

Approved by:	
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Person responsible for the policy	W. Sharpe

Changes since last review	
23.6.2022	Clarification of progression through the upper pay range
1.10.22 added	The governing board will determine the pay range for a leadership vacancy before advertising it. For teaching and support staff this will be delegated to the headteacher.

## Contents

1. Aims	3
2. Legislation and guidance	3
3. Definitions	4
4. Roles and responsibilities	4
5. How we will decide pay on appointment	4
6. How we will decide on pay progression	5
7. Moving to the Upper Pay Range	6
8. Additional allowances	7
9. Leadership pay	7
10. Salary safeguarding arrangements	8
11. Information to be included in pay statements	8
12. Appealing a decision on pay progression	9
13. Further sections	9
14. Monitoring arrangements	10
15. Links with other policies	10

## 1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and clearly explain how decisions will be made based on the teacher's performance

- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way
- This policy has been consulted on by staff and relevant trade unions.

## 2. Legislation and guidance

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

We will also refer to our local authority's pay policy

As an academy, we are free to determine our own approach to deciding teachers' pay. However, since some of our staff have a contract that specifically incorporates conditions from the School Teachers' Pay and Conditions Document (STPCD), these will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the [STPCD](#). It is also based on the [model pay policy](#) created by the Department for Education (DfE).

This policy complies with our funding agreement and articles of association.

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [Seven Principles of Public Life](#), which require those conducting the procedures to be objective, open and accountable

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

## 3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable

- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Unqualified teacher pay range** is the range on which an unqualified teacher's salary will be set
- **Leadership group** comprises the headteacher, assistant headteachers, school business manager and lead teaching assistant

## 4. Roles and responsibilities

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

Final pay decisions are made by the governing board.

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

## 5. How we will decide pay on appointment

The governing board will determine the pay range for a leadership vacancy before advertising it. For teaching and support staff this will be delegated to the headteacher. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the governing board will take into account a range of factors, including:

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

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

### 5.1 Unqualified teachers

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

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

## 6. How we will decide on pay progression

### 6.1 Annual reviews

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

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

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

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our appraisal policy
- The pay recommendation made in the teacher's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget

When deciding pay progression based on performance, we will consider

- The levels of performance required for progression to be awarded

The decision can be 'no pay progression' without triggering the capability policy.

## 6.2 Mid-year reviews

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

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

## 7. Moving to and through the upper pay range

### 7.1a Making applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy.

Applications will be submitted in writing to the headteacher between 1 May and 31 May in the year before they are eligible for progression as of 1<sup>st</sup> September of the following academic year. If successful, it will take effect from 1 September following the May application and will be reviewed by line managers and a senior leader. All applications will be treated fairly and impartially.

Progression to the upper pay range is permanent, while the teacher remains in the same post or takes up another post in this school.

When submitting an application, please include:

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

If a teacher is simultaneously employed at another school/academy, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school/academy or schools/academies. This academy will not be bound by any pay decision made by another school/academy.

Applications should contain evidence from the previous two years. The information should be sent to the Headteacher by the date noted above. The information must include evidence from meeting two previous years' objectives plus evidence of meeting the standards related to Accomplished teacher and Expert Teacher

and a written letter of application. Applicants can use the school proforma used as part of the appraisal procedures. This will be supported by Blue Sky software CPD.

The application will be assessed by the Headteacher who will consult with the applicant's reviewer (if it is not the Headteacher). Where the Headteacher is the reviewer the Headteacher reserves the right to consult with the assistant headteachers to ensure transparently and equitably. The Headteacher will share the evidence supplied for the application and her/his recommendation which will need to be agreed and ratified by the L & M Personnel Committee at the summer term Governor meetings. This recommendation will then be shared with the full Governing Board.

## 7.1b moving through the Upper Pay Scale

Once on the upper pay scale, teachers who wish to be considered for pay progression through the upper pay scale will be eligible to apply every 2 years which allows the member of staff to demonstrate sustained and substantial contributions. With continued high performance these applications can ensure the highest performing staff can reach the top of the upper pay range.

## 7.2 Assessment

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

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

For the purpose of this policy:

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

## 7.3 The decision

The assessment will be made and the applicant notified within 5 working days of the application going to the Pay Committee .

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

If successful, applicants will move to the upper pay range from the 1st September of the following year.

If unsuccessful, feedback will be provided by line managers in a one-to-one meeting, within 5 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future

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

## 8. Additional allowances

Maintained schools and academies, including free schools, employing staff under the STPCD, you may wish to insert how you will award additional allowances such as:

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

These allowances will be awarded in line with the STPCD.

## 9. Leadership pay

The governing board determine the pay ranges for the headteacher and for deputy headteachers and assistant headteachers in accordance with paragraphs 9.2 to 9.4. 9.2. of the STPCD.

When determining an appropriate pay range, the relevant body must take into account all of the permanent

The relevant body must ensure that there is appropriate scope within the range to allow for performance-related progress over time.

Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The relevant body must ensure that the maximum of the headteacher's pay range and any additional payments made under paragraph 10 of the STPCD does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must seek external independent advice before providing such agreement and support its decision with a business case.

The maximum of the deputy or assistant headteacher's pay range must not exceed the maximum of the headteacher group for the school.. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.

## 10. Salary safeguarding arrangements

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

- Closure of the school or education establishment

- Organisational restructuring

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

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

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

## **11. Information to be included in pay statements**

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

The statement will be issued by the the payroll department on behalf of the governing board.

For all teachers, statements will include:

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

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

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

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

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

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

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

Statements for unqualified teachers will also include:

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

## 12. Appealing a decision on pay progression

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

Teachers should attempt to resolve the matter informally at first, by speaking to their line manager, the school business manager or the headteacher.

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to the headteacher within 10 working days of the pay statement being issued. Reasons may include:

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

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

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

## 14. Monitoring arrangements

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

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

## 15. Links with other policies

This policy links with our policies on:

- Staff grievance procedures
- Teacher appraisal