

St Elizabeth Catholic Primary School

Pay Policy



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	September 2021
Review Date	September 2023
Chair of Governor's /Chair of Committee's signature	
Headteacher's signature	

Mission Statement

Inspiring and achieving lifelong learning in a welcoming Catholic community.

INTRODUCTION

The School Teachers' Pay and Conditions Document (STPCD) requires schools and local authorities to have a pay policy that sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. Schools and local authorities must stay within the legal framework set out in the Document and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability.

PURPOSE

This policy sets out the framework by which the Governing Body can:

- Create and support a teaching structure that responds to the current and future needs of the school as identified through its School Improvement Plan.
- Recognise the importance of pay in recruiting, motivating, retaining and rewarding the teaching staff.
- Value the contribution of every member of staff collectively and individually.
- Ensures that decisions on pay are managed in a fair, just and transparent way.

STATEMENT OF INTENT

The governing body of St Elizabeth Catholic Primary School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school. The school will respect personal confidentiality, and at the same time, be prepared to be open about decisions made and actions are taken, and to justify them if appropriate to relevant parties. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

Equality and Inclusion

All school policies are framed by the Equality Duty and our commitment to inclusive education for all irrespective of gender, race, background, sexual orientation, disability or age. Please refer to the Equality Duty and its action plan.

The Governing Body is committed to achieving its aims by ensuring that this policy meets five key objectives:

- **Responding to school needs identified through:**
 - School Improvement Plan
 - Teachers' Appraisal Policy of the School
 - Staffing structure to deliver an appropriate academic and pastoral curriculum with dedicated support services
 - Other organisational needs - pupil numbers, recent staff movements, changing curriculum requirements (advice from Headteacher), staff recruitment
 - Inspection Reports
- **Conforming to any relevant legal requirements as framed in:**
 - Education Act 2002
 - School Standards and Framework Act 1998
 - Fairness at Work Act 1999
 - Teaching and Higher Education Act 1998
 - Employment Rights Act 1996
 - Education Act 1996
 - Equal Pay Act 1970

- Employment Protection (Consolidation) Act 1978 and subsequent legislation
- School Teachers' Pay and Conditions Document (STPCD)
- National and Local Agreements
- Equality Act 2010
- Demonstrating fairness and openness to all members of staff and in doing so recognise the implications for staff morale and motivation especially related to career development, retention and recruitment.
- Including procedures for consultation, advice, representations and if required access to the Appeals Process.
- Recognising budget considerations:
 - Available funding
 - Prioritising all the needs of the school
 - Ability to sustain short-term and long-term discretionary pay decisions

PERFORMANCE RELATED PAY

All teachers can expect to receive regular, constructive feedback on their performance and are subject to the 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.

From September 2014, decisions regarding pay progression are made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

The governing body will ensure that the process is to be fair and transparent, assessments of performance and therefore will be properly rooted in evidence and a process of continuous dialogue, review and support between the Headteacher and staff. The school will ensure fairness by ensuring the appraiser is well equipped to lead and manage the process. At St Elizabeth, the Headteacher will be responsible for the appraisal of the teacher's performance. The Headteacher will take responsibility for monitoring and moderating the consistency of objectives and assessments, and for making the final recommendation to the Pay Review Committee.

The evidence we will use for progress will be gathered through the process of teacher appraisal and may include *scrutiny of work, tracking pupil progress, lesson observations from appraisal, etc.*

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by members of the Pay Review Committee of the Governing Body, having regard to the evidence presented, the appraisal report and considering advice from the Headteacher. The Committee 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.

All performance measures in this school will be absolute and based on outcomes from a formal appraisal.

Absolute performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives, the Teachers' Standards 2012 for the main pay scale, and the Post-Threshold Standards where appropriate.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria.

Teachers will be eligible for pay progression if they meet their individual objectives, meet the Teachers' Standards 2012 and the Post-Threshold Standards where appropriate, in full and demonstrate that their teaching is at least good.

Teachers may be eligible to make two levels of progress up the pay scale if they exceed all their individual objectives, are assessed as fully meeting the relevant standards and all of their teaching is consistently assessed as outstanding.

MONITORING

The governing body will adopt methods of equality monitoring proportionate with the objective of identifying potential discrimination in workplace policies and procedures.

SEPTEMBER 2021 PAY AWARD AND PAY POINTS

The governing body will continue to use pay points across all ranges within the national framework. The relevant sections of the pay policy set out the values of those paypoints.

Subject to any recommendation by the School Teacher Review Body on pay uplifts and the provisions of the School Teachers' Pay and Conditions Document 2019, teaching staff should note that future pay uplifts will be subject to performance.

JOB DESCRIPTIONS

The Executive 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. All job descriptions will be reviewed annually as part of the appraisal process. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, to make reasonable changes in light of the evolving needs of the school.

ACCESS TO RECORDS

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

APPRAISAL

The governing body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers.

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

- a. Improving the education of pupils at that school;

- b. The implementation of any plan of the governing body designed to improve that school's education provision and performance.

In this school, judgements on performance will be made against the following evidence:

- Teachers' Standards
- Agreed objectives
- Impact of CPD & PDM
- Examination results
- Agreed pupil performance criteria
- Drop-in appointments
- External reports (e.g. LA visit reports)
- Pupil tracking data
- Evidence of wider contribution to the school
- Curriculum review documents.

Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather, over time, any evidence they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on the upper pay range) so that such evidence can be considered in the review.

The *Executive Headteacher* will moderate objectives to ensure consistency and fairness; the *Executive Headteacher* will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

Assessment will be based on evidence from a range of sources (see the St Elizabeth Catholic Primary School's Appraisal Policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be considered at the review.

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

GOVERNING BODY OBLIGATIONS

The governing body will fulfill its obligations to the following employees:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document ('the Document') and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** *The National Joint Council for Local Government Services* National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.

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

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

The governing body will ensure that mid-year reviews are undertaken for teachers and all members of the leadership group.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures' at paragraph 27) and the school's spending plan.

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

EXECUTIVE HEADTEACHER OBLIGATIONS

The Executive Headteacher will do the following:

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

TEACHERS' OBLIGATIONS

A teacher will do the following:

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

DIFFERENTIALS

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

DISCRETIONARY PAY AWARDS

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

SAFEGUARDING OF SALARY

When 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 Document' and will give the required notification as soon as possible and no later than one month after the determination.

SUPPORT STAFF

Pay and Conditions

Support staff pay and conditions will correspond with the scheme of conditions of services prescribed by the National Joint Council for Local Government Services (the 'Green Book') and the Single Status Policy.

Criteria for Determining Pay

All support staff posts will be advertised on the appropriate Local Government pay grade. The grade used for a specific appointment will be determined in accordance with the *Greater London Provincial Council Job Evaluation Scheme (2015)*.

The newly appointed support staff will normally be paid on the first point of the stated pay range. However, the appointment could be made on any of the points within the range where the Relevant Pay Committee wishes to recognise particular experience and/or qualifications appropriate to the post, or where there are any particular recruitment difficulties.

All-new support staff appointments will be subject to the school's probationary requirements.

PROCEDURES

The governing body will determine the annual pay budget on the recommendation of the pay committee, considering paragraph 19.2(e) of 'the Document'. An allowance may be made for the best performing teachers to make more rapid progress up the relevant pay range or, due to budget constraints, there will be no accelerated progression on any pay scale. If the latter option is chosen, the governing body should be prepared to **justify its decision** with budgetary evidence. **The governing body will record and communicate its decision in this respect.**

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. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

Best practice indicates that no member of the governing body who is employed to work in the school shall be eligible for membership of the pay committee. It is advised that relevant bodies should only delegate such powers to a committee of the governing body, comprising three non-employee governors, who should carry out determinations of pay in accordance with the pay policy.

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

The terms of reference for the 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 work with the head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

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.

Annual determination of pay

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

Notification of pay determination

Decisions will be communicated to each member of staff by the head in writing in accordance with paragraph 3.4 of 'the Document' and will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded. **See Appendix 1, 2 & 3**

Appeals procedure

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of 'the Document'. **See Appendix 4, 5 & 6**

EXECUTIVE HEADTEACHER PAY

Pay on appointment

- The pay committee will review the school's Executive Headteacher group and the head's pay range in accordance with paragraphs 4, 5, 6 and 8 of 'the Document'.
- If the Executive Headteacher takes on permanent accountability for one or more additional schools, the pay committee will set an ISR in accordance with the provisions of 'the Document' paragraphs 6.6 or 7.9, as the case may be.
- The pay committee will determine a pay range, taking account of the full role of the Executive Head teacher (Part 7), which includes all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including recruitment issues. The pay committee will consider the factors set out in appendix 7

when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully.

- The pay committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 percent limit beyond the maximum of the group range when setting the pay range for the Executive Headteacher, as set out in paragraph 9.3. However, before doing so, it will make a fully documented business case and seek external independent advice from an appropriate person or body.
- The pay committee will use pay points within the pay range.
- At the appointment stage, candidate-specific factors will be considered when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure the appropriate scope of up to two pay points, for performance-related pay progression over time.
- The pay committee will have regard to the provisions of paragraph 9.4 in particular, and will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- The pay committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3. It will only set a range the maximum of which is more than 25 percent above the maximum value of the group range in exceptional circumstances. In such circumstances, it will make a business case to the governing body and the governing body will seek external independent advice before giving an agreement.
- The pay committee will consider whether there is a need for any temporary payments (paragraph 10) for clearly time-limited responsibilities or duties only. (The total sum of the temporary payments made to a head will not exceed 25 percent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 percent above the maximum of the Executive Headteacher group, except in wholly exceptional circumstances).

Serving Executive Headteachers

- The pay committee will only re-determine the pay range of a serving Executive Headteacher, in accordance with paragraph 9 if the responsibilities of the post change significantly or if the pay committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership group or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- It will also re-determine the pay range if the group size of the school increases, or if the head takes on permanent accountability for an additional school(s) (paragraph 9, section 3).
- If the pay committee re-determines the Executive Head teacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The pay committee will consider the factors set out in **Appendix 7** when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The pay committee will consider using its discretion, in exceptional circumstances, to exceed the 25 percent limit beyond the maximum of the group range, as set out in paragraph 9.3. However, before agreeing to do so, it will make a fully documented business case and will seek external independent advice.
- The pay committee will use pay points within the pay range and will leave appropriate scope for performance-related pay progression of at least one pay point.
- The pay committee will review the head teacher's pay in accordance with paragraph 11 of the Document (and paragraph 27 of the statutory guidance) and award one pay point where there has been sustained high quality of performance having regard to the results of the most

recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report

- Where the head's performance is exceptional, it will award accelerated performance-related pay progression of three pay points taking account of the most recent appraisal and any recommendation on pay
- If the pay committee decides to re-determine the pay range, it will only determine the head's pay range in accordance with paragraph 9; and paragraph 9 of the section 3 guidance
- The pay committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10
- The total sum of temporary payments made to a head will not exceed 25 percent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head will not exceed 25 percent above the maximum of the Executive Headteacher group, except in wholly exceptional circumstances
- The pay committee may determine that additional/temporary payments be made to a head that exceeds the limit above in wholly exceptional circumstances and with the agreement of the governing body. The governing body will seek external independent advice before providing an agreement

DEPUTY/ASSISTANT HEAD or HEADS OF SCHOOL TEACHER PAY

Pay on appointment

- The pay committee will determine a pay range, taking account of the full role of the deputy/assistant headteacher (Part 7), all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including recruitment issues. The pay committee will consider the factors set out in *appendix 7* when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The pay committee will use pay points within the pay range
- At the appointment stage, candidate specific factors will be considered when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure the appropriate scope of two pay points, for performance-related pay progression
- The pay committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the Document and paragraphs 60 to 69 of section 3

Serving deputy/assistant head or heads of school (HoS)

- The pay committee will review and re-determine the deputy/assistant head / HoS pay range where there has been a significant change in the responsibilities of the serving deputy/assistant headteacher (paragraph 10 of section 3 guidance). It will also review and, if necessary, re-determine the pay range in order to maintain consistency with pay arrangements for new appointments to the leadership group, or to maintain pay arrangements for member(s) of the leadership group whose responsibilities significantly change.
- When determining the pay range of a serving deputy/assistant head / HoS, the pay committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including retention issues. The pay committee will consider the factors set out in *appendix 7* when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The pay committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure but will note paragraph 9.4
- The pay committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the Document and paragraphs 60 to 69 of section 3
- The pay committee will use pay points within the pay range and will leave appropriate scope for performance-related pay progression of at least one pay point

- The pay committee will review pay in accordance with paragraphs 11.1-11.2 and award one pay point where there has been sustained high quality of performance having regard to the results of the recent appraisal and to any recommendation on pay progression recorded in the deputy/assistant headteacher/ HoS' most recent appraisal report
- The pay committee will award accelerated performance-related pay progression of up to two pay points if there has been exceptional performance, taking account of the results of the most recent appraisal and any pay recommendation

See Annex A

ACTING ALLOWANCES

- Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with paragraph 23 of 'the Document'. The pay committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.
- Any teacher who carries out the duties of the Executive Head, Deputy Head, or Assistant Head, for a period of four weeks or more, will be paid on the head range, deputy head range, or assistant head range, as the case may be. Payment will be backdated to the commencement of the duties.

CLASSROOM TEACHERS

Pay on appointment

- The governing body will determine the advertised salary range and starting salary of a vacant or new teacher post on the main pay range or upper pay range, such as the governing body determines, having regard to:
 - the requirements of the post;
 - any specialist knowledge required for the post;
 - the experience required to undertake the specific duties of the post;
 - the wider school context.
- The governing body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

Annual pay determination

- The pay committee will use reference points. The pay scale for main pay range teachers in this school is shown in the table below and includes a 2.75% increase from 01 September 2019 for all points:

'Inner London Rates'	Effective from 1 Sep 2020 (£)	Effective from 1 Sep 2021 (£)
MPR 1	£30,480	£32,157
MPR 2	£32,070	£33,658
MPR 3	£33,741	£35,226
MPR 4	£35,499	£36,866
MPR 5	£38,230	£39,492
MPR 6	£41,483	£42,624

- Appraisal objectives will become more challenging as the teacher progresses up the main pay range. Objectives will, however, be such that, if achieved, will meet the requirements of the Appraisal Regulations 2012 (see Appraisal above).
- To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in the

teachers' standards. The quality of teaching, learning and assessment should be consistently good.

- If the evidence shows that a teacher has exceptional performance, the governing body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of two pay points. The quality of teaching, learning and assessment should be consistently outstanding.
- Judgments will only be made on evidence gathered which is related to the formal appraisal process. Further information, including sources of evidence, is contained in the school's appraisal policy.
- The pay committee will take account of the pay recommendation contained in the appraisal report and will be able to justify its decisions.

APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

- Any qualified teacher can apply to be paid on the upper pay range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This school will not be bound by any pay decision made by another school. **See Appendix 8**
- All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.
- In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from previous years in support of their application.

Process:

- One application may be submitted annually. The closing date for applications is normally 31 October each year; however, exceptions may be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:
 - complete the school's application form at Appendix 8;
 - submit the application form and supporting evidence to the Executive Headteacher by the cut-off date of 31 October.
 - you will receive notification of the name of the assessor of your application within 5 working days;
 - the assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
 - the application, evidence and recommendation will be passed to the Executive Headteacher for moderation purposes if the Executive Headteacher is not the assessor;
 - the pay committee will make the final decision, advised by the Executive Headteacher;
 - teachers will receive written notification of the outcome of their application by 30 November. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see *Assessment* below);
 - if requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
 - successful applicants will move to the minimum of the UPR from 1 September with back pay, as appropriate; and

- unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

Assessment:

The teacher will be required to meet the criteria set out in paragraph 15 of ‘the Document’, namely 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**.

In this school, this means:

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

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

“sustained”: in relation to a UPR application only, the teacher must have had two consecutive successful appraisal reports in this school and have made at least good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that the quality of teaching, learning and assessment is good to outstanding.

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

UPPER PAY RANGE

Annual pay determination

The upper pay range in this school will consist of three points: UPR1 (minimum), UPR2 (mid-point) and UPR3 (maximum) as set out in the table below and includes a 2.75% increase from 1 September 2019 for all points:

‘Inner London Rates’	Effective from 1 Sep 2020 (£)	Effective from 1 Sep 2021 (£)
UPR 1	£45,713	£46,971
UPR 2	£47,960	£49,279
UPR 3	£49,571	£50,935

Pay progression on the Upper Pay Range will be considered annually, in line with ‘the Document’. The pay committee will determine whether there has been continued good performance. In making such a determination, it will consider:

- paragraph 19 and the criteria set out in paragraph 15.2 of the Document 2019;
- the appraisal report and the pay recommendation of the appraiser; and
- the appraisal evidence that the teacher has maintained the criteria set out in paragraph 15.2, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher’s achievements and contribution to an educational setting or settings are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, *Applications to be paid on the upper pay range*.

Pay progression on the upper pay range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions. Appraisal objectives will become more challenging as the teacher progresses up the upper pay range.

Where it is clear that the appraisal evidence shows that the teacher has continued good performance, as set out above, and has made good progress towards their objectives, the teacher will move to UPR 2 on the upper pay range; or if already on the UPR 2, will move to UPR 3.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. The quality of teaching, learning and assessment should be consistently outstanding.

Further information, including sources of evidence is contained within the school's appraisal policy. The pay committee will be advised by the head teacher in making all such decisions.

UNQUALIFIED TEACHERS

Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of 'the Document'. 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 paragraph 22 of 'the Document'. The pay scale for unqualified teachers in this school is shown in the table below and includes a 3.5% increase from 1 September 2019 for all points:

'Inner London Rates'	Effective from 1 Sep 2020 (£)	Effective from 1 Sep 2021 (£)
UTPR 1	£22,849	£23,099
UTPR 2	£24,962	£25,212
UTPR 3	£27,075	£27,325
UTPR 4	£29,187	£29,187
UTPR 5	£31,298	£31,298
UTPR 6	£33,410	£33,410

Annual Pay Determination

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

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

Judgments will only be made on evidence gathered which is related to the appraisal process. Information on sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the Executive Headteacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the Document and paragraphs 47 to 54 of the section 3 guidance. TLR 1 or 2 will be for a clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, considering the criterion and factors set out at paragraph 20.4.

The pay committee will ensure that sufficient differential exists between different levels of TLR, taking account of the responsibilities for which the TLR is awarded. All decisions will be objectively justified.

In this school, the different levels of TLRs, which include a 2.75% increase from 1 September 2019, are shown below:

'Inner London Rates'	Effective from 1 Sep 2020 (£)	Effective from 1 Sep 2021 (£)
TLR 3 Minimum Maximum	£571 £2,833	£571 £2,833
TLR2 Minimum Maximum	£2,873 £7,017	£2,873 £7,017
TLR1 Minimum Maximum	£8,291 £14,030	£8,291 £14,030

The pay committee may award a TLR 3 of between £571 and £2,833 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3. The project/responsibility will be focused on teaching and learning; require the exercise of a teacher's professional skills and judgement and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils. The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. If a TLR3 is awarded to a part-time teacher, the pro rata principle will **not** apply. No safeguarding will apply in relation to an award of a TLR3.

SPECIAL NEEDS ALLOWANCE

The pay committee will award a SEN spot value allowance on a range of between £2,270 and £4,479 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document.

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

Support staff

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and chapter seven of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA but will not consider itself bound by that advice.

Part-time employees

Teachers: The governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 42, 43 and 52.5 onwards, and paragraphs 28, 35, 39-42 and 79-87 of the section 3 guidance.

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

Teachers employed on a short-notice basis

Such teachers will be paid in accordance with paragraph 42 of the Document.

Residential duties

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

First Aid Allowance

Due to budgetary constraints, from 1st September 2020 the First Aid allowance will cease to be paid to staff. The school welcomes any feedback on this.

The First Aid Allowance is £120 per year for a full-time employee (paid as monthly amount). A pro-rata payment will be made to part-time/term-time employees.

The allowance will be paid to individuals who are named first aiders, who undertake first aid duties as required by the school.

To receive the allowance an individual must have undertaken appropriate training and obtained a first-aid qualification.

They must have a current first aid at work certificate to receive the allowance. Recertification will be required at three years. A refresher course must be started before certificates expire. If a certificate lapses it will be necessary for the individual to complete the full initial first-aid course before reinstatement of the allowance.

Additional payments

In accordance with paragraph 26 of the Document and paragraphs 60-69 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, excluding an Executive Headteacher, in respect of:

- continuing professional development is undertaken outside the schoolday;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the Executive Headteacher; and
- 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.

All teachers and support staff are required to lead or support in one set of Extra-Curricular Club (out of school hours) per academic year for a period of 4-6 weeks or half term, dependent of the needs of the school. This will be unpaid and part of the twilight procedure.

For Easter and Summer Clubs, the pay committee will consider additional payments to teachers and support staff in accordance with the provisions of paragraph 26 where advised by the head.

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

Recruitment and retention incentive benefits

The governing body can award lump-sum payments, periodic payments, or provide other financial assistance, support, or benefits for a recruitment or retention incentive (paragraph 27 of the Document and paragraphs 70-72 of the section 3 guidance).

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

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

No new awards of recruitment and retention incentive benefits will be made to an Executive Headteacher, Deputy Headteacher, or Assistant Headteacher, other than as reimbursement of reasonably incurred housing or relocation costs. However, where the governing body is already paying such an incentive or benefit, determined under a pre-2014 Document, subject to review, it may continue with it, at its existing value, until such time as the leadership group member moves to the new leadership group pay arrangements, as set out in the Document 2018.

At that point, all recruitment and retention considerations in relation to a leadership group member will be considered when determining the pay range.

Salary sacrifice arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 29 of the Document and paragraph 73 of the section 3 guidance.

SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE**Leadership Group Pay Range for Inner London**

SPINE POINT	1 SEPT 2020 TO 31 AUG 2021	1 SEPT 2021 TO 31 AUG 2022	SPINE POINT	1 SEPT 2020 TO 31 AUG 2021	1 SEPT 2021 TO 31 AUG 2022
L1	£50,167	£50,167	L24	£82,277	£82,277
L2	£51,229	£51,229	L25	£84,119	£84,119
L3	£52,313	£52,313	L26	£86,001	£86,001
L4	£53,414	£53,414	L27	£87,933	£87,933
L5	£54,552	£54,552	L28	£89,919	£89,919
L6	£55,715	£55,715	L29	£91,953	£91,953
L7	£57,003	£57,003	L30	£94,039	£94,039
L8	£58,132	£58,132	L31	£96,168	£96,168
L9	£59,380	£59,380	L32	£98,355	£98,355
L10	£60,701	£60,701	L33	£100,604	£100,604
L11	£62,066	£62,066	L34	£102,894	£102,894
L12	£63,319	£63,319	L35	£105,253	£105,253
L13	£64,700	£64,700	L36	£107,658	£107,658
L14	£66,114	£66,114	L37	£110,142	£110,142
L15	£67,556	£67,556	L38	£112,664	£112,664
L16	£69,146	£69,146	L39	£115,215	£115,215
L17	£70,552	£70,552	L40	£117,898	£117,898
L18	£72,125	£72,125	L41	£120,645	£120,645
L19	£73,715	£73,715	L42	£123,461	£123,461
L20	£75,345	£75,345	L43	£125,098	£125,098
L21	£77,011	£77,011			
L22	£78,725	£78,725			
L23	£80,472	£80,472			

Performance Pay Progression Summary
 for the period 20_____ to 20_____

Name of Teacher _____

	Objective	Met	Not Met
1			
2			
3			
4			
5			

Was the overall review successful?	Yes	No
------------------------------------	-----	----

Recommended for pay progression?
(delete as appropriate)

YES recommendation for progression from point _____ to point _____

NO

Reviewer _____ Date _____

To be typed on school letterhead (**Main Pay Range**)

Dear

Outcome of Annual Pay Review

I am to confirm that at a meeting of the HR/Pay Review Committee of the Governing Body held on **DATE** consideration was given in relation to your progression to the next incremental point on the main range.

Option 1

The Committee based on the Headteacher's recommendation and in accordance with the criteria set out in the school's Teachers' Pay Policy agreed that you progress to the next incremental point on the main pay range with effect from 1 September 20.

Option 2

The Committee has considered the Executive Headteacher's recommendation and in accordance with the criteria set out in the school's Teachers' Pay Policy agreed that you should not progress to the next incremental point on the main pay range with effect from 1 September 20.

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate evidence
- (f) Was biased
- (g) Unlawfully discriminated against the teacher.

If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME & ADDRESS** clearly stating the grounds of your appeal within 20 days of receiving written confirmation of this decision.

Yours sincerely

To be typed on school letterhead (**Letter to staff moving/not moving through UPR**)

Dear

Outcome of Annual Pay Review

I am to confirm that at a meeting of the HR/Pay Review Committee of the Governing Body held on (delete as necessary)

a decision to move you / not to move you from UPRto UPR..... was taken (on the following grounds):

(delete as necessary)

The performance review for the year 20.../ 20..... was successful.

or

The performance review for the year 20.../ 20..... was not successful because the following objectives were not met

and/or

You have / have not maintained professional standards in the following areas and/or

There was/was no evidence of continued substantial and sustained contribution to the development of the school.

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate evidence
- (f) Was biased
- (g) Unlawfully discriminated against the teacher.

If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME and ADDRESS** clearly stating the grounds of your appeal, within 20 working days of receiving written confirmation of this decision.

Yours sincerely

MODEL APPEALS PROCEDURE

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.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the Review 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.

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

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

APPEAL HEARING PROCEDURE

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

Guidance

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

Appeal Procedure Steps: Informal Stage

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

If the teacher wishes to appeal the decision, they must do so in writing to "the decision maker", normally within 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

The initial appeal is raised, “the decision-maker” must then arrange to meet the teacher to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

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

This will invoke the Formal Stage of the Appeal Procedure.

Appeal Procedure Steps: Formal Stage

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

The Chair of the Appeal Committee will invite the employee to set out their case. Both “the recommendation maker” and “the decision-maker” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

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

The Modified Procedure

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

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

The teacher must have set out details of their appeal in writing;

The teacher must have sent a copy of their appeal to the Chair of the Governing Body;

The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

St Elizabeth Catholic Primary School

PAY APPEAL APPLICATION

I _____, wish to inform you that I wish to appeal

against the decision of the Pay Review Committee held on _____.

Teachers have the right to raise formal appeals against pay determinations if they believe that the committee by whom the decision was made:

- (a) incorrectly applied the school's Teachers' Pay Policy
- (b) incorrectly applied any provision of the STPCD
- (c) failed to have proper regard to statutory guidance
- (d) failed to take proper account of relevant evidence
- (e) took account of irrelevant or inaccurate evidence
- (f) was biased, or
- (g) Unlawfully discriminated against the teacher.

The grounds of my appeal are as follows:

I have / have not* attached documents which I would like to submit to Governors in support of my appeal. *delete as appropriate

Signed _____ Date _____

**PROCEDURE TO BE FOLLOWED WHEN CONSIDERING APPEALS
AGAINST DETERMINATION OF PAY FOR TEACHING STAFF**

Introduction

Chairperson to introduce the parties and outline procedure.

Statement of Case by Applicant

1. The applicant (or his/her representative) to put his/her case.
2. The Headteacher or his/her representative will have the opportunity to ask questions of the applicant.
3. Members of the Committee will have the opportunity to ask questions of the applicant.

Statement of Case by the School

4. The Headteacher (or his/her representative) to put the case for the School.
5. The applicant (or his/her representative) will have the opportunity to ask questions of the Headteacher.
6. The members of the Pay Appeals Committee will have the opportunity to ask questions of the Headteacher or his/her representative.

Summing Up

The Headteacher and the applicant (or his/her representative) have the opportunity to sum up their cases if they so wish.

Parties to Withdraw

Both Headteacher and applicant to withdraw. Consideration and the Decision of the Committee

- The Committee will deliberate in private, with the Clerk to the Governors being present.
- The applicant will be notified, in writing, of the decision of the hearing.

Determining the pay range of a leadership group member

The statutory provisions of the Document 2019 state that when determining the pay range of a leadership group member, the relevant body must consider of “all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations”.

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

¹ Paragraph 6.4, section 2

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 _____