

Model School Pay Policy

Introduction

1. This policy sets out the framework for making decisions on staff pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.
2. The objective of the policy is to:
 - ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school improvement plans;
 - support the recruitment and retention of high quality staff;
 - recognise and reward staff for their contribution to school improvement;
 - ensure that pay decisions are made in a fair and transparent way;
 - ensure that available monies are allocated appropriately.

3. Equalities Legislation

The Governing Body will comply with relevant equalities legislation and will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

4. Equalities and Performance Related Pay

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

5. Job Descriptions

The headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Body. Job descriptions will identify key areas of responsibility and may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Other than through a staffing restructure the job description will only be changed by agreement.

6. Access to Records

The headteacher will ensure access for individual members of staff to their own employment records and this will be accommodated within a reasonable time frame.

7. Appraisal

The Governing Body will comply with the School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of headteachers and teachers through the application of the school's Performance Management Policy.

8. Pay Committees

- 8.1. The Governing Body has established the following committees which have fully delegated powers to make decisions on pay, and, except in relation to the Headteacher's pay, will be advised by the Headteacher as appropriate.
- Pay Committee.
 - Pay Appeals Committee.
- Each committee should consist of at least 3 governors.
- 8.2. Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed.

9. Staffing Structure

The staffing structure sets out the number and pay ranges for all posts within the school and is at Appendix 3.

10. Discretionary Pay Awards

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

11. Pay Timetable

11.1. The Governing Body will endeavour to adhere to the following timetable:

Date	External	Internal
April	Budget set (schools)	Complete PM review for support staff.
	Inflationary Pay Award for support staff	Pay Progression decision effective for support staff
September	Inflationary Pay Award for teachers	Pay Progression decision effective for teachers
September/October		Complete PM review for teachers
31 October (last day of half term)		Written statement to teachers setting out their salary and any other financial benefits to which they are entitled
31 December (last day of term)		Notify headteacher of annual pay review decision.

11.2. The salaries of all staff will normally be determined:

- annually on or after: 1 September, but no later than 31 October (teachers); 1 September, but no later than 31 December (headteachers); 1 April (support staff);
- on appointment;

- at any other time as appropriate to reflect changes in circumstance or job description.

11.3. All staff will be informed in writing of their pay determination and the rationale for it each year according to the Pay Timetable and at any other time when a salary review takes place.

12. **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 determination.

13. **Procedures**

13.1. The Governing Body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially. The headteacher must not be present when his/her pay is under consideration and pay decisions are being made in respect of his/her pay.

13.2. No member of the Governing Body who is employed to work in the school shall be eligible for membership of this committee.

13.3. The Pay Committee may invite a representative of the LA to attend and offer advice on the determination of the head's pay. The head will not be present when this advice is given and the representative of the LA will withdraw from the meeting when the decision is being made.

13.4. The terms of reference for the pay committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body;
- to recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised;
- to ensure that the Governing Body complies with the Welsh Government Appraisal Regulations 2011.

13.5. The report of the pay committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

13.6. **Appeals procedure**

The Governing Body has an appeals procedure in relation to pay in accordance with the provisions of the STPCD. It is set out as an appendix to this pay policy (Appendix 1).

14. Teachers' Pay – Pay Ranges

<p>14.1. Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range.</p> <p>The pay ranges in this school have been divided into progression stages as follows:</p>	
Main Pay Range	
Minimum: Point 1	£23,720
Point 2	£25,344
Point 3	£27,380
Point 4	£29,488
Point 5	£31,811
Maximum: Point 6	£35,008
Upper Pay Range	
Minimum: Point U1	£36,646
Point U2	£38,004
Maximum: Point U3	£39,406
<p>14.2. Unqualified Teachers will normally be paid on the Unqualified Pay Range.</p> <p>The Pay Range for unqualified teachers in this school has been divided into progression stages as follows:</p>	
Minimum: Point 1	£17,208
Point 2	£19,210
Point 3	£21,210
Point 4	£23,212
Point 5	£25,215
Maximum: Point 6	£27,216
<p>14.3. Leading Practitioner Teacher Posts</p> <p>The Governing Body notes the following pay scale for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range and if required will allocate an appropriate 3 point range having regard to the salary structure within the school and paragraph 15.2 below.</p>	
Leading Practitioner Pay Scale**	
Minimum	£40,162
Maximum	£61,055
<p>** (Minimum and maximum salary values as in STPCD 2018).</p> <p>Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.</p>	
<p>14.4 Leadership Group - In relation to the statutory minimum/maximum pay range for member of the Leadership Group set out in the STPCD, the Governing Body will apply reference points to create a 43 point scale as set out in Appendix 6 to this pay policy.</p>	
<p>14.4.1 Deputy and Assistant Headteachers - will be paid within a 5 point range</p>	

on the Leadership Pay Scale referred to above determined in accordance with the criteria specified in the STPCD and para 23 below.

14.4.2 The Headteacher - will be paid within a 7 point range determined in accordance with the criteria specified in the STPCD taking account of the Headteacher Group for the school and any specific/exceptional circumstances specific to the role/individual. (In line with para 21 below).

14.4.3 The Governing Body has established the following pay ranges for the Leadership Group:-

Headteachers Pay Range =

Deputy Headteachers Pay Range =

Assistant Headteachers Pay Range =

14.5 Account has been taken of the 2018 pay award as set out in the STPCD. This document reflects these changes to the pay scales. Application of pay progression decisions will be as outlined in this policy.

15. PAY ON APPOINTMENT

15.1 CLASSROOM TEACHERS

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

15.1.2 In making such determinations, the Governing Body will apply the following principles:

15.1.3 The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

The Governing Body will support the principle of pay portability in making pay determinations for all new appointees.

15.1.4 When determining the starting pay for a classroom teacher taking up their **first appointment** as a qualified classroom teacher in a maintained school, the Governing Body will pay the teacher on the Main Pay Range and will normally allocate pay scale points, as a minimum, on the following basis:

- One point for each one year of satisfactory service as a qualified teacher in an academy, city technology or independent school;
- One point for each one year of satisfactory service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
- One point for each three years of non-teaching experience spent working in a relevant area, including 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;

- In all other circumstances, newly qualified teachers in their first year will be paid on the minimum of the main pay range.

15.1.5 When determining the starting pay for a classroom teacher **who has previously worked** in a LA maintained school or academy in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.

15.1.6 The Governing Body will pay classroom teachers who are "post-threshold teachers" as defined by the 2012 STPCD on the Upper Pay Range.

15.2 LEAD PRACTITIONERS - PAY ON APPOINTMENT

15.2.1 Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

15.2.2 When setting the individual point range for any teacher on the pay range for leading practitioners, the Governing Body will have regard to:

- the weight of the responsibilities of the post;
- the need to ensure pay equality where posts are equally onerous and
- the need to consider fair pay relativities between posts of differing levels of responsibility.

15.2.3 The policy of the Governing Body is to appoint any new leading practitioner teacher at the bottom point of the agreed pay range.

15.3 UNQUALIFIED TEACHERS - PAY ON APPOINTMENT

The pay committee will pay any unqualified teacher in accordance with paragraph 14 above. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with the guidance included in the STPCD.

16. PAY PROGRESSION – GENERAL STATEMENT

16.1 The arrangements for teacher appraisal are set out in the school's performance management/appraisal policy.

16.2 Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.

16.3 To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

- 16.4 The evidence used will be only that available through the performance management/appraisal process.
- 16.5 Where teachers have joined the school part way through a performance management/appraisal cycle, the Governing Body will, where necessary, seek evidence from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.
- 16.6 Teachers' performance management/appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body's pay committee, having regard to the performance management/appraisal report and taking into account advice from the Headteacher.
- 16.7 The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
- 16.8 All teachers can expect progression to the top of their pay range as a result of successful performance management/appraisal reviews in accordance with the provisions of the STPCD.

16.9 Pay progression – Classroom teachers on the Main Pay Range

- 16.9.1 Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance management/appraisal review.
- 16.9.2 Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of that process, despite support provided by the school.
- 16.9.3 Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

17. MOVEMENT TO THE UPPER PAY RANGE

17.1 Application and Evidence

- 17.1.1 Any qualified teacher may apply to be paid on the Upper Pay Range and any such application must be assessed in line with this policy.
- 17.1.2 It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.
- 17.1.3 Teachers will be eligible for progression to the Upper Pay Range having reached and worked at the maximum of the Main Pay Range.
- 17.1.4 At the start of each school year the Headteacher will notify those teachers on point 5 and those who have reached the maximum point on the Main Pay Range of their eligibility to apply for assessment and the criteria for progression set out in 17.2.2 below.

17.1.5 Applications may be made once a year as set out in 17.1.6.

17.1.6 Where teachers wish to be assessed, they should notify their appraiser in writing using the application form which should be submitted by the teacher to the appraiser after the performance management review. (Appendix 4).

17.1.7 The teacher's application will be appended to their performance management/ appraisal planning statement.

17.1.8 Judgements will be based on evidence from performance management and any relevant additional evidence the teacher may choose to supply.

17.1.9 If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or schools. This school will not be bound by any pay decision made by another school.

17.2 The Assessment

17.2.1 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. The professional standards which apply to teachers in Wales are the Practising Teacher Standards as defined in the Revised Standards for Education Practitioners in Wales 2011. These must be viewed and applied in the context of the Welsh Government Guidance Document 073/2012 Performance Management for Teachers.
- The teacher's achievements and contribution to the school are substantial and sustained.

17.2.2 For the purpose of this pay policy, the Governing Body will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the Upper Pay Range criteria (see **Appendix 2**) have been satisfied as evidenced by two successful and consecutive performance management/appraisal reviews.

17.2.3 In making its decision, the pay committee of the Governing Body will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of that process, despite support provided by the school.

17.3 Processes and procedures

17.3.1 The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

17.3.2 If successful, applicants will move to the Upper Pay Range from the 1 September and will be placed on minimum point of that pay scale. i.e. the September which immediately follows the successful two year appraisal review period.

17.3.3 If unsuccessful, feedback will be provided by the headteacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's appeals arrangements.

18. Pay Progression – Teachers on the Upper Pay Range

18.1 Classroom teachers will be awarded pay progression on the Upper Pay Range following two successful performance management/appraisal reviews which will include confirmation that the teacher has maintained the criteria set out in paragraph 17.2 above.

18.2 Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of that process, despite support provided by the school.

19. Pay Progression – Leading Practitioner Role

Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of the process, despite support provided by the school.

20. Pay Progression - Unqualified Classroom teachers

Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of the process, despite support provided by the school.

21. Leadership Group

21(a) Headteacher Pay on Appointment

The Governing Body will determine the headteachers pay range in accordance with the provisions of paragraph 14.4 of this pay policy and the specific provisions set out in the STPCD relating to Leadership Group Pay. The Governing Body will also apply the guidance set out in Section 3 of the STPCD and the procedures on setting the pay of school leaders set out in DFE guidance document entitled "Implementing Your Schools Approach to Pay" dated September 2017.

21(b) Determination of temporary payments to the Headteacher

Any payments to the headteacher for clearly temporary responsibilities and duties that are in addition to the post and not previously taken into account when determining the pay range will be determined in accordance with the provisions of the STPCD.

22. Review of Headteachers Pay Range and Pay Progression

- 22.1 The school may review the headteachers pay range where it is considered that this is required to maintain consistency with leadership pay arrangements within the school or where the headteachers responsibilities have significantly changed. In such cases the provisions of para 21(a) above will be applied.
- 22.2 With regard to pay progression, the school will consider annually whether or not to increase the headteachers salary and where it determines to do so, to what salary within the agreed pay range the headteacher should progress.
- 22.3 Pay progression will be determined in accordance with the provisions of the STPCD and the decision on whether or not to award pay progression will be related to the headteachers performance as assessed through the schools appraisal arrangements and the provisions of the Appraisal Regulations.
- 22.4 The pay committee will have regard to the pay recommendations outlined in the headteachers appraisal report with pay progression being subject to the headteacher having demonstrated sustained high quality performance in respect of leadership, management and pupil progress.

The appraisal and review arrangements will have regard to the professional standards that apply to headteachers in Wales comprising the Practising Teachers Standards and the Leadership Standards as defined in Welsh Government Circular 020/2011 which will be viewed and applied in the context of Welsh Guidance Document 074/2012 Performance Management for Headteachers.

23. Deputy/Assistant Headteachers – Pay on Appointment

- 23.1 The Governing Body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:-
- 23.1.1 In the case of a deputy headteacher post, the Governing Body must also be satisfied that the significant responsibility features a job weight which exceeds that expected of an assistant headteacher employed at the same school, including responsibility for discharging in full the responsibilities of the headteacher in the absence of the headteacher.
- 23.1.2 The Governing Body will determine the deputy/assistant headteachers pay range in accordance with the provisions of paragraph 14.4 of this pay policy and the specific provisions set out in the STPCD relating to Leadership Group Pay. The Governing Body will also apply the guidance set out in Section 3 of the STPCD and the procedures on setting the pay of school leaders set out in DFE guidance document entitled “Implementing Your Schools Approach to Pay” dated September 2017.
- 23.1.3 Normally, the pay range for a deputy or assistant headteacher will not overlap the agreed pay range for the headteacher.

24. Review of Deputy/Assistant Headteacher Pay Range and Pay Progression

- 24.1 The school may review the deputy/assistant headteachers pay range where it is considered that this is required to maintain consistency with leadership pay arrangements within the school or where the deputy/assistant headteachers responsibilities have significantly changed. In such cases the provisions of para 23.1.2 above will be applied.
- 24.2 With regard to pay progression, the school will consider annually whether or not to increase the deputy/assistant headteachers salary and where it determines to do so, to what salary within the agreed pay range the deputy/assistant headteacher should progress.
- 24.3 Pay progression will be determined in accordance with the provisions of the STPCD and the decision on whether or not to award pay progression will be related to the deputy/assistant headteachers performance as assessed through the schools appraisal arrangements and the provisions of the Appraisal Regulations.
- 24.4 The pay committee will have regard to the pay recommendations outlined in the deputy/assistant headteachers appraisal report with pay progression being subject to the deputy/assistant headteacher having demonstrated sustained high quality performance in respect of leadership, management and pupil progress.

The appraisal and review arrangements will have regard to the professional standards that apply to deputy/assistant headteachers in Wales comprising the Practising Teacher Standards and the Leadership Standards as defined in Welsh Government Circular 020/2011 which will be viewed and applied in the context of Welsh Government Guidance Document 073/2012 Performance Management for Teachers.

25. **Acting Allowances**

- 25.1 Where a teacher is required to act as headteacher, deputy headteacher or assistant headteacher for a period of four weeks or more s/he will receive an additional allowance in order that the total pay will not be lower than the minimum of the appropriate pay range for as long as the acting allowance is paid. Periods of less than 4 weeks will be at the Governor's discretion.
- 25.2 Payment will be backdated to the commencement of duties. No pressure, direct or indirect will be placed on teachers to act up where such acting up is voluntary on their part.

26. **Teaching and Learning Responsibility Payments (TLR)**

The headteacher will recommend annually to the Governing Body a teaching staff structure for the school that:

- takes account of any financial limits determined by the Governing body;
- identifies the posts to which TLR allowances will be allocated;
- identifies the level of TLR allowance to be allocated to each post, there being three TLR levels: TLR 1, TLR 2 and TLR 3.

27. **TLR 1 and TLR 2 Payments**

- 27.1 The Governing Body may award a TLR 1 and TLR 2 allowance to a classroom teacher for undertaking a sustained additional responsibility in the context of their staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.
- 27.2 The award may be while a teacher remains in the same post or occupies another post in the temporary absence of the post-holder, e.g. on maternity leave or away on secondment. Teachers who receive TLRs in such cases will not be subject to safeguarding when the TLR ends.
- 27.3 Before awarding a TLR 1 and TLR 2 the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- is focused on teaching and learning;
 - requires the exercise of a teacher's professional skills and judgement;
 - requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
 - has an impact on the education progress of pupils other than the teacher's assigned classes or groups of pupils; and
 - involves leading, developing and enhancing teaching practice of other staff.
- 27.4 The Governing Body will determine whether to award a first TLR ("TLR 1") or a second TLR ("TLR 2") and its value.
- 27.5 In addition, before awarding a TLR 1, the Governing Body must be satisfied that the significant responsibility includes line management responsibility for a significant number of people.
- 27.6 The Governing Body will determine the levels and values of the TLR payments attached to individual posts, as appropriate to the duties and responsibilities of these posts using the following framework:

TLR 2a	£2,761	TLR 1a	£7,969
TLR 2b	£4,596	TLR 1b	£9,804
TLR2c	£6,744	TLR 1c	£11,642
		TLR 1d	£13,483

- 27.7 The Governing Body undertakes to increase these values in future as required by the STPCD.
- 27.8 Safeguarding of TLR 1 and TLR 2 payments will apply whether as a result of a change to the pay policy or to the school's staffing structure, either
- That the teacher's duties are no longer to include the significant responsibility for which the TLR was awarded; or
 - That the significant responsibility (whether or not this has changed) merits, in accordance with the pay policy and staffing structure, a TLR of a lower annual value ("the new payment"),
- 27.9 In such cases the Governing Body will pay the safeguarding sum in accordance with the provisions of the STPCD.

28. **TLR 3 Payments**

28.1 The Governing Body may award a TLR 3 of between **£548** to **£2,723** for clearly time-limited school improvement projects, or one-off externally driven responsibilities according to the provisions of the STPCD. The Governing Body will set out in writing to the teacher the duration of the fixed term, the level of responsibility and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR 3. Although a teacher cannot hold a TLR 1 and TLR 2 concurrently, a teacher in receipt of a TLR 1 or TLR 2 may also hold a concurrent TLR 3.

28.2 Where the Governing Body wishes to make TLR 3 payments, it will be satisfied that the responsibilities meet (a) (b) and (d) of the TLR criteria (para 27.3). Normal recruitment at selection process will take place to appoint to TLR 3 and such posts will be subject to consultation with the recognised union representatives.

28.3 In determining the allocation and value of TLR 3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money. TLR 3 payments will not be used to replace or otherwise limit teachers' pay progression on main, upper or leading practitioners pay ranges. TLR 3 payments are not subject to the pro-rata principle.

29. **Special Educational Needs Allowance**

29.1 The Governing Body notes that under the provisions of the STPCD a spot value allowance that falls within the specified SEN range of between **£2,180** and **£4,304** will be payable to a classroom teacher who meets the following criteria:

29.2 **The Criteria**

- 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 similar 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 or service.

29.3. **Assessment of Appropriate Allowance Values**

29.3.1 The school's structure of SEN provision will inform the rationale for decisions made regarding the appropriate allowance values.

29.3.2 The value of allowances will be based on whether:

- any mandatory qualifications are required
- the qualifications and expertise of the teacher relevant to the post, and
- the relevant demands of the post.

29.3.3 For this school the values of the SEN allowances to be awarded are set out

below.

- (a) The relevant body will allocate a 'SEN Allowance' **£2,180** to all teachers who satisfy the statutory criteria as outlined above.
- (b) The relevant body will allocate a 'Higher SEN Allowance' of **£4,304** to a teacher working directly with children with special educational needs for which a mandatory qualification is required and/or who has considerable relevant experience.

29.3.4 It is noted that the SENCO qualification (the national Award for Special Educational Co-ordination) should not be regarded as one of the mandatory qualifications leading to the payment of a SEN allowance. The role of the SENCO, as a managerial responsibility, is not one that meets the criteria for a SEN allowance but rather it is more appropriately regarded by a TLR payment.

30. **Part Time Teachers**

30.1. 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 such Teachers a written statement detailing their work 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.

30.2 INSET - No teacher employed part time will be required to work or attend non pupil days on days that they do not normally work.

30.3 In accordance with the provisions of the STPCD, any allowance payable to a part-time teacher will be determined in accordance with the pro rate principle with the exception of the TLR 3 payments.

31. **Short Notice/Supply Teachers**

31.1 Teachers who work on a day-to-day or other short notice basis have their pay determined in line with statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked.

31.2 Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount divided by 195, then divided again by the appropriate factor determined by the LA to arrive at the hourly rate.

32. **School Support Staff**

32.1. **General note – The Single Status and Pay and grading Agreements**

- The single Status agreement implemented in April 1999 is a National Agreement, all aspects of which are binding on 'Green Book' staff. The purpose of the Agreement was to begin the process of harmonising the pay and conditions of all staff employed under the 'Green Book'.

- Following on from the introduction of the Single Status Agreement, Conwy County Borough Council acting as employer of many school based staff and on behalf of voluntary aided and Foundation schools who employ their own school based staff, concluded the Pay and Grading Review which dealt with harmonisation and equality issues within the pay and conditions of 'Green Book' staff.
- The new Single Status Terms and Conditions and the new pay Grading Structure have been approved by the Council and by Trade Unions locally and were implemented on 1 December 2010.
- In accordance with the staffing of Maintained Schools (Wales) Regulations, Governing Bodies have a specific responsibility to ensure that the pay and grading of staff employed in schools remains within the pay framework of the Local Authority. The recommended framework for all Local Authorities maintained schools in Conwy is established by the new Pay and Grading Structure referred to above.
- The issues in the Agreement include the evaluation of each post using an agreed job evaluation scheme and a new pay structure.

32.2. Salaries of School Support Staff

32.2.1 On appointing a member of the support staff, the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with the Council's approved scheme. Advice will be sought from the LEA.

32.2.2 The headteacher, in consultation with the Chair of Governors, will determine the appropriate point on the evaluated scale having regard to:

- Relevant qualifications and/or experience;
- Recruitment/retention needs of the school in respect of the post.

32.2.3 The decision of the headteacher will be reported to the pay committee.

32.2.4. If at any time the headteacher, in consultation with the Chair of Governors, considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporarily basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the headteacher and, in the case of temporarily increase in responsibility, the date to which the new salary will be paid. The new salary level will be reported to the pay committee.

32.2.5 At the time of making the annual assessment of the teachers' salaries, the headteacher may also make a recommendation to the pay committee in respect of the salary of any member of the support staff.

32.2.6 If any member of the support staff wishes to appeal against his/her salary level, s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff wishes to appeal against a decision of the appropriate committee then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Appeal Panel.

33. **Residential Duties**

The pay committee will take account reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

34. **Additional Payment**

34.1 In accordance with the provisions of the STPCD and Section 3 Guidance, the Governing Body may make payments as they see fit to a teacher, including a headteacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and headteacher or, in the case of the headteacher, between the headteacher and the Governing Body;
- additional responsibilities and activities due to or in respect of the provision of services relating to the raising of educational standards to one or more additional schools.

34.2 The pay committee will make additional payments to teachers in accordance with the provisions of the STPCD where advised by the head.

34.3 Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary. Where appropriate and following consideration of the Pay Committee payments may be made at a higher level to reflect the responsibility and size of the commitment.

34.4 In accordance with the provisions of the STPCD, the Governing Body will make additional payments to all teachers who agree to be directed (including the headteacher) to undertake such activities.

34.5 The Governing Body recognises that such activities are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable training requirements within directed time in line with its commitments to equal opportunities.

35. **Recruitment and Retention Incentive Benefits**

35.1 The Governing Body may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers and will conduct a regular formal review of all such awards.

35.2 The Governing Body will make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

35.3 The Headteacher, deputy headteacher and assistant headteacher may not be awarded such payments other than as reimbursement of reasonably incurred housing or relocation costs. For such staff, all other recruitment and retention consideration must be taken into account when determining the appropriate leadership pay range.

36. Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 43 of the Document.

37. Monitoring and Review of this Policy

The Governing Body will review this policy annually or on any occasion when it is requested by the Headteacher and will consult appropriately with recognised unions and staff. The outcome and the impact of the policy will be monitored by the Governing Body.

38. Roles and Responsibilities

The various roles and responsibilities in relation to this policy as referred to above are set out in Appendix 5.

1.0 MODEL APPEALS PROCEDURE

- 1.1 The School Teachers' Pay and Conditions Document ("the Document") 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.
- 1.2 As part of the overall appraisal process, a pay recommendation is made by the appraiser (normally the line manager) and discussed with the teacher at the appraisal meeting prior to being submitted to the school's Pay Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.
- 1.3 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, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal statement. 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 statement will be updated to reflect the discussion.
- 1.4 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.

2.0 APPEAL HEARING PROCEDURE

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

2.1 Guidance

- (i) 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.
- (ii) 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.
- (iii) Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- (iv) 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.

2.2 Appeal Procedure Steps: Informal Stage

- 2.2.1 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".

- 2.2.2 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.
- 2.2.3 "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.
- 2.2.4 This will invoke the **Formal Stage** of the Appeal Procedure under which the Clerk to the Governing Body will convene a meeting of the appeal committee at the earliest opportunity and normally no later than 20 school working days of the date on which the written appeal was received. The appeal committee should consist of at least 3 governors none of whom are employees in the school or have been previously involved in the relevant pay determination process.

2.3 Appeal Procedure Steps: Formal Stage

The procedure for the conduct of formal meetings shall be as follows:

2.3.1 Introductions

Chair introduces everyone and what their role is:

- Self as Chair
- other panel members
- employee
- employee representative
- any witnesses for the employee side
- management representative who will state the management case
- any witnesses for the management side
- person who will clerk the meeting
- HR representative to give advice to the panel (if applicable)

Goes over the order of the hearing:

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel to ask questions
- Management will state their case
- Chair asks questions of the management
- Chair invites panel to ask questions
- Chair to sum up both sides
- Chair to adjourn hearing to deliberate

2.3.2 The employee case

Employee/representative presents employee case:

- what is the evidence that supports their case
- introduces any witnesses

Chair asks questions.

Chair opens the discussion to the panel.

2.3.3 The management case

Management representative presents management case:

- what is the evidence that supports the disputed pay decision
- introduces any witnesses

Chair asks questions.

Chair opens the discussion to the panel.

2.3.4 Summing up

If appropriate, the Chair can sum up the key points on both sides.

2.3.5 End of hearing

Chair ends the hearing and advises employee that will let him/her have the panel's decision in writing within timescale.

2.3.6 Decision-making

Clerk notes Main points of panel discussion and their decision.

Panel obtains HR advice if required to inform their decision-making.

2.3.7 Communication of decision

Employee is notified of decision.

Decision and reason for the decision confirmed in writing.

UPPER PAY RANGE PROGRESSION CRITERIA

1. Professional attributes

- 1.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional knowledge and understanding

- 2.1 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 2.2 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- 2.3 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5 Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

3. Professional skills

- 3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- 3.3 Promote collaboration and work effectively as a team member.
- 3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

SCHOOL STAFFING STRUCTURE AND SALARY VALUES

[Staffing structure and salary values to be inserted by the school]

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name:

Post:

PM / 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 performance management/appraisal planning and review statements covering the relevant period.

Applicant's signature: _____ Date: _____

ROLES AND RESPONSIBILITIES

Establishment of the policy

The Pay Committee is responsible for:

- establishing the policy, in consultation with the headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- formal approval of the policy.

Monitoring and review of the policy

The Pay Committee is responsible for:

- reviewing the policy annually, in consultation with the headteacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

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

Application of the policy

The headteacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decision; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant headteachers(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the headteacher;
- taking decisions regarding the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher's performance review;
- submitting reports of these decisions to the Governing Body; and
- ensuring that the headteacher is informed of the outcome of the decision of the Pay Committee and 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 Committee in accordance with the terms of the appeals procedure of the policy.

Appendix 6

Leadership Pay Scale and Headteacher Groups

Spine Point	1 September 2018 £pa	Group
L1	39,965	
L2	40,966	
L3	41,989	
L4	43,034	
L5	44,106	
L6	45,213	
L7	46,430	
L8	47,501	
L9	48,687	1
L10	49,937	
L11	51,234	
L12	52,414	2
L13	53,724	
L14	55,064	
L15	56,434	
L16	57,934	3
L17	59,265	
L18	60,153	
L19	62,262	4
L20	63,806	
L21	64,736	
L22	65,384	
L23	68,667	5
L24	69,673	
L25	72,119	
L26	73,903	
L27	74,985	
L28	77,613	
L29	79,535	
L30	81,515	6
L31	82,701	
L32	85,605	
L33	87,732	
L34	89,900	
L35	92,135	
L36	94,416	
L37	96,763	
L38	99,158	
L39	100,568	
L40	104,109	7
L41	106,709	
L42	109,383	
L43	111,007	8