

# Bowburn Primary School



## TEACHERS' PAY POLICY 2023/24

(including pay determination)

DCC policy adapted and adopted by Bowburn Primary School

Date of Policy	October 2023
Review Date	October 2024
Chair of Governor's signature	
Head Teacher's signature	

The governing body of Bowburn Primary School adopted this policy on 25<sup>th</sup> October 2023. This policy will be reviewed annually. The implementation, review and operation of this policy will be the responsibility of the governing body of the school.

The School Teachers’ Pay and Conditions Document (STPCD) requires schools and local authorities to have a pay policy which 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 STPCD 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.

This policy sets out the framework for making decisions on teachers’ pay.

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Where the headteacher is the employee concerned, any reference to the headteacher in this policy should be replaced with the chair of governors.

## **1 Aims of the policy**

The main aims of this pay policy are to:

- ◆ Create and support a teaching structure which 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.

## 2 Delegation

The governing body at this school has delegated responsibility for pay review decisions to the pay review committee, who will make pay decisions on behalf of the governing body. This delegation of powers, the committee composition and terms of reference will be reviewed annually by the full governing body.

The pay review committee comprises of a minimum of three governors and does not include staff governors. The pay review committee must ensure all their decisions are in accordance with this policy and the committee procedures as set out in the relevant regulations.

Should there be any clarification required on whether a payment is allowable under the STPCD and pay policy then governors must seek advice before agreeing to pay review decisions from the HR Advice & Support team.

## 3 Staffing structure

The staffing structure of the school, as agreed by the governing body, is set out in section 15.

Where the staffing structure of a school needs to be changed, resulting in significant changes to roles and responsibilities, e.g. a staffing restructure, the school should consult with affected staff and trade unions, after taking advice from the HR Advice and Support team. Any review will be in accordance with the school's Restructure Guidance and/or Staffing Reductions Guidance.

The pay review committee will consider job descriptions in line with the actual responsibilities of posts and remuneration and the work carried out by individual members of staff, as necessary.

## 4 Pay ranges

### 4.1 Teachers

In this school, teachers will be paid in accordance with the following pay ranges.

Main Pay Range	September 2023
M1	30,000
M2	31,737
M3	33,814
M4	36,051
M5	38,330
M6	41,333

All teachers should have the opportunity to progress to the maximum of the main pay range through continued good performance.

Upper Pay Range	September 2023
UPR 1	43,266
UPR 2	44,870
UPR 3	46,525

## 4.2 Leadership

Leadership Range	September 2023
L1	47,185
L2	48,366
L3	49,574
L4	50,807
L5	52,074
L6	53,380
L7	54,816
L8	56,082
L9	57,482
L10	58,959
L11	60,488
L12	61,882
L13	63,430
L14	65,010
L15	66,628
L16	68,400
L17	69,970
L18	71,019
L18*	71,729
L19	73,509
L20	75,331
L21	76,430
L21*	77,195
L22	79,112
L23	81,070

\* Pay points to be applied only to headteachers at the top of the school's headteacher group range in the academic year 2014/15, who have received no increment rise in any subsequent academic years. No-one should progress to these points from September 2016 onwards.

## 5 Pay reviews

The governing body will ensure that each teacher's salary is reviewed annually, with effect from 1 September, where the teacher has completed a year of employment since the previous annual pay

determination. The STPCD defines a year of employment as at least twenty-six weeks employment in aggregate within the previous school year.

The pay review should take place no later than 31 October each year and 31 December for the Headteacher.

At the pay review meeting, the headteacher will submit a written report, including recommendations on pay progression made at the annual appraisal assessment, regarding salaries of all teaching staff (with the exception of their own salary) for the academic year. In the case of the headteacher, annual appraisal assessment reports from the performance management governors will be used. A template pay recommendations summary sheet is available on the extranet.

The pay review committee must ensure that all proceedings and the reasons for any decision made are accurately recorded.

It will also ensure that, following any pay review, all teachers are given a written statement setting out their salary and any other financial benefits, including allowances and TLRs to which they are entitled. Template letters to inform staff of the outcomes of the pay decision are available on the extranet. The outcomes of the pay review committee will be reported to Payroll and Employee Services by the school using Anycomms system.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that may impact on an individual's pay. When a teacher makes a written request for their pay to be reviewed at other times of the year, e.g. due to a change in circumstances or job description which may impact upon a teacher's pay, the pay review committee will decide whether to hold this request until the annual pay review meeting or to convene an earlier meeting to consider the request.

Where a pay determination leads, or may lead, to the start of a period of safeguarding, the required notification will be given to the employee as soon as possible, and no later than one month after the date of determination.

## **6 Pay progression based on performance**

In this school, all teachers, including members of the leadership group, can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice.

Performance appraisal will be carried out in line with the Education (School Teachers' Appraisal) (England) Regulations 2012, including reference to the Teachers' Standards. The arrangements for teacher appraisal in this school are set out in the Appraisal Policy (Teachers).

Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations that they contain.

Early Career teachers who are subject to the Early Careers Framework 2 year statutory induction, will be eligible for consideration for pay progression during their induction period providing they have the required service, as detailed in section 5, and have demonstrated satisfactory performance.

To be fair and transparent, assessments of performance will be properly rooted in evidence and be made about the most recent appraisal period. In this school, we will ensure fairness by:

- The headteacher will use a range of monitoring records by a variety of subject and senior leaders, to inform their overall decision making process
- The headteacher taking responsibility for monitoring and moderating the consistency of objectives and assessments and for making the final recommendation to the pay review committee;
- Quality assurance and moderation being the responsibility of SLT, under the authority of the headteacher, reporting outcomes and standards to the governing body;
- Ensuring the appraiser is well equipped to lead and manage the process

We will minimise the impact on workload for individual teachers, line managers and headteachers wherever possible throughout the process.

Where a teacher has been on maternity leave or has had long term sickness absence during the appraisal period adjustments may be made to take account of these circumstances. This will be assessed on a case by case basis depending on the circumstances for the individual and the school, however it may include evidence of skills and performance being assessed over of different time period.

Where a staff member is assuming a temporary acting arrangement, these will supersede any appraisal targets during this time.

The school will use a range of evidence to assess a teacher's overall performance which will be proportionate and may include:

- Lesson observations;
- Observations and results from wider school activities and assessments;
- Learning walks;
- Pupils performance and progress, including scrutiny of pupils' work;
- Pupil progress reviews;
- Quality of reports and other expected 'paperwork';
- Evidence of the wider contribution to the work of the school;
- Evidence of their impact on the effectiveness of other teachers or staff;
- Self-assessment documentation;
- CPD records;
- Professional dialogue.

Teachers' appraisal reports will contain pay recommendations where teachers are eligible to be considered for pay progression. Final decisions about whether to accept a pay recommendation will be made by the pay review committee, having regard to the appraisal report and taking into account advice from the senior leadership team. The pay review committee will consider its approach in light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

Teachers and leadership posts may be eligible for a pay increase of one salary point, where their current range allows for this, if their overall performance has been assessed as successful as part of their annual appraisal i.e. they have met their performance objectives, have fully met the Teachers' Standards and have effectively carried out their job role and responsibilities.

Teachers and leadership posts may be eligible for an accelerated increment rise by the pay review committee if their performance has been assessed as 'outstanding' i.e. they exceed all their objectives, are assessed as fully meeting the Teachers Standards, all of their teaching is assessed as outstanding, they show a strong commitment to the school, are prepared to go above and beyond the call of duty when necessary, act as an exemplar to others and show a commitment to improving their own performance and

to continuing professional development. It is recommended that an appropriate accelerate increment rise should be a maximum increase of 2 salary points.

In addition, whether the teacher is good or outstanding, upper pay range teachers should be highly competent in the Teachers Standards and their achievements and contribution to the school should be substantial and sustained (as defined in section 7.2). Pay progression is usually considered every 2 years, in accordance with the definition of 'sustained'.

The pay review committee may determine that no pay award is to be made where the teacher has failed to:

- Meet their agreed objectives\*;
- Meet the Teaching Standards;
- Effectively carry out their job role and responsibilities; or
- Where upper pay range teachers have failed to be highly competent in the Teaching Standards or failed to demonstrate substantial and sustained achievements and contribution to the school.

This can be without recourse to the capability policy, where appropriate.

\* Please note, a school might consider that a teacher who has made good progress but not quite achieved a very challenging objective has performed better and made more significant contribution than a teacher who has fully met a less stretching objective. Similarly, a teacher may have achieved all of their objectives but failed to meet all of the relevant standards.

Whilst a teacher is subject to the school's Capability Policy the appraisal process is suspended, therefore pay progression will not be awarded in these circumstances.

## **7 Movement to the upper pay range**

### **7.1 Application and evidence**

Any qualified teacher may apply to be paid on the upper pay range and all applications should be assessed in line with this policy.

It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range. Applications may be made, in writing, once a year and must be received by the headteacher by 31 October. Successful applications will be effective from 1 September of the same year.

If a teacher is simultaneously employed at another school(s), they may submit separate applications to be paid on the upper pay range of each school. This school will not be bound by any pay decision made by another school.

All applications should include the results and evidence from 2 most recent appraisal periods, including any recommendation on pay, together with a summary of evidence against the assessment criteria. Where such information is not applicable or available, a written statement and summary of evidence to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

Where a teacher has been on maternity leave or has had long term sickness absence, adjustments may be made to take account of these circumstances. This will be assessed on a case by case basis depending on the circumstances for the individual and the school, however it may include evidence of skills and performance being assessed over of different time period.

## 7.2 Assessment

An application from a qualified teacher will be successful where the pay review committee is satisfied that:

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

For the purposes of this pay policy:

- **Highly competent** means: the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in their particular role and the context in which they are working and their teaching practice is assessed as at or exceeding school expectations.
- **Substantial** means: the teacher's achievements and contribution to the school are critical and 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 that impacts on pupil progress and the effectiveness of other staff. They are a role model for teaching and learning, provide effective coaching and mentoring to other teachers and take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
- **Sustained** means: maintained continuously over a period of at least 2 school years and able to demonstrate that their teaching expertise has grown over the relevant period.

All applications will be assessed robustly, transparently and fairly in the first instance by the headteacher and/or line manager. The pay review committee will make the final determination, taking account of the headteacher and/or line manager recommendations, as well as any written, supporting evidence provided by the applicant or the school.

## 7.3 Outcome

The assessment of UPR applications will be made by the pay review committee and the applicant will receive a response to their application within 10 school days of the committee's decision. Employees must be informed of the outcome in writing and a template outcome letter is available on the extranet.

Successful applicants will move to the upper pay range from 1 September and will commence at the lowest point of the pay range. Progression within the upper pay range will be based on performance assessed against the teacher's objectives, whether they are highly competent in the Teachers Standards and their achievements and contribution to the school are substantial and sustained. Progression within the UPR will be assessed every 2 years in line with the definition for 'sustained' in section 7.2.

Unsuccessful applicants can appeal against the decision.

## 8 Appeals

Teachers, including headteachers, have the right to raise a formal appeal against any pay determination if they believe that the pay review committee has:

- Incorrectly applied any provision of the STPCD or Pay Policy;



- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Taken account of irrelevant or inaccurate evidence;
- Was biased; or
- Unlawfully discriminated against the employee.

A pay appeals committee will be appointed from those governors who are not members of the pay review committee.

A teacher making an appeal against decision on their individual pay should do so using the Pay Appeal Form available on the extranet or by letter within 10 school days, detailing the reason(s) for their appeal.

The school should obtain advice from the HR Advice & Support team if a formal pay appeal is received and a HR representative should also be invited to the hearing.

The appeals process is available on the extranet.

## **9 Allowances and other payments**

The governing body may award an allowance to teaching staff who undertake specified additional duties. It is detailed in the sections below which groups of teaching staff the allowances can apply to. Please note allowances which are for classroom teachers exclude members of the leadership group and therefore cannot be awarded for any leadership posts.

Teachers can be paid one allowance under any of the categories, or a combination of allowances, where applicable. If teachers are awarded a temporary payment or allowance, the dates during which it will be effective must be clearly stated and reviewed before the expiry date.

### **9.1 Teaching and Learning Responsibility (TLR) payments**

TLR payments can be awarded to a classroom teacher for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable.

Leadership posts and unqualified teachers cannot be awarded a TLR payment.

#### **9.1.1 TLR 1 and TLR 2 payments**

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

- Focused on teaching and learning;
- Requires the exercise of a teacher's professional skills and judgement;
- Required 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 educational progress of other pupils other than the teacher's assigned classes or groups of pupils: and
- Involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR 1, the governing body must be satisfied that the significant responsibility referred to above includes the management responsibility for a significant number of people.

TLR's must be awarded in the context of the school's staffing structure and the responsibilities for which the TLR is awarded should be clearly set out in a job description.

TLR 1 and 2 are permanent allowances and can only be awarded on a temporary basis if one of the following applies:

- To cover for the absence of the substantive postholder e.g. maternity leave, long term absence, secondment;
- While the post is vacant, pending a permanent appointment being made.

Teachers receiving a TLR1 or TLR2 on a temporary basis or on a fixed term contract are not eligible to receive a safeguarded sum when the TLR ends unless the TLR is ended earlier than specified and their contract extends beyond the date the TLR ends.

- TLR 1 – no less than £9,272 and no greater than £15,690;
- TLR 2 – no less than £3,214 and no greater than £7,847.

The governing body should determine the value of a TLR appropriate for the post, in accordance with job weight, with posts of equal weight allocated equal value. Any decision to make payments above the minimum level should be justifiable in relation to the level of responsibilities attached to the post. The following payments cover the full range of available TLR allowances usually paid within schools in County Durham.

TLR	Allowance (£)
TLR 1a	9,272
TLR 1b	11,407
TLR 1c	13,546
TLR 1d	15,690

TLR	Allowance (£)
TLR 2a	3,214
TLR 2b	5,349
TLR 2c	7,847

Part time teachers will be paid pro rata at the same proportion as the teacher's part time contract.

A teacher cannot hold a TLR 1 and a TLR 2 concurrently, however a teacher in receipt of either a TLR 1 or 2 may also hold a concurrent TLR 3.

### 9.1.2 TLR 3 payments

In this school, a TLR 3 payment will be made available to qualified classroom teachers who undertake a clearly time-limited school improvement project or a one off, externally driven responsibility. There should be a clearly identified need and the project should fit within the remit of school development. The duties undertaken for a TLR 3 will be focused on teaching and learning and meet the following criteria:

- Is focused on teaching and learning;
- Required the exercise of a teacher's professional skills and judgement; and
- Has an impact on the educational progress of pupils, other than the teacher's assigned classes or groups of pupils.

The teacher must be informed, in writing, when a TLR 3 is awarded, including the nature of the responsibilities, the end date of the temporary award or circumstances in which the award will end if occurring earlier than that date. Consecutive TLR 3's for the same responsibility should not be awarded unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic. TLR 3's are not subject to safeguarding.

The annual value of any TLR 3 will be between £500 to £3,169 per annum. The level of payment will be based on the complexity and duration of the school improvement project and this should be clear when the post is advertised. Where a part time teacher is awarded a TLR3 the value should not be amended to reflect the part time hours of the individual in receipt of the award.

In addition, where the period is less than a full school year, the value will be determined proportionately to the annual value.

## 9.2 Special Educational Needs (SEN) allowances

Qualified classroom teachers are eligible to receive an SEN allowance of no less than £2,539 and no more than £5,009 per annum, in accordance with the following conditions:

- In any SEN posts that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- Works in a special school;
- 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;
- Any non-designated setting (including any pupil referral unit) that is similar to a designated special class or unit, where the post:
  - Involves a substantial element of working directly with children with SEN;
  - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
  - Has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Leadership posts and unqualified teachers cannot be awarded an SEN allowance.

Where an SEN allowance is to be paid, the governing body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

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

Where an allowance is paid SEN responsibilities should be clearly specified in individual teachers' job descriptions.

The following payments cover the range of available SEN allowances usually paid within schools in County Durham:

SEN	Allowance
SEN 1	2,539

### 9.3 Allowance payable to unqualified teachers

This allowance may be payable for unqualified teachers where the governing body considers, in the context of the staffing structure and pay policy, that the teacher has:

- Taken on a sustained additional responsibility which:
  - Is focused on teaching and learning; and
  - Requires the exercise of a teacher's professional skills and judgement; or
- Qualifications and experience which bring added value to the role being undertaken.

### 9.4 Acting allowances

Where a teacher is assigned and carries out the duties of a headteacher, deputy headteacher or assistant headteacher and no acting appointment has been made, the governing body must consider whether to pay an acting allowance. This determination must be made within 4 weeks of the teacher being given and carrying out those duties. If the initial decision is not to pay an allowance and the teacher continues to carry out the duties, the governing body can revisit their decision at any time.

If it is determined that an acting allowance will be paid this will normally be the difference between the teacher's current total salary and the bottom pay point on the pay range of the higher level post. This will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post. The teacher may be paid from the day they took up the duties or a later date.

### 9.5 Additional payments

The governing body may make additional payments to a qualified classroom teacher, other than a headteacher, in respect of:

- Continuing professional development undertaken outside of 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 the headteacher\*;
- 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.

\* Outside of the school day means outside of the 1265 hours of directed time (pro rata for part time teachers).

### 9.6 Staff working for other bodies during the normal working day

Any income derived from external sources for the work of a school employee should be regarded as income to the school e.g. employees carrying out work on behalf of another body i.e. LA, Ofsted, another school etc.

The governing body should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities. If so, the governing body should determine the appropriate amount.

## **9.7 Honoraria payments**

The governing body will not pay honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria payments in any circumstances.

## **10 Headteachers**

If governors are considering making any additional payments to the headteacher, or to increase the leadership pay range (LPR), they must obtain advice from the HR Advice and Support team.

### **10.1 Temporary payments**

Any additional payment to the headteacher must be for clearly temporary responsibilities or duties, that are in addition to the post for which their salary has been determined. The governing body must not have already taken the responsibilities into account when determining the headteacher's pay range.

The total sum of the temporary payments in any school year must not exceed 25% of the annual headteacher's salary. In addition, the total sum of the salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group, except as set out in paragraph 10.4 of the STPCD.

Any payments exceeding 25 % can only be paid in wholly exceptional circumstances; the governing body must seek external independent advice before providing such agreement and support its decision with a business case.

### **10.2 Responsibility for more than one school**

Where a permanent arrangement is put in place e.g. federation with a single governing body, the headteacher's salary should be based on the total number of pupil units across all schools, giving a group size for the federation. The governing body should then determine the headteacher's pay range and appropriate starting point in that range, according to paragraph 9 of the STPCD, after obtaining advice from the HR Advice and Support team.

Where the change is temporary e.g. a headteacher taking on acting headteacher at another school for a fixed period, a temporary additional payment can be awarded by the substantive school and a variation of contract issued. This will specify that the headteacher, in addition to their substantive post, will be employed by an additional school(s) for a fixed period, after which they will return to their substantive post. Governors should obtain advice from their school Leadership Advisor, including in relation to variation of contract documentation. Under the Collaboration Regulations, each governing body may arrange for a joint committee, made up of governors from all schools involved, to be established to oversee the headteacher's pay and performance management arrangements and other relevant staffing issues.

The governing body may also wish to consider the remuneration of other teachers who are taking on additional responsibilities, as a result of the headteacher's shared role. An increase in remuneration should only be agreed where the post (not the teacher) accrues extra responsibilities as a result of the headteacher's enlarged role and should not be automatic. The additional responsibilities and their duration should be recorded. Advice should be obtained from HR Advice & Support team prior to making any temporary additional payments.

## **11 Recruitment and retention incentives**

### **11.1 Headteachers, deputy headteachers and assistant headteachers**

Headteachers, deputy headteachers and assistant headteachers may not be awarded payments other than the reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a member of the leadership group (including non-monetary benefits) must be taken into account when determining the pay range.

### **11.2 Classroom teachers**

Where the school is experiencing particular recruitment and retention problems, the governing body may feel that payments, or the provision of other benefits, are necessary to recruit or retain staff. These incentives are temporary and will be subject to regular formal review. The governing body must make clear at the outset, the expected duration of any such incentives and benefits and the review date after which they may be withdrawn and written notification must be provided to the employee.

It is recommended that the governing body seek external independent advice prior to awarding such payments and that they produce a business case on which to base decisions.

## **12 Safeguarding**

The governing body will fulfil its statutory obligation to the safeguarding of pay in accordance with the current provisions of the STPCD.

Safeguarding will apply when a teacher loses a post as a result of the discontinuation of, alternation to, or reorganisation of a school or educational establishment/service e.g. removal or reduction of a TLR1/TLR2, SEN or unqualified teacher allowance or a reduction of the pay range of leadership posts.

The governing body will notify a teacher, in writing, within 1 month of making a decision that leads to a safeguarded sum being payable. This will explain the reason for the decision, the effective date, the value of the teacher's pre-safeguarded salary and allowances, the safeguarded sum payable and when this will end.

The governing body will review the duties of any teacher who is entitled to safeguarded sums that exceed £500 and allocate appropriate additional responsibilities commensurate with the safeguarded sum for the period of the safeguarding. The governing body will ensure that appropriate notice is issued of any new responsibilities that are being given to the teacher. All such additional responsibilities will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those responsibilities.

Where a teacher unreasonably refuses to carry out additional responsibilities, which are commensurate with the safeguarded amount, then the safeguarded pay may be removed subject to at least 1 months' notice being given.

## **13 Pay determination on appointment**

### **13.1 Teachers**

The governing body will determine the pay range for a teacher vacancy and reserves the right to set a maximum starting salary for teacher posts prior to advertising. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In reaching their decision, the governing body may take into account a range of factors, including:

- The nature of the post;
- The level of qualifications, skills and experience required;
- Market conditions;
- The wider school context.

A teacher will not automatically be paid at the same rate they were being paid in their previous school.

### 13.2 Leading Practitioners

The governing body will select an appropriate pay range from the Leading Practitioner pay range set out below. They may determine that different posts within the same school are paid on different pay ranges in accordance with the responsibilities of their job descriptions.

The governing body must ensure that there is appropriate scope within each individual pay range to allow for performance related progress over time.

Leading Practitioners are not eligible for Special Educational Needs (SEN) allowances or for Teaching and Learning Responsibility (TLR) payments.

### 13.3 Leadership posts

The governing body will follow a 3 stage process for new appointments to the post of headteacher or a post in the wider leadership team.

1. Defining the role and determining the headteacher group
2. Setting the indicative pay range
3. Deciding the starting salary and individual pay range

#### 13.3.1 Headteacher groups

The governing body will assign the school to a headteacher group for the purpose of determining pay ranges and pay progression of the leadership team. will then determine a salary range for the headteacher in accordance with paragraph 4 of the STPCD, Governors must contact the HR Advice & Support team who will advise on the appropriate headteacher group and salary range.

Headteacher Group	Points	Salary range
1	L6 – L18	53,380 – 71,019
2	L8 – L21	56,082 – 76,430
3	L11 – L24	60,488 – 82,258
4	L14 – L27	65,010 – 88,530
5	L18 – L31	71,729 – 97,639

6	L21 – L35	53,380 – 71,019
7	L24 – L39	56,082 – 76,430
8	L28 – L43	60,488 – 82,258

### 13.3.2 Leadership pay ranges

When determining the leadership pay, the governing body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role and all relevant considerations.

The decision will take account of the pay of other leadership group and upper pay range headteachers in the school to ensure that appropriate differentials are maintained. Only in exceptional circumstances will the headteacher pay range overlap with any other leadership pay range.

A new headteacher, or member of the leadership group, will normally be appointed to the first point on the agreed pay range, but may be appointed to a higher point if circumstances make this appropriate. However, the governing body must ensure that there is scope within the range to allow for performance related progress over time i.e. headteachers cannot be put onto the top of the range at appointment.

For other leadership posts (excluding the headteacher), the governing body will consider how the particular role fits within the wider leadership structure of the school when setting a pay range.

They will ensure that this process is carried out in a fair and transparent manner and will ensure that all decision and the reasons for them, are well documented at each stage.

If governors are considering increasing the leadership pay range (LPR) of the headteacher, they must obtain advice from the HR Advice and Support team.

In this school, the Leadership pay ranges are as follows:

Headteacher range	L15 – L21
Deputy Headteacher range	L7 – L11
Assistant Headteacher Range	L3-L7

## 14 General principles

### 14.1 Part time teachers

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 proportion of time a part time teacher works is calculated against the school's timetabled teacher week (STTW). The STTW refers to the school session hours that are timetables for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.

The STTW of a full time classroom teacher is used as the figure for calculating the percentage of the STTW for a part time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part time teacher.



Where an allowance is paid to a teacher, the same percentage of the full time allowance will be payable to a part time teacher, excluding TLR3's which will not be pro rata.

Any additional hours worked, by agreement, above a teacher's part time contractual hours will be paid at the same hourly rate or time off in lieu. A part time teacher may be requested (but not required) to voluntarily work on a day or part of a day they do not normally work.

## **14.2 Short notice/supply teachers**

Teachers employed on a day to day or other short notice basis will be paid on a daily rate calculated on the assumption that a full working year consists of 195 days. Periods of employment for less than a day should be calculated pro-rata.

## **14.3 Working days**

A teacher employed full-time must be available for work for 195 days for the school year, of which:

- a) 189 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- b) 5 days must be days on which the teacher may only be required to perform other duties.

This does not apply to teachers paid on the leadership pay range or leading practitioners pay range.

## **14.4 Specified working Time**

A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the headteacher for 1265 hours for the school year (pro rata for part time staff). These hours will be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

In addition a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

## **14.5 Unpaid leave for teachers**

In accordance with the Conditions of Service for Teachers in England and Wales (Burgundy Book), where authorised or unauthorised unpaid leave occurs, deductions from salary will be calculated at a daily or part daily rate based on a day's salary being 1/365<sup>th</sup> of a year for each day of the period of absence.

## **14.6 Confidentiality**

The pay process will be treated with confidentiality. However, the desire for confidentiality does not override the need for the headteacher and governing body to quality assure the operation and effectiveness of the pay policy. Every step should be taken to ensure anonymity of staff concerned in the use of such data.

## **14.7 Consistency of treatment and fairness**

The governing body is committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including the duty to make reasonable adjustments for disabled teachers. The governing body is aware of the guidance on the Equality Act issued by the Department for Education (DfE).

## **14.8 Definitions**

Unless otherwise indicated, all references to 'teacher' include the headteacher and all references to 'governing body' include committees or individuals e.g. Chair of Governors, who have been given delegated responsibility by the governing body. All references to 'classroom teacher' exclude leadership posts.

## **14.9 Monitoring and evaluation**

The governing body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers, to assess the policy's effect and the school's continued compliance with equalities legislation.

It is recommended that the outcomes of the pay review meeting are recorded and reported, taking account of the profile/protected characteristics (as detailed in the Equality Act 2010) of those who are granted pay progression, those who are not and, where applicable, those who are granted accelerated pay progression.

The governing body need to ensure that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decision can be objectively justified.

A summary of the DfE advice on responsibilities in appraisal and determining pay progression is available on the extranet or from the headteacher.

## **14.10 Retention**

The governing body and headteacher will ensure that all pay determination records are retained and stored in a secure place, in line with the school's retention policy.

## 15 Staffing structure

Job Title	FTE	No. of posts
Head Teacher	1	1
Deputy Head Teacher	1	1
Assistant Head Teacher	0 – post currently frozen	0
TLR Leaders	3	3
Teacher	14.4	15
<b>Total</b>	<b>19.4</b>	<b>20</b>

Job Title	FTE	Grade	No. of posts
HLTA	5.2	7	5.2
TA3 Enhanced	3.4	5	4
TA 6	3.6	6	4
TA*	5.74	3	6
HCA	2	2	2
Parent Support Advisor	1	7	1
Admin Officer	0.95	5	1
Admin Assistant	0.81	4	1
Supervisory Assistant	1.1	1	5
Caretaker	1	2	1
Cleaner	0.81	1	3
<b>Total</b>	<b>14.89</b>		<b>24</b>

### \* Additional Temporary Staff (not part of structure) employed through high needs funding

Job Title	FTE	Grade	No. of posts
SEN1-1	4	3	4

## GOVERNORS' CHECKLIST FOR ACTION

What needs to be done	By when	Person(s) responsible for taking required action
<p>Agree Teachers' Pay Policy and share with staff.</p> <ul style="list-style-type: none"> <li>• Confirm school Staffing Structure.</li> </ul>		
<p>Decide when Pay Review Committee is to meet, who will clerk the meeting and share date with teaching staff (autumn term).</p>		
<p>Pay Review Committee meeting takes place.</p>		
<p>The Headteacher writes to all teachers detailing:</p> <ul style="list-style-type: none"> <li>• The outcome of the Pay Review meeting i.e. the salary they are to be paid</li> <li>• That they have a right of appeal against the decision made by the Pay Review Committee</li> </ul>		
<p>The Chair of the Pay Review Committee/Clerk writes to the Headteacher detailing:</p> <ul style="list-style-type: none"> <li>• The outcome of the Pay Review meeting</li> <li>• That s/he has a right of appeal against the decision made by the Pay Review Committee</li> </ul>		
<p>The school shares the outcome of the Pay Review meeting with LA Human Resources, Operations Team using form HR4 from the Manual of Guidance (MOG).</p>		
<p>Date arranged for meeting of Pay Appeals Committee – if required.</p> <p style="text-align: center;"><i>(determine who is to Clerk this meeting)</i></p>		



## Performance Pay Progression

Summary for the period 20\_\_ to 20\_\_

Name of Teacher \_\_\_\_\_

Objective	Met	Not Met

Was the overall review successful?	YES	NO
------------------------------------	-----	----

<p><b>Recommended for pay progression?</b></p> <p>(delete as appropriate)</p> <p>YES recommendation for progression from point _____ to point _____</p> <p>NO</p>
---

Reviewer \_\_\_\_\_ Date \_\_\_\_\_



*To be typed on school letterhead*

*(Teacher requesting a re-grading)*

Dear

### **Outcome of Annual Pay Review**

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on **DATE** consideration was given to your request for a re-grading of your current post from ----- to -----.

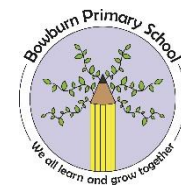
The Committee considered the evidence you provided in support of your request as well as information and recommendation from the Headteacher and **agreed/did not agree** to re-grade your current post from ----- to ----- with effect from 1 September 2015. **REASONS FOR REFUSAL TO BE INCLUDED**

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



(example 2)  
*To be typed on school letterhead*

*(Teachers in the Leadership Group and LPs)*

Dear

**Outcome of Annual Pay Review – School Name**

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on ..... **DATE** consideration was given to a written report and recommendation of the Headteacher/Performance Management Governor/s that confirmed that you had **met/not met** objectives relating to school leadership and management and pupil progress.

**OPTION 1**

Based on the recommendation, the Committee agreed you be awarded **1/2** incremental points on your pay range.

Therefore, with effect from 1 September 2017 you will be paid on ..... on the range ..... to ..... which equates to an annual salary of £ .

**OPTION 2**

Based on the recommendation, the Committee agreed you will not receive an incremental point from 1 September 2017.

Therefore, with effect from 1 September 2017 you will be paid on ..... on the range ..... to ..... which equates to an annual salary of £ .

**OPTION 3**

The Committee noted that you are at the top of your pay range and therefore with effect from 1 September 2017 your salary will remain as..... on the range..... to ..... which equates to an annual salary of £ .

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:

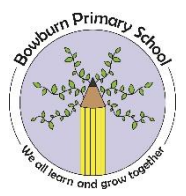
- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate 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 days of receiving written confirmation of this decision.

Yours sincerely

(example 3)

*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 First/Pay Review Committee of the Governing Body held on .....

*(delete as necessary)*

a decision to move you / not to move you from UPR ..... to 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 not 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 10 working days of receiving written confirmation of this decision.

Yours sincerely



(example 4)



*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 First/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 2017.

***Option 2***

The Committee having considered the 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 2017.

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 10 days of receiving written confirmation of this decision.

Yours sincerely



**16 PAY APPEAL**

To the Clerk to the Committee

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 .....



# HR Advice and Support

This policy has been developed by the HR Advice and Support team, based on current legislation and best practice. If you would like any advice on the application of this policy, please do not hesitate to contact the team:

<b>Telephone</b>	03000 266688
<b>Email</b>	<a href="mailto:hradvice@durham.gov.uk">hradvice@durham.gov.uk</a>

**Further support can be accessed by contacting (subject to SLA buy in):**

<b>Payroll and Employee Services</b>	<a href="mailto:pesschools@durham.gov.uk">pesschools@durham.gov.uk</a>
<b>Education Durham Governor Support</b>	<a href="mailto:EDGS.Administration@durham.gov.uk">EDGS.Administration@durham.gov.uk</a>
<b>Occupational Health</b>	<a href="mailto:occhealthadmin@durham.gov.uk">occhealthadmin@durham.gov.uk</a>
<b>Health and Safety</b>	<a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a>
<b>Employee Assistance Programme</b>	<a href="http://www.healthassuredeap.com">www.healthassuredeap.com</a> Username: durham Password: council 0800 716017

<b>Author</b>	<b>Version</b>	<b>Last review</b>	<b>Next review</b>
MM	v 2.0	September 2023	September 2024

The school complies with all relevant statutory obligations. The school privacy notice provides more specific information on data collected and how it is handled, a copy of which can be accessed from the school. For more information please contact the school directly.

If you have any concerns about how your data is handled, please contact either the school Data Protection Officer (details available from the school office), or the Information Commissioner's Office.



# HR Advice and Support