowances may be held at the same time as TLRs.

SEN allowances awarded to part time teachers must be paid pro-rata at the same proportion as the teacher's part time contract.

### **5.2.2 Assessment of appropriate allowance values**

The value of SEN allowances will be frequently reviewed and be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

### **5.2.3 Changes in SEN provision and safeguarding provisions**

Where the Governing Body makes a change in the way its SEN provision is organised or to its Pay Policy such that the criteria and factors cease to be met or now merit the payment of a lower allowance, this

could result in the value of the allowance being reduced or withdrawn. In these cases, the general safeguarding rules under Section 2 - paragraph 29 to 37 of the STPCD will apply.

### **5.3 Unqualified Teachers' Allowance** (STPCD Section 2, para 22)

The Governing Body will pay an unqualified teachers' allowance to unqualified teachers when the Governing Body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience.

The Governing Body will pay an unqualified teacher on one of the employment-based routes into teaching on the unqualified teachers' scale.

### **5.4 Acting Allowances** (STPCD Section 2, para 23 & PART 4 - Allowances)

There may be occasions on which the Head Teacher or Assistant Head Teacher is/are absent for a prolonged period. In such an event the Resources Committee will consider within four weeks whether the payment of an acting allowance is appropriate, having regard to the redistribution of responsibilities. The Resources Committee will seek professional advice from the HR Manager.

Any acting allowance will be payable after the responsibilities of the post holder have been assumed for a period of twenty consecutive working days (uninterrupted by a break of more than five working days). Payment will be backdated to the date on which the responsibilities were assumed.

Where a teacher undertakes the full range of responsibilities of the leadership post the allowance will normally take the individual to the minimum point on the pay range for the post in which the teacher is acting. The payment shall not, in such circumstances be less than the minimum point on the relevant pay range of the post being covered.

## **6. OTHER PAYMENTS**

### **6.1 Additional Payments**

Additional payments to teachers, excluding the Head Teacher, are set out below:

#### **6.1.1 Continuing Professional Development (CPD)** (STPCD Section 2, para 26.1(a) & Section 3, para 60)

The Governing Body has chosen not to exercise its discretion to award additional payments in respect of continuing professional development.

#### **6.1.2 Initial Teacher Training (ITT) Activities** (STPCD Section 2, para 26.1(b) & Section 3, paras 61 to 64)

The Governing Body has chosen not to exercise its discretion to award additional payments in respect of initial teacher training activities.

Teachers who undertake initial teacher training activities which are not seen as part of the ordinary running of the school will be given separate contracts of employment to cover areas of work that are

not part of their substantive teaching job or contract of employment.

#### **6.1.3 Out-of-School learning activities**

(STPCD Section 2, para 26.1(c) & Section 3, para 69)

The Governing Body has chosen not to exercise its discretion to award additional payments in respect of initial teacher training activities.

#### **6.1.4 Provision of Services**

(STPCD Section 2, para 26.1(d) & Section 3, paras 65 to 68)

The Governing Body has chosen not to exercise its discretion to award additional payments in respect of this provision.

#### **6.2 Recruitment and Retention Incentives and Benefits**

(STPCD Section 2, para 27 & Section 3, paras 70 to 72)

The Governing Body has chosen not to exercise its discretion to award additional payments in respect of recruitment and retention incentives and benefits.

The Governing Body will formally review this on an annual basis annually.

#### **6.3 Salary Sacrifice Arrangements** (STPCD Section 2, para 28 & Section 3, paras 73)

The Governing Body will apply any salary sacrifice arrangements operated by the Council as the employer.

#### **6.4 Honoraria**

The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

### **HIGH WELL SCHOOL – POLICY ON SCHOOL SUPPORT STAFF PAY FOR 1 SEPTEMBER 2021 TO 31 AUGUST 2022**

#### **7.1 CONSULTATION WITH THE LOCAL AUTHORITY**

##### **7.1.1 Community, Voluntary Controlled and Community Special Schools**

The Governing Body acknowledges that the Council as employer has responsibility for ensuring that the requirements of equal pay legislation are complied with. For this reason, it has agreed to consult with the Council, as appropriate, about support staff pay and grading issues.

The Governing Body acknowledges the advice set out below issued to schools by the Council regarding equal pay.

Under the School Staffing (England) Regulations 2009, the overall responsibility for the grade and remuneration of School Support Staff is delegated to the Governing Body. However, Regulation 17(3) states that the Governing Body must appoint and pay staff on the scale of grades applicable in relation to employment with the Council.

By not adhering to this, the Governing Body would run the risk of creating pay inequalities, as positions within the school are comparable with those based within other Community, Voluntary Controlled and Community Special Schools and also the Council. If just one school pays a higher rate for a job that exists in another school or the Council, then this will expose all other Community, Voluntary Controlled and Community Special Schools or the Council to further pay grievances and/or equal pay claims from other jobholders, particularly of the opposite gender.

#### **All Maintained Schools**

The agreement for the Governing Body is to consult with the Council about Support Staff pay and grading was set out in a report to Governing Bodies entitled "Implementation of the Proposed NJC Pay and Grading Structure and Revised Terms and Conditions of Employment" issued by the Council in September 2009.

### **7.2 JOB SPECIFICATIONS**

Where the duties and responsibilities of posts in school match those of these generic job specifications then the recommended post titles and grades will apply.

### **7.3 JOB EVALUATION PROCESS**

For any other post not identified against one of the generic job specifications the Human Resources Service of the Council will be requested to evaluate a Job Specification prepared by the Head Teacher and to offer advice on the grading of each post to the Resources Committee. The Governing Body will normally apply the grade recommended by the Council.

Where the Governing Body is considering an alternative grade to the one recommended then it shall consult with the Council prior to the post being advertised. Where such consultation takes place the Governing Body and the Council will work together with a view to finding a solution that will both meet the School's requirements and be consistent with the Council's legal obligations, which is in accordance with the Statutory Instrument 2009 – School Staffing (England) Regulations 2009 (Regulation 17) and the Education Act 2002.

### **7.4 GRADING OF EMPLOYEES**

Support Staff, including casual staff employed under the Conditions of Service for Local Government Services will be paid on the salary grades agreed between the Council and the trade union(s).

### **7.5 TERMS AND CONDITIONS**

The Governing Body will apply the terms and conditions for Support Staff as set out in a report to Governing Bodies entitled "Implementation of the Proposed NJC Pay and Grading Structure and Revised Terms and Conditions of Employment" issued by the Council in September 2009.

### **7.6 COMMENCING SALARY FOR NEWLY APPOINTED EMPLOYEES**

The Governing Body adopts the local agreement in respect of the commencing salary to be paid to new employees (including casual employees).

Where a person is appointed to a post with the Council then, unless there are special/ exceptional

circumstances, the person will commence at the first point of the grade. Special/ exceptional circumstances would include:

**Internal Appointments to a post which carries a higher maximum salary**

Where an internal appointment is made to a post which carries a higher maximum salary than the employee's previous grade, an employee should receive one spinal column point in excess of the salary he/she would have received on his/her old grade on the day of appointment. Where the employee has been acting up and doing the full range of duties of the role prior to formal appointment then the starting salary should be at the same level as the acting allowance and incremental progression should continue as if the appointment was from the start of the acting up period, in order that the individual does not suffer detriment.

**Internal Appointment to a post of the same grade**

Where an internal appointment is made to a similar or like post of the same grade that the employee was previously on then, provided the employee can meet the appropriate levels of skills, experience, etc. required for the job, they should be placed on the same spinal column point they were was receiving in their old job.

**Internal Appointment to a post of a lesser grade**

Where an internal appointment is made to a post of a lesser grade than the employee was previously on then, provided they can meet the appropriate levels of skills, experience, etc. required for the job, they could be appointed to a level felt appropriate above the lowest spinal column point of the new job.

**External Appointment to a post attracting a similar or lesser salary**

Where an external appointment is being considered and the candidate is currently on a salary higher than the lowest spinal column point of the new job, and it can be demonstrated that the only way they would accept the job is to offer at an appropriate level higher than the lowest spinal column point and that they are the only/ most suitable candidate due to skills/ experience, then they could be appointed at a level felt appropriate above the lowest spinal column point of the new job.

The Governing Body will seek the advice before offering a salary, on appointment, which would be higher than the minimum of the appropriate grade.

## **7.7 INCREMENTAL PROGRESSION**

The Governing Body adopts the national and local agreements in respect of the payment of annual increments to employees. Staff will receive an annual increment each April until they reach the maximum spinal column point within the salary grade. This is subject to the qualifying period of six months service being satisfied. Therefore, should an employee be appointed between 1<sup>st</sup> October and 31<sup>st</sup> March they will receive an increment 6 months after their date of commencement within that position and then on the 1<sup>st</sup> April thereafter.

## **7.8 PROMOTED OR RE-GRADED EMPLOYEES**

The Governing Body adopts the national and local agreements in respect of employees who are either promoted to a higher graded post or whose existing post is re-graded. In such cases the employee will receive a pay increase from the agreed effective date. Salary will be paid at the first spinal column

point of the grade however the employee should receive one spinal column point in excess of their existing salary that they would have received on their old grade on the day of appointment the new position or agreed effective date of the re-grade.

The Governing Body adopts the local agreement that there is no discretion to accelerate an employee's incremental progression within a grade.

#### **7.9 APPEALS**

The arrangements for support staff appeals are as set out in the Council's Re-Grading Application and Appeals Process.

#### **7.10 PAY PROTECTION**

The arrangements for Support Staff pay protection are as set out in the Council's Pay Protection Policy.

#### **7.11 PAYMENT OF ACTING ALLOWANCES**

The Governing Body adopts the local and national conditions covering the payment of acting allowances. Payment of an allowance will normally be made where an employee is called to undertake additional duties in the absence of a more senior colleague (usually during sickness or maternity leave) for a continuous period of at least four weeks and ordinarily for no more than a period of six months.

#### **7.12 LOCAL GUIDANCE RELATING TO PAYMENT OF SUPPORT STAFF**

Local guidance relating to the payments to support staff can be located on the Council's Traded Services website.

#### **7.13 PERFORMANCE MANAGEMENT/APPRaisal**

All members of the Support Staff will be subject to Appraisal arrangements and/or Performance Management arrangements as approved by the Governing Body following consultation with staff.

#### **7.14 LOCAL LIVING WAGE**

A Local Living Wage Supplement has been agreed with the recognised trade unions effective from 1<sup>st</sup> April 2014 which is reviewed annually. Council has agreed to continue the arrangement in 2021/22.

The Living Wage benchmark pay rate for 2021/22 is £9.50 per hour.












A supplement will be paid to any employee all members of the Support Staff (except apprentices) whose basic pay is below the benchmark rate. The supplement will bring the employee's pay up to the benchmark rate. The supplement will also be paid to casual employees.








Calculation of the Living Wage Supplement does not take account of earnings in addition to basic pay such as weekend working and shift enhancements, overtime, and pay protection supplements. Thus, the Supplement is still paid if basic pay is below the benchmark rate but overall pay is above the

benchmark rate. The Supplement is not included in any calculation of enhancements or overtime payments.

The Local Living Wage Supplement is contractual and pensionable and it should be included in any calculation of average earnings. It is reduced in the same way as basic pay for sick pay entitlement e.g. half pay, no pay.

### 8. SUPPORTING DOCUMENTATION

<p><b>1. School Staffing Structure {School to insert copy}</b></p> <p style="text-align: center;">See second paragraph of the introduction – page 5 above</p>
<p><b>2. Roles and Responsibilities (exercise of Governors’ powers relating to pay)</b> See second paragraph of Basic Principles – page 7 above</p> <p style="text-align: center;">                   ROLES AND RESPONSIBILITIES.d             </p>
<p><b>3. Head teachers’ Pay – Advice for Governing Bodies</b> See page 12 above</p> <p style="text-align: center;">                   Head teachers Pay Advice.docx             </p>
<p><b>4. Teachers Performance Management Resources Pack</b></p> <p style="text-align: center;">   </p> <p style="text-align: center;">                 2021 Annual Pay Review Report FINAL      2021 PM Tracker and Report.xlsx             </p>
<p><b>5. Request for Movement to the Upper Pay Range 2021/22 Template</b> See page 24 above</p> <p style="text-align: center;">                   2021-22 Upper Pay Range Application.c             </p>
<p><b>6. Annual Pay Statement Templates – 2021</b></p> <p style="text-align: center;">    </p> <p style="text-align: center;">                 2021 Headteachers' Pay Statement.doc      2021 Other Leadership Pay State      2021 Leading Practitioner Pay Stat             </p> <p style="text-align: center;">    </p> <p style="text-align: center;">                 2021 Upper Pay Range Pay Statemen      2021 Main Pay Range Pay Statemen      2021 Unqualified Teacher Pay Stateme             </p>

<p><b>7. Appeals Procedure for Teaching Staff</b> See note on appeals – page 9 above</p> <p> APPEAL PROCEDURE - TEACHING STAFF.d</p>
<p><b>8. Teachers' Pay Table 2021</b></p> <p> 2021 Teachers' Pay Tables.docx</p>
<p><b>9. NJC Pay Table – 1<sup>st</sup> April 2021</b></p> <p> NJC Pay Structure April 2021.pdf</p>
<p><b>10. Support Staff Re-Grading Application and Appeals Process (Formal Appeal Hearing)</b> See paragraphs regarding Promoted and Re-graded Employees Process and Appeals – page 43 above</p> <p> NJC Re-grading Application_Appeal</p>
<p><b>11. Support Staff Grades for Generic Positions Table</b> See second paragraph of Grading of Employees – page 41 above</p> <p> 2021 Support Staff Generic Grades.docx</p>
<p><b>12. NJC Job Evaluation Process Flowchart for Schools and Guidance notes</b></p> <p>See first paragraph regarding Job Evaluation process – page 40</p> <p> NJC Job Evaluation Process.doc</p>
<p><b>13. Local Living Wage Guidance</b></p> <p>See paragraph regarding Local Living Wage Guidance – page 44 above</p> <p> 2021 Local Living Wage Scheme Guide</p>



