

ST. PETER'S CE PRIMARY SCHOOL, HESWALL

Whole School Pay Policy



John 8:12 "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life."

ST. PETER'S CE PRIMARY SCHOOL

firm foundations, shining bright

Matthew 16:18 "You are Peter and upon this rock I shall build my church."

OUR VISION

Like St Peter, we build upon the rock of Jesus to enable us to shine: achieving our God given potential and loving ourselves, others, the world and God.



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Committee: Assets

Local Authority Adopted Policy

Whole School Pay Policy

2023– 2024

Authority Guidelines on Staffing Procedures for Community,
Voluntary Controlled, Community Special Schools and Early Years
Centres (and those adopted by Governing Bodies of other
maintained or non-maintained schools)

Updated: October 2023

Whole School Pay Policy 2023 – 2024

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1. Introduction

This Pay Policy document sets out the principles which will guide all pay decisions for the Headteacher, Deputy Headteacher(s), Assistant Headteacher(s), classroom teachers and support staff at the school, both on first appointment and thereafter, and the procedures which will be followed.

In the implementation and application of its Pay Policy the Governing Body will seek to:

- ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life
- support the recruitment and retention of high-quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned
- ensure all procedures for determining pay will be consistent with the principles of public life – objectivity, openness and accountability

The Governing Body will consult school staff and teacher professional associations and trade unions on the Pay Policy and review it each year, or when other changes occur, to ensure it reflects the latest legal position and complies with the statutory provisions of the School Teachers' Pay & Conditions Document (a copy of which can be found on line), the National Agreement on Pay & Conditions of Service (Green Book) in respect of support staff and Wirral's locally agreed conditions for both teachers and support staff.

Note that the principles of governance are the same in Academies as in maintained schools, but the governing body has greater autonomy. They have the freedom to:

- set their own pay and conditions for staff
- change the lengths of terms and school days

All pay-related decisions will be made taking full account of the school's improvement plans and in compliance with the Equality Act 2010, which replaces and consolidates all the previous anti-discrimination laws (Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Religion or Belief)

Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Age) Regulations 2006).

The School Teachers' Review Body (STRB) recommendations for the pay award for 2023 – 2024 have been accepted in full by the Government. These recommendations, which relate to the national pay ranges are as follows:

In line with the recommendations in the STRB's 33rd Report, from 1 September 2023 a 6.5% increase will be applied to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range to achieve a minimum starting salary of £30,000. All pay uplifts will be back dated to 1 September 2023.

This document contains figures for the following salary ranges:

- leadership pay range
- school's headteacher groups
- main pay range
- upper pay range
- unqualified teacher pay range
- leading practitioner pay range
- schools support staff pay scales

2. Principles of the whole school pay policy

2.1 Equal treatment

The Governing Body intends that no member of staff will receive less favourable treatment because of his/her sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sexual orientation, race, age or disability, trade union or politically related activities. All decisions on advertising of posts, appointing, promoting and paying staff, training and staff development will have regard to relevant legislation.

2.2 Vacant posts

Full information relating to vacant posts, TLRs, temporary and acting posts will be made known to all staff (including those on secondment, maternity, shared parental leave, adoption or sick leave and agency staff) in time for them to apply for such posts.

2.3 Job descriptions

Each member of staff will be provided with a job description in accordance with the staffing structure agreed by the Governing Body and relevant conditions of service identifying key areas of responsibility.

If support staff job descriptions are amended, they should be evaluated and staff should be issued with the updated job descriptions which will be submitted for ratification and acceptance by the relevant committee, as they form a part of a coherent management

and responsibility structure for the school. It is also important that the relationships between various areas of responsibility are clearly defined in the job description.

3. Roles and responsibilities

3.1 Headteacher

The Headteacher is responsible for:

- the day-to-day management of pay issues in the school
- ensure that each member of staff have an up to date job description to reflect their role in school
- ensure that any changes made to support staff job descriptions are appropriately job evaluated
- oversee the performance appraisal of staff within the school
- undertake performance appraisal for staff directly line managed by the Headteacher
- make recommendations on pay progression for “teachers” in the school
- present pay recommendations to the Governing Body with reasons and rationale
- present recommendations at any pay representation meetings requested by “teachers”
- implement any decisions made by the Governing Body on pay issues (e.g. restructure)

3.2 Governing Body

The Governing Body is accountable for:

- agreeing the school staffing structure and changes to pay as a result
- ensuring appropriate rates are paid for staff in school

3.2.1 School Pay Committee

- reviews and agrees all pay recommendations
- meets to consider any pay representations made by “teachers” and makes a decision on the proposed pay rate
- ensures that discretionary payments, where exercised, are awarded in a clear, objective, transparent, fair, and consistent manner
- ensures that awards are only made in accordance with written criteria and job evaluation principles
- ensures that the reason(s) for the discretionary award is formally recorded in the appropriate ~~Governing Body~~ Pay Committee minutes

3.2.2 School Pay Appeals Committee

- meets to consider the evidence presented by the Headteacher to the pay committee and any representations made by the employee/professional association representative

- ensures any final pay decisions are implemented

3.3. Trade Union and Professional Association representatives

The role of the Professional Association representatives is to provide support to the employee in relation to any pay disputes, including:

- representation meetings
- pay appeal committee meetings

The role of the Trade Unions is to advise support staff on how to address pay and grading issues and attend any relevant meetings related to that.

3.4 Support from HR provider

The role of the HR provider is:

- to advise schools on the effective implementation of pay grading structures for teachers and support staff
- to attend any representation and/or pay appeal committee meeting to advise the Governing Body

4 Contractual issues

4.1 Temporary and fixed term appointments

Staff on temporary or fixed term contracts will be employed on the same terms and conditions of service as permanent staff.

NB Staff employed on a supply, temporary or fixed term contract must be paid the appropriate rate for the post (in line with the rate paid for comparative staff), including staff employed through a supply agency, in accordance with the Agency Worker Regulations 2016.

4.2 Acting up allowances – teaching and support staff

An Acting Up allowance will be paid to a member of staff who covers **all or some** of the duties associated with a post at a higher grade than their own during temporary absence or vacancy. The allowance will be equivalent to the difference between their normal salary and the appropriate salary point or a proportion of the higher graded post according to the duties carried out.

Such allowances will be paid when an employee undertakes the duties of a higher graded post for a continuous period.

Teachers

Where a teacher is assigned and carries out the duties of a headteacher, deputy headteacher or assistant headteacher, but has not been appointed as an acting

headteacher, acting deputy headteacher or acting assistant headteacher, the Governing Body must, **within the period of four weeks** beginning on the day on which the duties are first assigned and carried out, determine whether an acting allowance must be paid.

Support Staff

Support staff can be paid an acting up allowance from day one, where appropriate eg maternity cover.

The Governing Body will operate within the prescribed National Conditions of Service and detailed advice should be sought from the school's HR provider in every case.

4.3 Honoraria

Support staff may be paid honoraria, where they have been asked to undertake additional duties, outside of their existing job description and work of a higher level ie pay grade. These additional duties should be subject to job evaluation, in line with the Local Authority JE Scheme.

NB Under the STPCD teachers are not able to receive 'honorarium' payments in any circumstances.

4.4 Salary sacrifice arrangements

The Council's existing Employer Supported Childcare (ESC) voucher scheme provided by Fideliti can no longer accept new joiners. This is a national change by the government as parents can apply for the government's new Tax-Free Childcare scheme (TFC) through the Childcare Choices website (www.childcarechoices.gov.uk).

The website provides information on all financial support available to families to help with the cost of childcare. This included free childcare hours (for children aged 2.3 and 4), TFC, Childcare Vouchers, Tax Credits and Universal Credits.

If you are already in the council's Childcare Voucher scheme you will continue to receive this benefit. You should still check whether the TFC would be more beneficial to you. Please note that if you leave the scheme you will not be able to re-join.

Existing participants of the scheme save money on the childcare costs by paying less tax and National Insurance Contributions (NICs).

The scheme allows employees to exchange up to £243 per month, directly from their gross (before tax and national insurance are deducted) salary to pay for childcare costs. This can save employees up to approximately £933 per year. The scheme is available to each parent or legal guardian, enabling you to make twice the saving. If both parents join the childcare voucher scheme potential saving of up to £1866 per annum can be made.

Childcare vouchers are implemented by way of a salary sacrifice scheme, whereby an employee agrees to give up the right to receive part of their cash pay in exchange for childcare vouchers to the same value as the cash sacrifice. A "sacrifice" happens when

you agree to give up the right to receive part of your cash pay due under your contract of employment in exchange for childcare vouchers to the same value as the cash sacrifice. The “sacrifice” is achieved by you signing an agreement to vary your terms and conditions of employment relating to your pay. The amount of salary exchanged for vouchers is exempt from tax and NI contribution.

Fidelity offers three types of vouchers:

Paper

They are personalised with your details and sent to your home by post every month, arriving on or around the last day of the month after your pay day. You then pass them on to your carer who can either claim them via the freephone helpline or put them back in the post to Fideliti. Fideliti processes it and the carer is paid by cheque or monthly bank transfer.

Electronic

With electronic vouchers you have a secure online account to manage your childcare vouchers and you receive the value of the voucher into your own electronic account. This allows you to access your account 24 hours a day, 7 days a week including bank holidays.

The account is credited with the value of your voucher on or around the last day of the month after your pay day. You can then make payments to your carer via electronic transfer into their bank or building society account. The carer can also ask to be paid by cheque. The cheque is sent to the carer by Fideliti and the value is deducted from your electronic account. Electronic vouchers also allow you to receive credits and make payments while you are on holiday with no need to worry about vouchers arriving in the post.

Auto-payment

Auto-pay vouchers let you specify a date and payment amount on your application form to enable Fidelity to make automatic payments to your childcare provider each month. An email notification of each payment is sent to you. As with electronic vouchers, auto-pay vouchers also allow you to receive credits and make payments while you are on holiday with no need to worry about vouchers arriving in the post.

Further information is provided via the Fideliti website www.fideliti.co.uk. Alternatively, if you require further advice you can contact the Fideliti Customer Care Line on 0800 288 8727 or by email at enquiries@fideliti.co.uk.

4.5 Records

If an individual member of staff request access to their own employment records, the school will facilitate this, in accordance with GDPR guidance. Records will be confidential and the advice is that they are kept for a period of 50 years from the employee's leaving date, in line with the Council's Corporate Retention and Destruction Policy.

5 Pay committee

5.1 Constitution of the Pay Committee

Three Governors will be appointed annually to the Pay Committee plus the Headteacher or the Headteacher's representative (advisory only). The Pay Committee will have fully delegated powers in accordance with the relevant sections of the School Government (England) Regulations.

NB No member of the Governing Body who is employed in the school shall be a member of the Committee.

5.2 Pecuniary interest

Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest. The clerk can continue to act as clerk unless his/her own appointment, pay or disciplinary action against him or her is under consideration.

Specific provision is made in the regulations in relation to certain issues, namely:

1. A person paid to work at the school is not regarded as having a pecuniary interest if his/her interest is no greater than that of other persons paid to work at the school other than those committees dealing with pay and personnel matters.
2. A person must withdraw and not vote on his/her own appointment, reappointment, suspension or removal as a governor, or as chair, vice-chair or clerk of the governing body.
3. A person paid to work at the school, other than the Headteacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any person working at the school. This does not affect general discussions about general policy.
4. The Headteacher must withdraw and cannot vote in relation to their own pay or performance appraisal.

5.3 Terms of reference for the Pay Committee

The terms of reference refer specifically to the Pay Policy. Where the Pay Committee has responsibility for other functions, additional terms of reference will be added. A copy of recommended terms of reference is attached as Appendix 1.

5.4 Pay representation

All teaching staff should be notified in writing of the pay recommendation being made to the Pay Committee by the headteacher, at least 10 working days before the Pay Committee is scheduled to meet.

NB Ideally schools should have scheduled Pay Committee dates set for mid-November.

Where the employee is dissatisfied with the recommendation (for example, no progression in pay, no progression to or through the upper pay range points 1,2 and 3, or expectation of a pay recommendation of more than 1 incremental point) the employee must inform the headteacher that they wish to make representation to the Pay Committee, before a decision on their pay progression is considered.

If an employee wishes to make representations at a meeting of the Pay Committee, relevant documents should be submitted from the Headteacher or employee 5 days before the Pay Committee is scheduled to meet.

NB The employee has the right to be represented by a Trade Union or Professional Association representative or a work colleague at the Pay Committee meeting.

The order of proceedings for making representations at a meeting of the Pay Committee is attached (Appendix 2).

5.5 Pay appeals

A member of staff may appeal against any determination in relation to his/her pay following the Pay Committee meeting or any other decision taken by the Governing Body that affects pay (eg acting up allowance or honorarium).

If an employee wishes to appeal the Pay Committee's decision, relevant documents should be submitted from the Chair of Pay Committee or employee 5 days before the Pay Appeal Committee is scheduled to meet.

The grounds for appeal are that the Pay Committee which made the decision has done one or more of the following:

- incorrectly applied any provision of the appropriate STPC document and Governing Body Pay Policy
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the member of staff

This list is not exhaustive but gives usual grounds for appeal.

NB The employee has the right to be represented by a Trade Union or Professional Association Representative or a work colleague at the Pay Appeal Committee meeting.

Appendix 3 outlines the order of proceedings for the appeal. School support staff

6 School Support Staff

Introduction

The school's support staff pay policy relates to staff employed in maintained Wirral schools whose salary package including rate of pay and terms and conditions are determined by the National Joint Council (NJC) for Local Government services, and local arrangements agreed by Wirral Council.

In determining the pay and salary packages of all its employees, the maintained Wirral school will comply with all relevant employment and education related legislation.

It is School policy to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

6.1 Pay structure

Wirral Council and Wirral maintained schools use the NJC for Local Government Services nationally negotiated pay spine (ie a defined list of salary points) as the basis for its pay structure.

Wirral Council and Wirral maintained schools adopt the national pay bargaining arrangements in respect of the establishment and revision of national pay spines, for example through any agreed annual pay increases negotiated with joint Trade Unions, subject to any local agreements in place.

Where a nationally negotiated pay spine does not apply, Wirral Council will determine the salary rate through local negotiation and agreement.

There are circumstances where the terms of the Transfer of Undertakings (Protection of Employment) Regulations ('TUPE') may determine the eligibility of pay awards for employees who transfer into the Wirral Council and Wirral maintained schools on protected terms and conditions.

6.2 Variations to pay grade

Any temporary supplement to the salary scale for the grade is approved in accordance with the Council's approach to honoraria (see section 4.3 above).

6.3 Job evaluation

Post grades are determined using the Council's agreed Job Evaluation Scheme for Green Book Staff.

Community/Voluntary Controlled Schools must request the Schools HR Consultancy Team to evaluate the job description for a new or changed job role before advertising the post.

NB The school may be charged for the Job Evaluation where there is a new job description. This service is available to all schools including those that do not purchase the HR Consultancy SLA. The Foundation Living Wage

6.4 Foundation Living Wage

The Council and Wirral maintained schools pay the Foundation Living Wage rate.

The lowest paid persons employed by the Council and Wirral Maintained Schools are employed on full time (36 hours) equivalent salaries in accordance with spinal column point 1 (Band A) of the Council's grading structure (locally agreed). The grading structure takes account of the Foundation Living Wage hourly rate.

The Foundation Living Wage rate is reviewed and announced by 1 November each year. The Council will consider any increases to the Foundation Living Wage as part of the annual Pay Policy Statement. If agreed, increases to the Living Wage will take effect from 1 April the following year. The provision for the Foundation Living Wage will be kept under review.

6.5 New appointments

New appointments will normally be made at the minimum Spinal Column Point (SCP) of the relevant pay scale for the grade. Where the candidate is already in receipt of remuneration above the minimum SCP of the relevant pay scale, the appointment will normally be made at the nearest equivalent SCP in the grade. If the employee is already in receipt of acting up or honorarium this will also apply.

The appointment salary may be varied with the agreement of the Staff Appointments Committee. In the case of Community/Voluntary Controlled Schools this should also be approved by the Senior HR Manager (Schools). Proposals should be made by the Headteacher, supported by a business case providing objective justification for the proposed variation prior to any offer of employment.

6.6 Progression through pay grades

An employee's progression through the increments of a pay grade is normally linked to length of service. Increments are awarded on **1 April each year** or, for new appointments between 1 October and 31 March, six months from the start date.

The arrangements and factors considered in determining an individual's progression through different pay grades may be determined by experience, skills and qualifications as set out in the relevant Job Description and any progression criteria.

6.7 Withholding Increments:

This provision will only be considered by the Governing Body when the disciplinary or capability procedures have been exhausted and the employee's competence has been proved to be less than the requirements of their post, in the previous year.

6.8 Pension contributions

- 6.8.1** Wirral maintained schools will automatically enroll all eligible employees into the Local Government Pension scheme and contribute to the scheme representing a percentage of the pensionable salary due under the contract of employment of that employee.
- 6.8.2** The rate of contribution is set by the actuaries advising Merseyside Pension Scheme and is reviewed every three years in order to ensure the scheme is appropriately funded.

6.9 Support staff conditions of service

- 6.9.1 Inset days for Teaching Assistants:** Full Time Teaching Assistants are paid to work 190 days plus the additional 5 INSET days per academic year. Part time Teaching Assistants are paid pro rata for INSET days.
- 6.9.2** Teaching Assistants cannot be expected to attend INSET days that fall on non-working days. **For example:**
A Teaching Assistant works Mondays to Wednesdays, and the INSET days are 1 x Monday and 4 x Friday, therefore only 1 of the INSET days falls on their working days; contractually they will receive 3 additional days' pay for attending INSET days.
- 6.9.3** In such cases schools can take one of these decisions:
- to **request and pay** the Teaching Assistant to attend INSET days outside normal working week
 - to **request** the Teaching Assistant **not to attend** one of their 3 normal working days and attend on the INSET day instead
 - to arrange for the INSET to be **delivered in another way** for part time staff who are unable to attend the training

6.10 Pay scales

- 6.10.1** The pay scales for support staff are based on a 36 hours' working week and are attached at **Appendix 4**.

NB – With effect from 1st April 2023, it has been agreed by NJC that SCP01 will be deleted.

6.11 Term time pay

- 6.11.1** The term time pay calculation is based on:
- number of weeks worked per annum
 - pro rata annual leave – 28 Days (if less than 5 years' service) or 33 days (if more than 5 years' service)
 - pro rata public holidays – 8 days

- number of hours worked – if less than 36 hours per week (full time)

NB – It has been agreed by NJC that all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day annual leave entitlement (pro-rata for part time) with effect from 1st April 2023. As a result, there will be increased costs to schools.

7 Teachers

7.1 Salary progression – September 2023

The following teachers will now have the opportunity for salary progression subject to their performance appraisal in accordance with the School Teachers' Pay and Conditions Document:

- qualified teachers on the main pay range
- qualified teachers on the upper pay range
- unqualified teachers on the unqualified teachers' pay range

It is recommended that schools use the discretion granted by STPCD to consider appropriate pay progression (subject to appraisal). Please see Appendices 7 and 8.

Schools will have the option to increase individual teachers' pay at different rates, based on performance. Schools can reward high performing teachers by progression up the pay scale faster. Performance objectives must state the level of performance required to meet the objective at the end of the review period.

Performance objectives will become more challenging as teachers progress up the pay scale. However, the school will minimise the impact on workload for individual teachers, line managers and Headteacher, throughout the process. Objectives and performance management discussions will not be based on teacher generated data and predictions, nor solely on the assessment data for a single group of pupils. Please see the Appraisal Policy for Teachers and Headteachers for further guidance.

Any uplift in pay shall not apply to that proportion of any teacher's salary which comprises a safeguarded sum.

Full pay tables, including updated spine points that reflect the pay uplift are available in Appendices 7 and 8.

Once salary determinations for the September 2023 pay award have been made, 2023 pay increases and pay ranges will come into effect.

7.2 Pension contributions

Wirral Maintained schools will automatically enroll all eligible employees into the Teacher Pension Scheme and contribute to the scheme representing a percentage of the pensionable salary due under the contract of employment of that employee.

7.3 Early Careers Teachers (ECTs)

The Early Career Teachers (ECT) standard length of induction is two school years.

Year 1 (ECTs) must not teach more than 90% of a normal teaching timetable and are also entitled to PPA time of 10%. Year 2 ECTs will not teach more than 95% of a normal teaching timetable and are also entitled to PPA time of 10%.

In most cases ECT's join the main pay scale at M1. However, discretionary points and recruitment and retention incentives may be awarded.

In the case of early career teachers (ECT's), the relevant body must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education Statutory Induction Guidance. The relevant body must also ensure that ECT's are not negatively affected by the extension of the induction period from one to two years.

The school should consider the progress that has been made towards meeting the outcomes of the ECF and award a pay increase in line with the expectations of the Appraisal Policy.

On successful completion of ECT Induction the Governing Body will determine the appropriate pay point for the teacher, in line with the statutory induction process/appraisal policy.

In cases where ECTs working part-time can demonstrate that they have met the Teachers Standards, the appropriate body is able to reduce the length of the induction period and bring forward the final assessment point. This decision is only to be made in agreement with the ECT and once the ECT has completed a period covering, but not equivalent to, two school years.

7.4 Pay on appointment

The Governing Body will determine the salary range, **which must be clearly stated within adverts**, for any vacant classroom teacher post on the main pay range or upper pay range, having regard to:

- the requirements of the post
- any specialist knowledge, skills and qualifications 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.

7.4.1 Main Scale/ upper pay range appointment

Governing Bodies **can consider** honouring previous salary on main and upper pay range, but it is no longer a statutory requirement for the appointment of teachers.

Governing Bodies should indicate to applicants, at the time of advertising, if they are not necessarily prepared to pay at the teacher's current rate of pay (including any incremental progression). The successful candidate must be informed of the starting salary at the time of offer. This should later be confirmed in writing.

7.4.2 Upper pay range from September 2023

Teachers can indicate that they wish to be considered for progression onto the upper pay range at any point in their career; requests must be put in writing to the headteacher.

Teachers are advised to inform their appraiser **normally** two years in advance in order to be able to set appropriate challenging objectives and gather appropriate evidence. However, there is no longer a statutory requirement for teachers to provide evidence from appraisals from the previous two-year period in an upper pay range request.

Those considering movement to the Upper Pay Range, and those already on Upper pay range must be able to evidence that they continually meet the following:

- The teacher is **highly competent** to move onto and progress through the upper pay range.

Highly competent is defined as:

Having excellent depth and understanding of the Teachers' Standards in the role they are fulfilling and the context in which they are working.

- That the teacher has made **sustained and substantial contribution** to the school.

Sustained and Substantial contribution is defined as:

Sustained:

- This will be usually occur after a teacher has had **consecutive successful appraisal reports**. However, teachers may be able to evidence their suitability to progress to /or up the Upper Pay Range sooner.
- Has made **good progress** towards their **performance objectives**
- They will have been expected to have shown their **teaching expertise has grown** over the relevant period and is **consistently good to outstanding**.

Substantial:

- **raising standards** of teaching and learning in their **own classroom**
- making a **significant wider contribution to school improvement** which impacts on:
 - Pupil progress
 - Effectiveness of staff and colleagues.

One notification for consideration for upper pay range may be submitted annually. The closing date for consideration for Upper Pay Range is **normally** 31st October each year.

However, exceptions will be made in particular circumstances, e.g., those teachers who are on maternity leave or who are currently on sick leave.

In addition, schools should try to avoid confusing or conflating the criteria and factors for the award of TLR payments with the criteria for movement on or through the upper pay range, both within the context of additional responsibilities, objective-setting and when making pay decisions (from DfE Advice on Implementing your School Approach to pay Oct 22).

7.4.3 Timetable for pay reviews

The Governing Body will review every teachers' salary **with effect from 1 September** and **by no later than 31 October** each year and give them a written statement setting out their salary, safeguarded sums (if applicable) and any other financial benefits as specified in the School Teachers' Pay & Conditions Document (STPCD). A model statement is available on the DfE website.

Reviews may also take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating a teacher's pay. This includes when a teacher passes through the threshold. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

The written statement should include the performance objectives on which his/her salary will be reviewed in the future.

The Governing Body will also undertake a similar pay review for all support staff.

The formal written statement of the Pay Committee's decision which the Headteacher will distribute to staff, including those on maternity leave, adoption leave, shared parental leave, secondment or long-term sick leave, will advise members of staff that if they are dissatisfied, they may make representations to the Pay Committee either in person or in

writing, provided they inform the Headteacher in writing of their intentions within ten working days of receiving their statement.

Any member of staff making representations will be entitled to be accompanied or represented by a work colleague or professional association or trade union representative.

In respect of the Headteacher's pay decision the formal written statement will be given to him or her by the Chair of Governors. The deadline for Headteachers is **31 December**.

NB Payroll instructions for Headteachers' movement up the leadership spine should be signed by the Chair of Governors.

7.5 Increases to boost pension

The Governing Body will not exercise pay discretion with the objective of increasing final salary for pension purposes.

If there has been an increase in salary in any of the three years used in the average salary period which is more than a fixed amount or 10% (whichever is the greater) above the standard increase, it cannot be used in the calculation of benefits unless the employer pays an additional contribution to the Scheme equivalent to the actuarial value of the increased benefits. This fixed amount is reviewed each year in line with factors provided by HM Treasury.

The LA are not able to pay the additional contributions which will be calculated on an individual basis by Teachers' Pensions. Governing Bodies could, if they so wish, consider making the payment from their school's budget.

If the average salary is restricted, any unused contributions will be refunded.

The salary paid to teachers passing through threshold does not count for this purpose.

For further information contact Teachers' Pensions Enquiry Line: 0345 300 3756.

8 Teaching staff pay and conditions of service

8.1 National conditions

Pay and conditions for Headteachers, Deputy Headteachers, Assistant Headteachers, classroom teachers and unqualified teachers will be as set out in the School Teachers' Pay and Conditions Document issued annually by the Department for Education.

Other collective agreements negotiated nationally, such as the provisions for maternity leave scheme are contained in the Conditions of Service for School Teachers ("Burgundy Book").

NB No payments or conditions of employment other than those provided for in the STPCD, Burgundy Book (revised September 2023) or Local Conditions document may be applied to teachers except in the case of Academies.

8.2 Local discretion

The School Teachers' Pay and Conditions Document includes a wide range of pay flexibilities which can be used by the Governing Body as management tools to help the school realise its objectives. The Governing Body should also consider the conflicting demands on the school's limited budget and will decide on discretionary enhancements in a prudent way, having regard for these other demands and the need to have a balanced approach to the school's development.

8.3 Legal challenge

Governors should be aware of the need to be able to justify, and, if necessary, to defend against legal challenge, individual decisions taken when using their discretionary powers over teachers' pay. The Governing Body will always therefore make clear what criteria it is using and will ensure that this is recorded in writing.

Governors will follow the regulations and guidance as set out in the School Teachers' Pay and Conditions Document when making these decisions. Decisions on discretionary payments will generally be made once a year as part of an annual review of salaries unless there is an exceptional reason for doing so at another time of the year.

8.4 Unqualified teacher

An unqualified teacher must be paid such salary within the minimum and maximum of the unqualified teacher pay range as the Governing Body determines (Appendix 5). This will consider his/her responsibilities, or any qualifications or experience relevant to his/her specialised form of teaching. The Governing Body will make awards on a case-by-case basis having regard to equal treatment, fairness and transparency.

The Governing Body may also pay any additional allowance they consider appropriate where they consider that his/her salary is not adequate having regard to his/her responsibilities or to any qualifications or experience relevant to his/her specialised form of teaching. The Governing Body will make awards on a case-by-case basis having regard to equal treatment, fairness and transparency.

Unqualified teachers are not eligible for TLR payments or SEN Allowances.

Where an unqualified teacher obtains qualified teacher status (QTS) the teacher must be transferred to a salary within the main pay range for teachers.

Where the teacher continues to be employed by the same school within which they were employed before they obtained QTS, the teacher must be paid a salary which is the same or higher than their current salary, as the relevant body considers to be appropriate.

A teacher who obtains QTS retrospectively must be paid a lump sum by the relevant body responsible for the payment of remuneration at the time when QTS was effectively obtained. The lump sum payable must be the difference (if any) between the remuneration the teacher was actually paid as an unqualified teacher and the salary (not

including any allowances) the teacher would have been paid as a qualified teacher, from the date QTS was effectively obtained to the date when the lump sum is paid.

8.5 Discretionary points

The Governing Body may award additional points for years of experience other than employment as a teacher which the Governing Body considers of value to the performance of the classroom teacher's duties.

It is the responsibility of the Governing Body to make an appropriate assessment of the value of any previous experience. Governing Bodies could consider the teaching in Academies, City Technology Colleges, independent schools, or in overseas schools outside the EU, or non-teaching experience whether paid or not which they consider relevant.

The LA recommends a maximum of two points in respect of experience points.

8.6 General

Once awarded, experience points, whether originally mandatory or discretionary, may not be taken away, whilst the teacher remains in post at that school. They also count towards that teacher's eligibility for performance threshold.

9 Annual review of classroom teachers' salaries

9.1 Teaching and learning responsibility (TLR) payments

9.1.1 Criterion and Factors

The criterion and factors for the award of TLR payments are as follows:

Criterion: A TLR payment may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

Factors: Before awarding a TLR, the Governing Body must be satisfied that the teacher's duties include a significant responsibility for which he/she is accountable, not required of all classroom teachers, and which:

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

Before awarding a TLR1 the Governing Body must, in addition, be satisfied that the significant responsibility referred to includes line management responsibility for a significant number of people.

See Appendix 6 for TLR pay ranges.

If a post meets the criterion and all the factors, this does not mean automatically that the post will be graded as a TLR.

Temporary TLR1 and TLR2 payments will be awarded **only** where a teacher is appointed to cover a different post in the staffing structure to which a TLR payment is attached. This covers situations such as cover for secondments, maternity or sick leave or vacancies pending a permanent appointment.

The Governing Body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day.

The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. The relevant body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above.

The annual value of an individual TLR3 must be no less than £639 and no greater than £ 3,169. TLR3s are not subject to salary safeguarding. The range for TLR3s refers to the annual value of such an award. Where a TLR3 is awarded with a fixed term of less than one year then the total value should be determined proportionately to the annual value.

Where a TLR3 is awarded to a part-time teacher the value should not be amended to reflect the part-time hours of the individual in receipt of the award; the pro-rata principle does not apply to TLR3.

Although a teacher cannot hold a TLR1 and TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3 for a time limited project.

NB All TLR3s should be reviewed at the end of the project.

9.1.2 Safeguarding TLR1 and TLR2 payments

If the Governing Body determines whether as a result of change to the Pay Policy or to the school's Staffing Structure or otherwise, that a teacher's duties and responsibilities

- a) are no longer to include the TLR, or
- b) merit a TLR of a lower annual value,

they will pay the following safeguarded sum:

- In respect of (a) they will pay a safeguarded sum to the value of the TLR to which he/she was entitled immediately before the determination.
- In respect of (b) they will pay a safeguarded sum which is the difference between the value of the TLR to which he/she was entitled immediately before the determination and the new payment.

Within one month of the determination the Governing Body must notify the teacher in writing of the reason, the effective date, the safeguarded sum, the date the safeguarding will end, and where a copy of the school's Staffing Structure and Pay Policy may be inspected.

The teacher will be paid the safeguarded sum until whichever of the following is the first to occur:

- a) The third anniversary of the relevant date (see table below).
- b) The teacher ceases to be a classroom teacher.
- c) The teacher is awarded a TLR that equals or exceeds the safeguarded sum.
- d) The teacher's employment at the school ends.
- e) The date on which a teacher's fixed term contract (with TLR payment) comes to an end.

Table showing 'relevant dates' for (a) above

Decision taken between these dates:	Safeguarded until the third anniversary of:
1 September and 31 December	the following 1 January
1 January and 31 March	the following 1 April
1 April and 31 August	the following 1 September

The safeguarded sum will also be reduced by the value of any subsequent TLR awarded to the teacher whilst he/she occupies another post in the temporary absence of the post-holder but it will be restored upon the expiry of the period of that award unless, in the meantime, any of the events specified in (a) to (d) above occurs. The same applies if the teacher occupies a temporary post as a member of the Leadership Group.

TLRs awarded to teachers employed under a fixed term contract or whilst they occupy another post in the temporary absence of the post holder shall not be safeguarded after the fixed term contract expires.

9.2 Special Educational Needs (SEN) allowances

9.2.1 Eligibility for SEN allowance

See Appendix 6 for SEN allowance ranges.

A SEN allowance must be awarded to a classroom teacher:

- in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN
- in a special school
- who teaches pupils in one or more designated special classes or units in a school
- in any non-designated setting (including any PRU), where the post:
 - involves a substantial element of working directly with children with special educational needs
 - requires a teacher's professional skills and judgment in the teaching of children with special educational needs, and
 - has a greater level of involvement in teaching children with special educational needs than is the normal requirement of teachers in the school, or for unattached teachers, the unit or service

Where a SEN allowance is to be paid the Governing Body must determine the spot value of the allowance within the SEN allowance range, considering the structure of the school's SEN provision and the following factors:

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

Where a teacher is already in receipt of a SEN allowance, the Governing Body must determine whether the teacher remains entitled to the allowance. If so, it must determine the amount of the allowance with effect from 1 September 2023.

9.2.2 Safeguarding of SEN allowances

Where a teacher is no longer entitled to a SEN allowance or where the value of the SEN allowance following determination of the amount of the SEN allowance, is lower than the value of the SEN allowance to which the teacher was entitled immediately prior to the determination, the Governing Body **must** pay the teacher the safeguarded sum. The safeguarded sum is the difference between the value of the old allowance and the value of the new allowance, or where the teacher is no longer entitled to a SEN allowance, the value of the old allowance.

Where a safeguarded sum is payable, the Governing Body must notify the teacher in writing, within one month of the determination, the details specified in paragraph 31.1 of the STPCD, including:

- the reason for the determination
- the value of the old allowance and the value of the new allowance (if any)
- the safeguarded sum

- that the old allowance is to be replaced by the new lower allowance (or no allowance if no longer entitled)
- the latest date on which the safeguarding will end
- details of where the Pay Policy may be inspected

The safeguarded sum will be paid until one of the dates specified in paragraph 32.1 of the STPCD, including:

- the date on which a teacher is awarded a SEN allowance that equals or exceeds the combined value of the new allowance (if any) and the safeguarded sum
- the teacher ceases to be a classroom teacher
- the teacher is awarded a TLR that equals or exceeds the value of the safeguarded sum
- the teacher is placed on a higher point on the pay scale and the combined value of that point and any allowances equals or exceeds the combined value of the original salary, the new allowance (if any) and the safeguarded sum
- the date on which the teacher's employment at the school ends

Payment of the safeguarded sum must be discontinued where the teacher occupies a post as a member of the leadership group or where a TLR payment equals or exceeds the value of the safeguarded sum, in the temporary absence of the post holder and reinstated thereafter, unless any of the events in paragraph 32.1 of the 2023 STPCD occur.

9.3 Recruitment and retention incentives and benefits

All new payments for recruitment and retention purposes must be made under the provisions set out in paragraph 27 of the 2023 STPCD.

The Governing Body is free to determine the value of the award, but new awards can only be given **for a period of up to three years** to new teachers for recruitment purposes, and up to three years to existing teachers for retention purposes. Awards made for retention purposes are only renewable in **exceptional** circumstances. The case for exceptional circumstances must be made to the Schools' HR Consultancy, in order to comply with this regulation.

All incentives and benefits awarded under paragraph 27 of the 2023 STPCD will be in writing stating whether the award is for recruitment or retention, the nature of the award, when and how it will be paid, and unless it is a "one-off" award, the start date and duration and the basis for any uplifts which will be applied (as applicable).

9.4 Pay scale for classroom teachers

The pay spine for classroom teachers is detailed in Appendix 5.

It is the responsibility of the Headteacher to notify teachers of the outcome of their performance appraisal by no later than **20 working days** from the date the Headteacher

informs the Governing Body of his/her decision. Where the standards have not been met the teacher should be notified in writing and, where the standards have been met, be provided with oral feedback.

9.5 Pay scale for upper pay range teachers

The pay scale for upper pay range teachers is detailed in Appendix 5 and applies to teachers who have met the standards threshold.

A teacher who first becomes entitled to be paid as an upper pay range teacher shall be paid on the minimum of the pay range for post-threshold teachers.

When reviewing the salary of a post-threshold teacher the Governing Body shall not determine that there has been any movement up the pay range unless there has first been a review of the performances of the post threshold teacher and their achievements and contribution to the school have been **substantial and sustained**. The review will need to assess that the teacher has continued to grow professionally by developing their teaching expertise post threshold.

Progression through the upper pay range is **not automatic** but the decision of the Governing Body; however, all post threshold teachers must be reviewed by the Reviewer or Headteacher. There is no automatic link between meeting objectives or targets and the award of a pay point.

A post-threshold teacher's salary shall not be increased by more than one scale point in the course of a single annual salary review. Any points awarded shall be permanent whilst the teacher remains in the same school.

9.6 Leading Practitioner

The Leading Practitioner role is defined as qualified teachers whose primary purpose is to model and lead improvement of teaching skills.

Typically, the duties of a Leading Practitioner may include:

- a leadership role in developing, implementing and evaluating policies and practices in a school that contribute to school improvement
- the improvement of teaching within school which impacts significantly on pupil progress
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas

See Appendix 5 for Leading Practitioner pay range.

9.7 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 Governing Body will issue them with a written statement detailing their working time obligations and their pay.

The Governing Body will calculate the proportion of time a part-time teacher works against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies. The STTW of a full-time teacher will be used as the figure for calculating the percentage of the STTW for a part-time teacher.

Part-time teachers are entitled to PPA time pro-rata to full-time teachers.

For further advice around working patterns and pay please contact your HR consultancy provider.

9.8 Supply teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the pay arrangements pertaining to this pay policy.

Supply teachers will have their pay calculated to show the working element and the holiday element separately. The Governing Body will continue to pay supply teachers their holiday pay element at the time of working.

NB This applies to teachers employed through a supply agency, in line with the Agency Worker Regulations 2016.

9.9 Performance pay

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

9.10 Payment for undertaking continuing professional development (CPD) outside of the school day

The Governing Body has discretion to make additional payments to Headteachers, Deputy Headteachers, Assistant Headteachers and teachers who undertake CPD at weekends, during school holidays or during a period outside the school day.

The Governing Body will issue a written statement detailing which CPD activities will be paid for and setting out an appropriate level of payment bearing in mind that payments should be funded from money saved on supply cover – such payments are intended to minimise the disruption caused to pupils' education caused by teachers' absence from the classroom.

The Governing Body notes all such CPD activities are entirely voluntary and accepts some teachers may not wish, or may not be able, to attend training courses in the evening, at weekends or during holidays. The Governing Body respects the rights of individuals to make their own choice and will take proper account of equal treatment and contractual requirements for reasonable work-life balance.

The Governing Body will, where possible, schedule training courses during the five non-teaching days during which teachers are required to be available for work or out of hours.

All CPD payments are subject to income tax and National Insurance contributions and are pensionable. Payments to full-time classroom teachers will only be made in respect of those activities undertaken outside the 1,265 hours of directed time.

9.11 Payment for initial teacher training (ITT) activities

The Governing Body will issue a written statement detailing the additional payments available to Headteachers, Deputy Headteachers, Assistant Headteachers and teachers who undertake voluntarily to participate in ITT activities. A separate non-teaching contract of employment will also be issued.

All ITT payments are subject to income tax and National Insurance contributions and are pensionable.

9.12 Payment for out-of-school hours learning activities

The Governing Body may make such payments as it sees fit to a teacher, other than a headteacher, in respect of:

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

10 Headteachers

10.1 Pay range

The Governing Body determines the Headteacher's ISR, normally on seven consecutive spine points on the leadership pay range, which must normally fit inside the school's Group range (see Appendix 7). There is increased flexibility (see below) to tailor leadership pay to the challenges and needs of the school.

The Governing Body will have regard to paragraphs 9.2 and 9.3 of the STCPD which state that when determining a headteacher's individual pay range governing bodies must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

There is, however, no automatic requirement to review the pay of existing leadership roles. The new provisions for determining individual pay ranges should only be applied to

new appointments, or where there are significant changes in responsibilities of existing posts.

Pay ranges for headteachers should not normally exceed the maximum of the school's headteacher group. However, the headteacher's pay range (where determined on or after 1 September 2014) may exceed the maximum, where the Governing Body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Governing Body must ensure that the maximum of the headteacher's pay range and any additional payments made under paragraph 10 of the STPCD 2023 do 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.

10.2 Appointment to an additional school(s)

Where the headteacher is appointed as headteacher of more than one school on a permanent basis, the relevant body of the headteacher's original school or, under the Collaboration Regulations, the collaborating body must calculate the headteacher group by combining the unit score of all the schools for which the headteacher is responsible to arrive at a total unit score, which then determines the headteacher group.

Where a Headteacher takes on accountability for a second school on a temporary basis, the ISR is determined is based on the "home" school. However, the Governing Body can consider the use of a discretionary payment to acknowledge the extra accountability, up to a limit of 25% on the total sum of the discretionary payments, unless the "wholly exceptional circumstances" provisions are invoked.

10.3 Salary review for the academic year 2023 – 2024

The Governing Body will review the salary of the Headteacher, having regard to the current DfE requirements, in that they are unable to increase a Headteacher's salary unless there has been a sustained high quality of performance by him/her, having regard to the results of the most recent review carried out for the academic year ending on 31 August 2022.

A successful performance review, as prescribed by the Regulations, will involve a performance management process of performance objectives, classroom observation (where relevant) and other evidence.

10.4 Performance appraisal objectives for the academic year 2023 – 2024

The Governing Body notes that it has a statutory duty to set suitable performance appraisal objectives for the academic year commencing on 1st September 2023. All teachers, including Headteachers, would normally have three performance appraisal objectives. These objectives should contribute to improving progress of pupils in the school, and one of them will be a whole-school objective making a direct and shared link with school improvement planning.

Assessment criteria for Headteacher performance appraisal objectives must be agreed by the Governing Body, with the support of the school improvement associate or external adviser.

The Governing Body notes that as part of its statutory duties it must appoint three governors to carry out the Headteacher's performance appraisal review, with the support of a school improvement associate or external adviser appointed by the Governing Body for that purpose. No pay progression will be possible unless this has been done and the review has shown sustained high quality performance and the Headteacher has demonstrated that they have grown professionally by developing their leadership and (where relevant) teaching expertise and having regard to their most recent planning and review statement.

The Governing Body also notes the DfE's recommendation that it is good practice for objectives to become progressively more challenging as the Headteacher gains experience and moves up his/her range.

10.5 Pay spine movements

Spine Points are no longer a mandatory element of pay progression within the leadership group. Instead, governing bodies have flexibility to determine whether and by how much leadership pay should increase. The STPCD 2023 envisages three categories of pay maxima:

- normal pay maxima determined by reference to the school's group size
- exceptional pay maxima of an additional 25% of the above
- very exceptional discretion to operate outside this range (but a strong audit trail and independent advice required to justify)

For 2023-2024 it is recommended that schools retain the existing pay regime (based on points) but use the discretion granted by STPCD to consider appropriate pay progression (subject to appraisal).

In cases where there are new appointments or major responsibility changes then it may be appropriate to take advantage of the flexible regime. However, schools that do this should be aware that changing the basis of pay of one member of the leadership team may properly trigger a wholesale re-evaluation of leadership pay. This is envisaged in the STPCD.

11 Deputy Headteachers

11.1 Pay range

The Governing Body determines the Deputy Headteacher's five consecutive spine point range on the leadership pay range, which must normally fit inside the school's Group range (see Appendix 7). There is increased flexibility (see below) to tailor leadership pay to the challenges and needs of the school.

The Governing Body will have regard to paragraphs 9.2 and 9.4 of the STCPD 2023 which state that when determining leadership pay ranges governing bodies must take

into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

There is, however, no automatic requirement to review the pay of existing leadership roles. The new provisions for determining individual pay ranges should only be applied to new appointments, or where there are significant changes in responsibilities of existing posts.

11.2 Salary review for the academic year 2023 – 2024

The Governing Body will review the salary of the Deputy Headteacher, having regard to the current DfE requirements, in that they are unable to increase a Deputy Headteacher's salary unless there has been a sustained high quality of performance by him/her, having regard to the results of the most recent review carried out for the academic year ending on 31 August 2022.

A successful performance review, as prescribed by the Regulations, will involve a performance management process of performance objectives, classroom observation (where relevant) and other evidence.

11.3 Performance appraisal objectives for the academic year 2023 – 2024

Under the Performance Appraisal Regulations, the setting of a Deputy Headteacher's performance appraisal objectives are the responsibility of the Reviewer who is usually the Headteacher. They must contribute to improving progress of pupils in the school, one of which will be a whole school objective making a direct and shared link with school improvement planning. No pay progression will be possible unless a review has been carried out by the Reviewer and the Deputy Headteacher has demonstrated that he/she has grown professionally by developing their leadership and (where relevant) teaching expertise having regard to their most recent planning and review statement.

The Governing Body also notes the DfE's recommendation that it is good practice for objectives to become progressively more challenging as the Deputy Headteacher gains experience and moves up his/her range.

11.4 Pay spine movements

Spine points are no longer a mandatory element of pay progression for the leadership group. Instead, governing bodies have flexibility to determine whether and by how much leadership pay should increase.

It is recommended that schools retain the existing pay regime (based on points) but use the discretion granted by STPCD to consider appropriate pay progression (subject to appraisal). In cases where there are new appointments or major responsibility changes then it may be appropriate to take advantage of the flexible regime. However, schools that do this should be aware that changing the basis of pay of one member of the leadership team may properly trigger a wholesale re-evaluation of leadership pay.

12 Assistant Headteachers

12.1 Pay range

Until 31 August 2014 the Governing Body determined the Assistant Headteacher's five consecutive spine point range on the leadership pay range. From 1 September 2014 this was removed and, as with all leadership pay ranges, the Governing may now decide on the length of individual Assistant Headteacher pay ranges.

The Governing Body will have regard to paragraphs 9.2 and 9.4 of the STCPD which state that when determining leadership pay ranges governing bodies must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

There is, however, no automatic requirement to review the pay of existing leadership roles. The new provisions for determining individual pay ranges should only be applied to new appointments, or where there are significant changes in responsibilities of existing posts.

12.2 Salary review for the academic year 2023 – 2024

The Governing Body will review the salary of the Assistant Headteacher, having regard to the current DfE requirements, in that they are unable to increase an Assistant Headteacher's salary unless there has been a sustained high quality of performance by him/her, having regard to the results of the most recent review carried out for the academic year ending on 31 August 2023.

A successful performance review, as prescribed by the Regulations, will involve a performance management process of performance objectives, classroom observation (where relevant) and other evidence.

12.3 Performance appraisal objectives for the academic year 2023 – 2024

Under the Performance Appraisal Regulations, the setting of an Assistant Headteacher's performance appraisal objectives is the responsibility of the Reviewer who is usually the Headteacher.

They must contribute to improving progress of pupils in the school, one of which will be a whole school objective making a direct and shared link with school improvement planning.

No pay progression will be possible unless a review has been carried out by the Reviewer and the Assistant Headteacher has demonstrated that he/she has grown professionally by developing their leadership and (where relevant) teaching expertise.

The Governing Body notes the DfE's recommendation that it is good practice for objectives to become progressively more challenging as the Assistant Headteacher gains experience and moves up his/her range.

12.4 Pay spine movements

From 1 September 2014, spine points are no longer a mandatory element of pay progression for the leadership group. Instead, governing bodies will have more flexibility to determine whether and by how much leadership pay should increase.

It is recommended that schools retain the existing pay regime (based on points) but use the discretion granted by STPCD to consider appropriate pay progression (subject to appraisal). In cases where there are new appointments or major responsibility changes then it may be appropriate to take advantage of the new flexible regime. However, schools that do this should be aware that changing the basis of pay of one member of the leadership team may properly trigger a wholesale re-evaluation of leadership pay.

Whole School Pay Policy

Appendices

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Recommended terms of reference for the school pay committee

1. To agree the Pay Policy, after consultation has taken place with staff and their professional association or trade union representatives, and amendments made in the light of comments received, and to inform staff that the Policy has been adopted.
2. To work to meet the aims of the Whole School Pay Policy.
3. To ensure that the policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local conditions of service.
4. To operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation ensuring compliance with the Equality Act 2010.
5. To ensure that the Pay Policy aims to meet the needs of the school to recruit, retain, develop and motivate staff.
6. To decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including agency workers and those on maternity leave, adoption leave, secondment or long-term sick leave.
7. To have regard to the need for proper pay relativity and equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy.
8. To recognise, within the salary structure, increased responsibility, whether temporary or permanent.
9. To determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner.
10. To ensure that the reasons for discretionary awards are clearly recorded in minutes and to determine what provision should be made in the school's budget for discretionary awards.
11. To inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time.
12. To determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers and if so their nature, value, duration and the circumstances in which they will be paid having regard to paragraph 27 of the STPCD 2020.

NB For Headteachers, Deputy Headteachers and Assistant Headteachers:

- a) They may not be awarded payments under paragraphs 27.1 to 27.2 of the 2023 STPCD other than as reimbursement of reasonably incurred housing or relocation costs.

- b) All other recruitment and retention considerations, including non-monetary benefits, must be considered when determining the pay range.
 - c) Where the relevant body pays a recruitment or retention incentive or benefit awarded, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under the 2023 STPCD.
13. To ensure that clear written job descriptions exist.
 14. To ensure that detailed records are kept of all matters relating to salaries.
 15. To ensure that staff are aware of the procedures for presenting their case for review to the Pay Committee.
 16. To consider recommendations from the Headteacher about pay awards based on the Pay Policy.
 17. To ensure that the staff know the procedure whereby an appeal may be made to the Appeals Committee against pay decisions and related matters (eg performance management, threshold assessment).
 18. To work closely with the Finance Committee in agreeing the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget.
 19. To arrange the annual review of staff salaries as required by legislation, for staff not covered by the Schools adopted Performance Appraisal process.
 20. To decide upon movement on the upper pay range, based on the recommendations of the school's adopted performance appraisal reviewer and the Pay Policy.
 21. To arrange for the annual review of the Pay Policy in full consultation with the staff.
 22. To appoint Governors to agree performance targets and to determine the pay of the Headteacher in accordance with STPCD statutory regulations.
 23. To minute and report without comment or discussion to the next meeting of the full Governing Body as a confidential item decision of the Pay Committee in order to protect the appeals procedure.
 24. To provide a formal written salary statement for all teachers and a staffing structure describing senior manager and TLR posts.
 25. To direct the Headteacher to advise the Governing Body and staff that the staffing structure and organisation have been finalised for the school year following the conclusion of any appeals.
 26. To ensure that procedures required by the Education (School Government) Regulations 1999 (and as subsequently amended) are complied with, especially regarding agenda and minutes.

Proceedings of the Governing Body Pay Committee: Pay representations meeting

NB All evidence to be considered by the Pay Committee should have been shared between all parties at least 5 working days before the scheduled meeting.

1. Introductions.
2. The Headteacher will present to the Pay Committee the reasons for the pay recommendation of the employee affected and the procedures that have been followed.
3. Where employees wish to make representation, they will join the Pay Committee meeting individually and the following procedure will apply.
 - a) He/she (or his/her representative) shall have the opportunity to ask questions of the Headteacher on the pay recommendation report and on any information given by the Headteacher.
 - b) The members of the Committee shall have the opportunity of asking questions of the Headteacher.
 - c) The employee (or his/her representative) will have the right to put his/her case in the presence of the Headteacher.
 - d) The Headteacher shall have the opportunity to ask questions of the employee (or his/her representative).
 - e) The members of the Committee shall have the opportunity to ask questions of the employee (or his/her representative).
 - f) The Headteacher shall have the opportunity to sum up his/her submission if he/she so wishes.
 - g) The employee (or his/her representative) shall have the opportunity to sum up his/her submission if he/she so wishes.
 - h) The employee and his/her representative shall withdraw.
 - i) Once all employees have presented their case, the Headteacher shall withdraw.
4. The Governors will deliberate in private, only recalling the Headteacher and employees and their representatives to clear points of uncertainty on information already given. If recall is necessary, both parties are to return, notwithstanding only one is concerned with the point giving rise to doubt.
5. The Governing Body will announce its decision to the Headteacher and the employee and his/her representative personally or subsequently in writing. Whichever method is chosen, both parties will be informed in a like manner. A decision notified orally will be confirmed in writing, with the reasons for the decision, and the right to appeal to the Pay Appeal Committee if employee is dissatisfied with the outcome.

Proceedings of the Governing Body: Pay Appeal Committee

NB In respect of pay decisions the Chair of Pay Committee will present to the Pay Appeals Committee the reasons for the salary assessment.

1. Introduction.
2. The Chair of the Pay Committee will present to the Pay Appeal Committee the reasons that lead to the salary assessment decision for the employee and the procedures that have been followed.

NB The Chair of the Pay Committee may also have the Headteacher present in the Pay Appeal Meeting to answer questions and provide clarification when asked.

3. The employee (or his/her representative) shall have the opportunity to ask questions of the Chair of the Pay Committee on the pay recommendation report.
4. The members of the Committee shall have the opportunity of asking questions the Chair of the Pay Committee, and where relevant the Headteacher.
5. The employee (or his/her representative) will have the right to put his/her claim in the presence of the Chair of the Pay Committee and the Headteacher.
6. The Chair of the Pay Committee shall have the opportunity to ask questions of the employee (or his/her representative).
7. The members of the Committee shall have the opportunity to ask questions of the employee.
8. The Chair of the Pay Committee shall have the opportunity to sum up his/her submission if he/she so wishes.
9. The employee (or his/her representative) shall have the opportunity to sum up his/her submission if he/she so wishes.
10. The Headteacher and/or the Chair of the Pay Committee and the employee and his/her representative shall withdraw.
11. The Governors will deliberate in private, only recalling the Headteacher and/or the Chair of the Pay Committee and the employee and his/her representative to clear points of uncertainty on information already given. If recall is necessary, both parties are to return notwithstanding only one is concerned with the point giving rise to doubt.
12. The Governing Body will announce its decision to the Headteacher and/or the Chair of the Pay Committee and the employee and his/her representative personally or subsequently in writing. Whichever method is chosen, both parties will be informed in a like manner. A decision notified orally will be confirmed in writing.

The decision of the Pay Appeal Committee will be final.

NJC Pay Spine								
WITH EFFECT FROM 1 Apr 2023 (implemented in Dec 2023)								
SCP	Band	Full Time Salary	Less than 5 years' service			More than 5 years' service		
			38 working weeks	39 working weeks	41 working weeks	38 working weeks	39 working weeks	41 working weeks
2	A	22366.00	18910.88	19408.54	20403.85	19341.23	19850.21	20868.17
3	B	22737.00	19224.57	19730.48	20742.30	19662.06	20179.48	21214.33
4	C	23114.00	19543.33	20057.63	21086.23	19988.08	20514.08	21566.08
5		23500.00	19869.70	20392.59	21438.36	20321.87	20856.66	21926.23
6	D	23893.00	20201.99	20733.62	21796.88	20661.72	21205.45	22292.91
7		24294.00	20541.04	21081.60	22162.70	21008.49	21561.35	22667.06
8	E	24702.00	20886.02	21435.65	22534.91	21361.32	21923.46	23047.73
9		25119.00	21238.60	21797.51	22915.33	21721.92	22293.55	23436.81
10		25545.00	21598.79	22167.18	23303.96	22090.31	22671.63	23834.28
11	F	25979.00	21965.74	22543.79	23699.88	22465.61	23056.81	24239.22
12		26421.00	22339.46	22927.34	24103.10	22847.84	23449.10	24651.62
13	F	Not Used						
14		27334.00	23111.42	23719.62	24936.01	23637.36	24259.40	25503.47
15		27803.00	23507.97	24126.60	25363.86	24042.94	24675.65	25941.06
16	G	Not Used						
17		28770.00	24325.59	24965.73	26246.03	24879.16	25533.88	26843.31
18	G	Not Used						
19		29777.00	25177.03	25839.58	27164.68	25749.97	26427.61	27782.87
20		30296.00	25615.85	26289.95	27638.15	26198.79	26888.23	28267.11
21	H	Not Used						
22		31364.00	26518.86	27216.73	28612.46	27122.35	27836.10	29263.59
23	H	32076.00	27120.87	27834.58	29262.00	27738.06	28468.01	29927.91
24		33024.00	27922.43	28657.23	30126.83	28557.85	29309.37	30812.42
25		33945.00	28701.15	29456.44	30967.03	29354.30	30126.78	31671.74
26	H	34834.00	29452.82	30227.89	31778.04	30123.07	30915.78	32501.21
27		35745.00	30223.08	31018.43	32609.12	30910.87	31724.31	33351.20
28	H	36648.00	30986.59	31802.02	33432.90	31691.74	32525.74	34193.72
29		37336.00	31568.30	32399.05	34060.54	32286.70	33136.35	34835.65
30		38223.00	32318.28	33168.76	34869.72	33053.74	33923.58	35663.25
31	H	39186.00	33132.52	34004.42	35748.24	33886.51	34778.26	36561.76
32		40221.00	34007.63	34902.57	36692.44	34781.53	35696.84	37527.44
33	H	41418.00	35019.71	35941.29	37784.43	35816.65	36759.20	38644.28
34		42403.00	35852.55	36796.04	38683.01	36668.44	37633.40	39563.32
35		43421.00	36713.29	37679.43	39611.71	37548.77	38536.89	40513.14
36	H	44428.00	37564.73	38553.27	40530.36	38419.58	39430.62	41452.71
37		45441.00	38421.24	39432.32	41454.49	39295.58	40329.68	42397.87
38	H	46464.00	39286.20	40320.05	42387.75	40180.23	41237.61	43352.36
39		47420.00	40094.52	41149.64	43259.88	41006.95	42086.08	44244.34
40		48474.00	40985.70	42064.27	44221.41	41918.40	43021.52	45227.75
41	H	49498.00	41851.51	42952.86	45155.58	42803.92	43930.34	46183.17
42		50512.00	42708.87	43832.78	46080.62	43680.79	44830.28	47129.27
43	H	51515.00	43556.92	44703.16	46995.63	44548.14	45720.46	48065.10

School term-time contracts: Calculation for staff working less than 36 hours per week

Method

1. You will need the following information for the employee in question:
 - pay grade (spine point)
 - length of service
 - working weeks in the year
 - contracted hours per week
2. Find the salary from the table above (for standard working week).
3. Divide this figure by 36 (the standard working hours in a week).
4. Multiply the result by the employee's contracted hours per week.
5. You now have the annual salary for the employee in question.

Example 1 – Midday Supervisory Assistant

Details: Band B, Spine point 2; 2 years' service; 38 working weeks; 1.25 hours per day (6.25 hours per week)

Calculation: Salary from the table = £17,206 (full-time hours)
 $£17,206 \div 36 \times 6.25 = £2,987.15$

Therefore, the annual salary for this employee would be £2,987.15.

Example 2 – Teaching Assistant, Level 2

Details: Band D, Spine point 6; 9 years' service; 39 working weeks; 28 hours per week

Calculation: Salary from the table = £19,408 (full-time hours)
 $£19,408 \div 36 \times 28 = £15,095$

Therefore, the annual salary for this employee would be £15,095.

Example 3 – Business Manager, Level 6

Details: Band F, Spine point 12; 5 years' service; 41 working weeks; 30 hours per week

Calculation: Salary from the table = £22,751 (full-time hours)
 $£22,751 \div 36 \times 30 = £18,959.17$

Therefore, the annual salary for this employee would be £18,959.17.

**Pay ranges for classroom teachers
From 1 September 2023**

Main pay range	£
1 (minimum)	30,000
2	31,737
3	33,814
4	36,051
5	38,330
6 (maximum)	41,333

Upper pay range	£
1 (minimum)	43,266
2	44,870
3 (maximum)	46,525

Leading Practitioners range	£
1 (minimum)	47,417
2	48,606
3	49,819
4	51,058
5	52,330
6	53,642
7	55,088
8	56,357
9	57,765

Leading Practitioners range	£
10	59,250
11	60,785
12	62,187
13	63,741
14	65,331
15	66,956
16	68,737
17	70,314
18 (maximum)	72,085

Unqualified pay range	£
1 (minimum)	20,598
2	22,961
3	25,323
4	27,406
5	29,772
6 (maximum)	32,134

**Allowances for classroom teachers
From 1 September 2023**

Special Educational Needs allowances

No less than	£2,539
No more than	£5,009

Teaching and Learning Responsibility payments

The annual value of a **TLR 1** must be:
no less than £9,272
and no greater than £15,690

The annual value of a **TLR 2** must be:
no less than £3,214
and no greater than £7,847

The annual value of a **TLR 3** must be:
no less than £639
and no greater than £3,169

School headteacher groups and pay ranges

HEADTEACHER GROUP 1

Leadership point	Annual salary £		Leadership point	Annual salary £
L6	53,380		L13	63,430
L7	54,816		L14	65,010
L8	56,082		L15	66,628
L9	57,482		L16	68,400
L10	58,959		L17	69,970
L11	60,488		L18	71,729
L12	61,882			

HEADTEACHER GROUP 2

Leadership point	Annual salary £		Leadership point	Annual salary £
L8	56,082		L15	66,628
L9	57,482		L16	68,400
L10	58,959		L17	69,970
L11	60,488		L18	71,729
L12	61,882		L19	73,509
L13	63,430		L20	75,331
L14	65,010		L21	77,195

HEADTEACHER GROUP 3

Leadership point	Annual salary £		Leadership point	Annual salary £
L11	60,488		L18	71,729
L12	61,882		L19	73,509
L13	63,430		L20	75,331
L14	65,010		L21	77,195
L15	66,628		L22	79,112
L16	68,400		L23	81,070
L17	69,970		L24	83,081

HEADTEACHER GROUP 4

Leadership point	Annual salary £		Leadership point	Annual salary £
L14	65,010		L21	77,195
L15	66,628		L22	79,112
L16	68,400		L23	81,070
L17	69,970		L24	83,081

L18	71,729
L19	73,509
L20	75,331

L25	85,146
L26	87,253
L27	89,414

HEADTEACHER GROUP 5

Leadership point	Annual salary £
L18	71,729
L19	73,509
L20	75,331
L21	77,195
L22	79,112
L23	81,070
L24	83,081

Leadership point	Annual salary £
L25	85,146
L26	87,253
L27	89,414
L28	91,633
L29	93,902
L30	96,239
L31	98,616

HEADTEACHER GROUP 6

Leadership point	Annual salary £
L21	77,195
L22	79,112
L23	81,070
L24	83,081
L25	85,146
L26	87,253
L27	89,414
L28	91,633

Leadership point	Annual salary £
L29	93,902
L30	96,239
L31	98,616
L32	101,067
L33	103,578
L34	106,138
L35	108,776

HEADTEACHER GROUP 7

Leadership point	Annual salary £
L24	83,081
L25	85,146
L26	87,253
L27	89,414
L28	91,633
L29	93,902
L30	96,239
L31	98,616

Leadership point	Annual salary £
L32	101,067
L33	103,578
L34	106,138
L35	108,776
L36	111,470
L37	114,240
L38	117,067
L39	119,921

HEADTEACHER GROUP 8

Leadership point	Annual salary £	Leadership point	Annual salary £
L28	91,633	L36	111,470
L29	93,902	L37	114,240
L30	96,239	L38	117,067
L31	98,616	L39	119,921
L32	101,067	L40	122,912
L33	103,578	L41	125,983
L34	106,138	L42	129,140
L35	108,776	L43	131,056

The school teachers review body (STRB) recommended that no pay uplift be applied to the maximum values on the pay range (LGPR) or maximum values on any of the eight leadership pay ranges.

This restriction was applied to the maximum of each of the eight headteacher group pay ranges only. It does not apply where a Head/Deputy/Assistant is not earning the maximum on a Headteacher group pay range, but is placed on one of the corresponding points of the LGPR (L18, L21, L24, L27, L31, L35 and L39), which have all increased by 1% each year between 2014 and 2017, by 1.5% in 2018, by 2.75% in 2019 and 2020, by 0% in 2021 and by 5% in 2022.

**Leadership pay range
From 1 September 2023**

Leadership point	Annual salary £		Leadership point	Annual salary £
L2	48,366		L23	81,070
L3	49,574		L24	83,081
L4	50,807		L25	85,146
L5	52,074		L26	87,253
L6	53,380		L27	89,414
L7	54,816		L28	91,633
L8	56,082		L29	93,902
L9	57,482		L30	96,239
L10	58,959		L31	98,616
L11	60,488		L32	101,067
L12	61,882		L33	103,578
L13	63,430		L34	106,138
L14	65,010		L35	108,776
L15	66,628		L36	111,470
L16	68,400		L37	114,240
L17	69,970		L38	117,067
L18	71,729		L39	119,921
L19	73,509		L40	122,912
L20	75,331		L41	125,983
L21	77,195		L42	129,140
L22	79,112		L43 (maximum)	131,056