



**Bassingbourn**  
Community Primary School

# **Bassingbourn Community Primary School**

## **Pay Policy**

This policy was ratified on: 14<sup>th</sup> March 2024

Implemented on: 14<sup>th</sup> March 2024

Review date: Autumn 2024

Signed by the Headteacher: \_\_\_\_\_

Signed by the Chair of Governors \_\_\_\_\_

# Contents

1. Introduction	4
2. Delegation of Decision Making	5
3. Exercise of Discretion Under the STPCD	8
4. Leading Practitioner Posts	10
5. The Leadership Group (See Annex G)	11
6. Headteachers Determination of Leadership Group Salaries	11
7. Additional Payments for Teaching Staff [optional paragraph]	14
8. Unqualified Teachers	14
9. Salaries of Support Staff	15
10. Apprentices	15
11. Salary Sacrifice Scheme	16
12. Review of the Policy	16
Annex A: Procedure for a Review of a Salary Determination by the Review Committee of the Pay Body	17
1. Case for the Employee	17
2. The Chair of the Review Committee:	17
3. Summing Up and Withdrawal	17
4. Review Committee Decision	17
Annex B: Procedure for an Appeal against a Salary Decision of the Review Committee to the Review Appeal Committee of the Pay Body	19
1. The Appeal of the Employee	19
2. The Response of the Review Committee	19
3. Summing Up and Withdrawal	19
4. Review Appeal Committee Decision	19
Annex C: Access to the Teacher's Upper Pay Range	21
Annex D: Teachers: Recruitment and Retention Allowances or Benefits	22
Annexe E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges	23
Annexe F: Teachers: The Appointment of Leading Practitioners	25
Annexe G: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range	25
Annex H: Support Staff pay scales	27

# **EPM Model Pay Policy 2023**

For the Guidance of the Governing Body, Academy or Trust

This policy is suitable for Maintained Schools, where the School Teachers' Pay and Conditions Document (STPCD) is a statutory document, Academies and Trusts that continue to adopt the STPCD for teachers and where the Green Book is adopted for support staff.

The School is free to amend this model policy and EPM will be pleased to advise on any amendments, whether this is to ensure there is no contravention of the requirements of the current STPCD or to advise on the implications when a Trust is considering not adhering fully to the Document. This model policy includes reference to the STPCD 2023 and DfE guidance, recognising that it is for a School/Trust to determine how it wishes to exercise those discretions.

Definitions:

- Headteacher also means Chief Executive Officer, Executive Principal, Principal, Head of School
- School also means Academy or Academies
- Governors also means Trustees or Directors
- Pay Body means governing body for a Maintained School, Single Academy or Trustees, Directors or Members of a Trust (according to the employer's Scheme of Delegation).

# 1. Introduction

## September 2023 Pay Award

- 1.1. The minimum and maximum of the pay ranges and allowances for the September 2023 pay award are set out in the STPCD 2023, along with advisory rates for the Pay Ranges.
- 1.2. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the School's Pay Policy 2023/2024
- 1.3. The Pay Body will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:
- 1.4. Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Body.
- 1.5. Take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
- 1.6. Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible by 31 October 2023, at the latest; 31 December 2023, for the Headteacher.
- 1.7. Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Body will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
- 1.8. Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
- 1.9. Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- 1.10. Comply with the salary safeguarding arrangements in the current STPCD.
- 1.11. Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.12. This policy statement will be available to employees of the Pay Body.

## **2. Delegation of Decision Making**

### **Headteacher**

- 2.1. The Pay Body will delegate the day-to-day management of this policy to the Headteacher, except where stated otherwise. Where the Headteacher has used discretion, as allowed under certain provisions of the STPCD and the pay provisions for support staff, they will ensure the Pay Body is informed.
- 2.2. The Headteacher shall make annual recommendations on the salary of all employees to the Pay Body. This will include sufficient information for the Pay Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 2.3. The Headteacher will have regard for the budget and the requirements of employment legislation; in particular the following, and shall seek advice as and when required:
  - The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
  - The Employment Rights Act 1996
  - The Employment Relations Act 1999
  - The Employment Act 2002
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992)
  - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

### **An Appropriate Committee Structure**

- 2.4. The Pay Body will appoint a committee of governors (hereafter referred to as the "Review Committee") who will be responsible for making decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. Staff Governors cannot be a member of this committee.
- 2.5. The Pay Body will also appoint a committee of governors (hereafter referred to as the "Review Appeal Committee") to hear any appeals. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. These Governors must be different Governors to those that sit on the Review Committee and cannot be employed by the Pay Body.
- 2.6. The Clerk to the Pay Body will be responsible for arranging meetings of the above Committees. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annex A and B.

## **Review of Recommendations to, or Decisions of, the Review Committee**

- 2.7. Prior to submitting a salary recommendation to the Review Committee, the Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher, see 2.21) will inform the employee of their recommendation along with confirmation as to when the Review Committee is meeting.
- 2.8. If an employee is not satisfied with the pay recommendation, they will have the opportunity to discuss the recommendation informally with the appraiser or Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher) before the recommendation is passed to the Review Committee.
- 2.9. If the employee does not agree with the recommendation, they are entitled to attend a meeting with the Review Committee. The employee must, however, provide a written statement in advance of this meeting.

This statement must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy
- in the case of a teacher, who failed to have proper regard for the STPCD statutory/contractual guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have at least five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee to provide this written statement. The statement should be submitted to the Clerk of the Pay Body who will provide a copy to the Review Committee and the Headteacher (or Chair of the Headteacher's Appraisal Review Committee, in the case of the Headteacher) prior to the meeting.

- 2.10. At the meeting, the employee will have the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions.
- 2.11. The decision of the Review Committee will be provided to the employee in writing, along with details of how to appeal (see below).
- 2.12. The procedure to be followed for the review hearing is attached in Annex A.

## **Appeals against Salary or Appraisal Decisions**

- 2.13. The employee may appeal against the decision of the Review Committee. Any appeal must be made in writing to the Clerk to the Pay Body, within five working days of receipt of the Review Committee's decision. The appeal should outline the grounds for appeal, in line with 2.09 above.
- 2.14. The decision of the Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Body.
- 2.15. The procedure to be followed for the appeal is attached in Annex B of this policy.

## **Threshold Application**

- 2.16. An application must be made by 1<sup>st</sup> September and submitted to The Pay Body.  
A successful applicant will progress to a point\* on the upper pay range determined by the Headteacher from 1<sup>st</sup> September. Increases in pay will be effective from this date and will be backdated if required.

The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress. See Annex C.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
  - that their achievements and contributions are substantial and sustained.
  - See Annex C for the Pay Body's definition of "highly competent" and "substantial and sustained".
- 2.17. The Headteacher shall inform the teacher of the recommendation they will be making to the Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide verbal feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraphs 2.7 to 2.14.
- 2.18. Upper pay range decisions will only apply to posts under the employment of this Pay Body.

## **Statement of Salary**

- 2.19. Salary assessment forms will be issued to confirm salary decisions reached.

## **The Chair of the Pay Body**

- 2.20. The Chair of the Pay Body will be available to the Headteacher for consultation, should they be required. For this reason, the Chair of the Pay Body may not be a member of the Review Committee or Review Appeal Committee.

## **The Appraisal Review Committee for the Headteacher's Performance Review**

- 2.21. The Pay Body will delegate 2-3 governors, none of whom shall be employees of the Pay Body, to carry out the appraisal review for the Headteacher. The delegated governors may be supported by an external adviser appointed by the Pay Body. The agreed performance objectives and indicators/measures **may** be referred for moderation to the Chair of the Pay Body].
- 2.22. It is the stated wish of the Pay Body that the delegated governors should be appropriately trained.

## **3. Exercise of Discretion Under the STPCD**

### **Starting Salary of New Classroom Teacher Appointments**

- 3.1. When advertising a teaching post the Pay Body, or delegated committee, will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay Body will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers currently employed by the Pay Body.
- 3.2. Where the Headteacher or selection panel regards a teacher to have the relevant teaching experience or non-teaching experience, which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range.
- 3.3. The Headteacher will confirm salary decisions, and the rationale behind them, to the appropriate committee of the Pay Body.

### **Calculation of Part-Time Teachers' Salaries**

- 3.4. The Pay Body will ensure that all part-time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3.
- 3.5. The Pay Body will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".
- 3.6. All part-time teachers will be advised of how their salary and directed time are calculated.

### **Recruitment/Retention Incentives**

- 3.7. The Pay Body may have a policy regarding any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.
- 3.8. The policy adopted by the Pay Body will be made known to employees and set out as Annex D to this policy.



## **Staffing Structure**

3.9. The Headteacher will recommend, to the Pay Body, a staffing structure for the School that:

- Takes account of any financial limits determined by the Pay Body or delegated committees
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD
- Will determine the value of any TLR post that is to be paid for a short-term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short-term payment will be provided to the appropriate committee of the Pay Body
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD
- Identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post
- Identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) range of salaries will be allocated together with the level of each allowance to be paid
- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post

The staffing structure and pay ranges approved by the Pay Body shall be published with this pay policy.

3.10. If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Pay Body, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

## **Special Educational Needs**

3.11. The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

3.12. The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

## **Awards for Performance Progression to Teachers Paid on the Main Pay Range and the Upper Pay Range**

- 3.13. On or before 30<sup>th</sup> September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each main and upper pay spine teacher.
- 3.14. The Review Committee will receive the pay recommendations from the Headteacher by 31 October of the current year/or other date as determined by the Pay Body at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year.
- Please note comments under section 2.2.
- 3.15. Recommendations will be made on the basis of the teacher's performance during the previous year, measured against the performance review under the Pay Body's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.
- 3.16. Recommendations for pay increases will be differentiated so that any increase is clearly attributable to the performance of each teacher.
- 3.17. A teacher in the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Headteacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. An Early Career Teacher who achieves the required standards during their induction will normally progress to the second point on the main pay range from the following September, in accordance with paragraph 2.3.
- 3.18. Where a teacher has been absent through long-term illness or on maternity leave (or other long-term leave) the Headteacher will ensure that a performance review has been conducted. If a review cannot be conducted until the teacher returns to school, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary in the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

## **4. Leading Practitioner Posts**

- 4.1. The Pay Body may decide to include leading practitioner post/s in the structure where it receives a recommendation from the Headteacher to consider such a post.
- 4.2. Where a leading practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for leading practitioners.
- 4.3. On or before 30<sup>th</sup> September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for any Leading Practitioners.

- 4.4. Unless in the case of extenuating circumstances, The Review Committee will receive the pay recommendations from the Headteacher by 31 October of the current year/or other date as determined by the Pay Body at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1st September of the current year.

The criteria on which such a recommendation will be based are set out in Annex F.

## **5. The Leadership Group (See Annex G)**

### **Deputy and Assistant Headteachers**

- 5.1. The Pay Body, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary. These should be determined with reference to the School's Headteacher Pay Range (see 6 below).
- 5.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Pay Body shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Body.

### **Awards for Performance to Deputy and Assistant Heads**

- 5.3. On or before 30<sup>th</sup> September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for any Deputy or Assistant Headteachers.
- 5.4. Unless in extenuation circumstances, the Review Committee will receive the pay recommendations from the Headteacher by 31 October of the current year/or other date as determined by the Pay Body at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year. The Pay Body expects that the objectives for a Deputy or Assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.
- 5.5. Where there are substantial difficulties in retaining the services of a current Deputy Headteacher or Assistant Headteacher the Pay Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy Headteacher or Assistant Headteacher's range overlap the Headteacher's pay range.

## **6. Headteachers Determination of Leadership Group Salaries**

### **Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group**

- 6.1. On an annual basis, the Pay Body will recalculate the group size of the school to ensure that the unit total of the school is still correct.
- 6.2. The Pay Body will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Pay Body

- sees fit. The Headteacher may make representations to the Review Committee to consider assigning the School to a new HTG.
- 6.3. If the Pay Body changes the group of the School having re-calculated the unit total, the Pay Body will identify any new HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
  - 6.4. The HTPR of the School shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the School.
  - 6.5. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR for the new Headteacher to be paid, ensuring that there is room for salary progression, subject to performance management. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.
  - 6.6. If the Pay Body agrees to the Headteacher also being made the Headteacher of another School permanently, the Headteacher's salary will be determined in accordance with STPCD 2022 (paragraph 6.6).
  - 6.7. Where such a decision is made then the Pay Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

### **Annual Review of Headteacher's Salary**

- 6.8. At the beginning of each academic year, or at any such time as the Pay Body (in consultation with the Headteacher) may decide, the Appraisal Review Committee referred to in 2.20 will agree with the Headteacher or (in the absence of an agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect the priorities identified in the School's development plan.
- 6.9. An external adviser appointed by the School will support the Appraisal Review Committee in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.
- 6.10. Prior to submitting the recommendation to the Review Committee, the Appraisal Review Committee will advise the Headteacher of the proposed pay recommendation. If they are not satisfied with the recommendation, they may seek a review in accordance with 2.8 – 2.10 above.
- 6.11. In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 6.9 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive a written recommendation from the Appraisal Review Committee (having consulted the Chair of Pay Body, if they are not an appraisal review governor) regarding the salary of the Headteacher.

- 6.12. The recommendation will give reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Pay Body's view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed..
- 6.13. The Review Committee will consider the recommendation, together with any representations from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September.
- 6.14. The Headteacher will have the right to appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 2.12 of this policy.

### **Determination of Discretionary Payments to Headteachers**

- 6.15. The Pay Body may decide to pay additional payments to the Headteacher in accordance with paragraph 10 of the STPCD.
- 6.16. Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 6.15 above, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.
- 6.17. If it is considered necessary to exercise the provision set out in 6.16 above, the Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

### **Acting Up Allowances**

- 6.18. If during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 6.19 below. If no allowance is paid the Pay Body may reconsider the position at any time.
- 6.19. In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Pay Body may appoint a teacher to act up during the absence of the post holder. From the date that the Pay Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

## **7. Additional Payments for Teaching Staff**

- 7.1. If the Headteacher, following consultation with the teacher/s affected, requests teachers to undertake:
- CPD to be undertaken outside of the school day;
  - Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
  - Out of school hours learning activities,
  - then payments, as below, will be made to teachers agreeing to participate in such activities.
- 7.2. The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Pay Body. Periods of less than a day will be paid pro-rata.
- 7.3. Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one School, as provided for in paragraph 6.7 of this policy, the Review Committee of the Pay Body will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Review Committee will be reported to the next meeting of the Pay Body.

## **8. Unqualified Teachers**

- 8.1. The Pay Body may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 8.2. The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Pay Body, and will take account of the qualifications and experience considered to be relevant to the post.
- 8.3. In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Pay Body, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement or who the Headteacher and Chair of the Pay Body believes has additional qualifications and/or experience to warrant such an award.
- 8.4. The Headteacher will report any award of such an allowance to the Review Committee of the Pay Body.
- 8.5. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

## 9. Salaries of Support Staff

- 9.1. On appointing a member of support staff the job description determined for the post will be evaluated in accordance with the adopted local authority job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body
- 9.2. The Headteacher, in consultation with the Chair of the Pay Body, will determine the appropriate point on the evaluated range having regard to:
- Relevant qualifications and/or competencies; and
  - Recruitment/retention needs of the school in respect of the post.

### **The decision of the Headteacher will be reported to the Review Committee.**

- 9.3. If at any time the Headteacher, in consultation with the Chair of the Pay Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with [Local Authority's policy for Community Schools. The new salary level will be reported to the Review Committee at its next meeting.
- 9.4. The Headteacher will make any recommendation to the Review Committee in respect of the salary of any member of the support staff to take effect annually. Where the Headteacher considers it appropriate, a recommendation to the Review Committee that a named member/s of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision or as a 1/12 increase in monthly salary over the next year.
- 9.5. If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Review Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.5 above.
- 9.6. Support Staff pay scales are set out in Annex H

## 10. Apprentices

- 10.1. Apprentices will **not** be paid with in line with Annex E or H, rather the rates of pay will be determined with reference to the Government's statutory minimum rates for apprentices that take into account the apprentices age and the year of their apprenticeship.

## **11. Salary Sacrifice Scheme**

- 11.1. The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Pay Body or the Local Authority, from which teachers or support staff employed in the School benefit where there is no additional cost to the Pay Body's budget.\*\*

## **12. Review of the Policy**

- 12.1. The Pay Body will review this policy annually, or on any occasion when it is requested to do so by the Headteacher.
- 12.2. The Pay Body will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy, where changes are made that affect the application of the policy.
- 12.3. However, where amendments to the policy are made that do not affect the application of the policy, these changes will not be consulted on. The revised document will be circulated to staff.

\*\* Pay Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5 October 2018 when an employee in receipt of childcare vouchers is on maternity leave and is no longer receiving contractual pay.



# **Annex A: Procedure for a Review of a Salary Determination by the Review Committee of the Pay Body**

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

## **1. Case for the Employee**

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for review.
- b) The members of the Review Committee may ask questions of the employee.

## **2. The Chair of the Review Committee:**

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Review Committee has asked the Headteacher (or a governor as referred to in note 3 below) to be present at the hearing the Headteacher (or governor) may be asked questions by members of the Review Committee, and the employee or representative.

## **3. Summing Up and Withdrawal**

- a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- b) All persons other than the members of the Review Committee and the adviser (See note 5 below) are then required to withdraw.

## **4. Review Committee Decision**

- a) The Review Committee and the person who is advising, (other than the Headteacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

## Notes:

1. For the purposes of the review, the Review Committee and the employee will have the following documents:
  - The written statement of reasons for the recommendation/decision previously provided to the employee.
  - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.8 of the pay policy).
  - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Review Committee may ask the Headteacher (or in accordance with note 3 below, a governor) to be present. In that event, the Headteacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or their representative. The Headteacher (or governor) may **not** be involved in the decision of the Review Committee.
3. Where the Headteacher has asked for the review, the Review Committee may ask the Chair of the Pay Body or a representative of the governors referred to in 2.20 above to be present.
4. The Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

# **Annex B: Procedure for an Appeal against a Salary Decision of the Review Committee to the Review Appeal Committee of the Pay Body**

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

## **1. The Appeal of the Employee**

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Review Appeal Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Review Committee and then by the Review Appeal Committee.

## **2. The Response of the Review Committee**

The representative of the Review Committee:

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Review Appeal Committee.

## **3. Summing Up and Withdrawal**

- a) The representative of the Review Committee has the opportunity, to sum up, if they so wish.
- b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- c) All persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

## **4. Review Appeal Committee Decision**

- a) The Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

**Notes:**

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
  - The written statement of reasons for the Review Committee decision was previously provided to the employee.
  - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.8 of the pay policy).
  - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Review Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event, the Headteacher (or governor) may be questioned as a witness.
3. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.20 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

## **Annex C: Access to the Teacher's Upper Pay Range**

The annex should have been completed for the 2020 Pay Policy. If this is the case then the annex will only require a review to ensure that the policy is fit for its purpose and is being applied fairly and consistently. For reference, the issues which the Pay Body had to decide previously are set out below.

This Annex should set out how the Pay Body will define "highly competent" and "substantial and sustained". The Pay Body is advised to refer to the DfE guidance, 'Implementing Your School's Approach to Pay', for advice.

It is advised that the annex identifies;

- The date/dates by which an application should be made
- To whom the teacher should give the application
- The evidence the application should contain and over what period the evidence should relate
- The format of the application
- By whom and how the application will be assessed
- By then the applicant will know the outcome
- What level of pay progression does the Pay Body's policy allows for a successful application, i.e. will a successful applicant be paid at the minimum of the upper pay range or any point above that
- If there is a range of points on which a successful applicant can be paid the policy will need to include;
  - The range of salaries available
  - Who has delegated authority to decide the salary to be paid to the successful applicant
  - The criteria to determine how the delegated authority may be exercised
  - To whom the outcome of the delegated decision shall be reported

## **Annex D: Teachers: Recruitment and Retention Allowances or Benefits**

If the Pay Body has used Recruitment and Retention Allowances or Benefits then the annex should have been completed for the 2020 Pay Policy. If this is the case then the annex will only require a review to ensure that the policy is fit for its purpose and is being applied fairly and consistently. For reference, the issues which the Pay Body had to decide on for 2020 are set out below.

This annex should identify the circumstances under which the Pay Body will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. If a recruitment allowance is paid it should only be allowed to continue after the review date if there is reason to make a retention allowance. A retention allowance, if paid, should have a review date after which the allowance will be withdrawn.

If allowances are to be paid the annex should identify:

- Who has delegated authority to decide whether an allowance will be paid and to whom should the exercise of that delegated authority be reported
- The period for which they will be paid
- The date on which they will be reviewed or withdrawn
- The range of allowances that will be available in the Pay Body's policy
- The criteria for deciding the circumstances when an allowance will be paid
- The criteria for deciding the level of allowance that will be paid.

If the Pay Body decides to offer recruitment benefits, e.g. removal expenses/rental deposits etc., this should be set out in this annexe together with the circumstances of when the benefits will be available, the value of the benefits that are available and how a claim should be made.

## Annexe E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges

### The Main Pay Range for 2023

The salary points for the main pay range 2023 are set out below.

- £30,000 in the Rest of England
- £31,350 in the Fringe
- £34,515 in Outer London
- £36,745 in Inner London

Any part-time teachers whose full-time equivalent basic earnings meet the eligibility criteria receive the award on a pro-rata basis according to their working hours.

The award should be paid to all eligible teachers, whether located on a published pay point or not and should be independent of any progression considerations.

The treatment of teachers between existing published pay points, including the management of possible leapfrogging, will be at the discretion of the relevant body, which should ensure that no teachers located just above the pay thresholds for eligibility are significantly disadvantaged, relative to other teachers.

Relevant bodies should ensure that implementation of the pay award complies with the National Living Wage policy.

### Salary Points on Main Pay Range

		England & Wales	Fringe	Outer London	Inner London
<b>Main Pay Range</b>	M1 (MPR minimum)	30,000	31,350	34,514	36,745
	M2	31,737	33,150	36,320	28,491
	M3	33,814	35,204	38,219	40,318
	M4	36,051	37,436	40,218	42,233
	M5	38,330	39,687	42,654	44,615
	M6 (MPR maximum)	41,333	42,689	46,001	47,666

### Salary Points on Upper Pay Range

		England & Wales	Fringe	Outer London	Inner London
<b>Upper Pay Range</b>	U1 (UPR Minimum)	43,266	44,579	47,592	52,526
	U2	44,870	46,179	49,353	55,107
	U3 (UPR Maximum)	46,525	47,839	51,179	56,959

## Salary Points on Unqualified Pay Range

		England & Wales	Fringe	Outer London	Inner London
<b>Unqualified Teacher Pay Range</b>	U1 (UTPR Minimum)	20,598	21,933	24,415	25,831
	U2	22,961	24,293	26,779	28,194
	U3	25,323	26,656	29,141	30,557
	U4	27,406	28,738	31,229	32,640
	U5	29,772	31,102	33,590	35,000
	U6 (UTPR Maximum)	32,134	33,464	35,954	37,362

Questions for the Pay Body to consider:

- Does the Pay Body accept the advisory pay points for the Unqualified Teacher Pay Range?
- If the Pay Body does accept the advisory pay points, how will the Pay Body assimilate from the current pay points?
- Does the Pay Body intend to change the current number of points on the main pay range, the unqualified teacher range or the upper pay range?
- If so, how many points will each range have and what will the value of the points on the ranges be?

The Pay Body will need to decide the basis of the pay progression of teachers, e.g. determined by the outcome of the appraisal review process.

Teachers on the main, upper and unqualified teacher pay ranges will have their salary reviewed annually in accordance with paragraph 6 of the pay policy against the aims of the school and in accordance with the criteria which a teacher needs to meet to achieve salary progression.

- What level of performance does the Pay Body wish to reward?
- How will the Pay Body differentiate pay progression to reward different levels of performance, e.g. the use of “good” and “outstanding” or similar words to describe the performance and, if so:
  - How will the Pay Body define “good performance” and “outstanding performance”?
  - Will the Pay Body’s criteria for pay progression include:
    - Achievement of objectives set under the appraisal policy and if so what are the success criteria for each objective and the evidence to be collected?
    - Evidence of achievement of the Teachers’ Standards to a good or outstanding level, and if so how are those levels of achieving the Teachers’ Standards to be defined?
    - Levels of performance in classroom observations, and if so will Ofsted criteria be used to assess performance or some other criteria?
    - Who will make the recommendations about pay progression to the Review Committee?
    - What information is needed for a recommendation about pay progression?
    - Will the Pay Body use absolute or relative performance measures or a mixture of both? (See the DfE Departmental Advice)



- Will the Pay Body have an upper limit on the amount of funding to be used for pay progression if so what will that level be? Annexe F: Teachers: The Appointment of Leading Practitioners

This annexe is only necessary if the Pay Body has decided to appoint teachers to leading practitioners posts in the staffing structure as indicated in paragraph 4 of the pay policy and in accordance with the provisions of paragraph 16 of the STPCD 2023.

Is the Pay Body intending to have (or already has) a Leading Practitioner post or posts? If so:

- How will the Pay Body advertise such posts, i.e. internally or externally, and for what areas of the curriculum?
- What will be the person specification and job description be for being a leading practitioner in the school?
- What pay range will the Pay Body adopt for each post, i.e. how many points are in the selected range and which points are to be selected? The ranges may be different for each post.
- What are the specific requirements of the post or posts, e.g. coaching, mentoring and induction etc.?
- Will leading practitioners work in just the one school or be made asked to work with teachers in other schools? If so, how much time will be spent on outreach work?
- Who will line manage the leading practitioner and manage the appraisal of the teacher?
- What will the criteria be for salary progression on the pay range selected for the post?]

## **Annexe G: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range**

[This annexe should be completed by the Pay Body. It should set out the salary ranges and arrangements for teachers paid on the leadership group pay ranges.]

The Pay Body will need to consider whether paragraph 9.3 of the STPCD 2023 applies to the circumstances of the Headteacher.

The maximum of the Deputy Headteacher and Assistant Headteacher must not exceed the maximum of the HTG.

Changes to the determination of leadership group pay under the STPCD 2023 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed after that date.

The Pay Body may choose to review the pay of all of its leadership posts under these arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1st September 2014 or with pay arrangements for a member or members of the leadership group whose responsibilities significantly changed on or after that date.

Under the STPCD 2023, the Governing Body, in deciding the implementation of the arrangements above, may determine the extent and the size of the salary ranges for the Headteacher's pay range (HTPR), the Deputy Head and Assistant Head.

Questions for the Pay Body:

Is the Pay Body intending to appoint a new member of the leadership group, or amend the salary where a leadership post has significantly changed on or after 1 September 2014, and re-determine the salary?

If the answer is no, then the Pay Body should confirm the leadership pay ranges as indicated above. The Pay Body may wish to consider question h below in advance of the setting of performance objectives for the leadership group for this academic year.

[If the answer is yes then the Pay Body must decide:

- a) Within which HTG will the HTPR be set?
- b) How many consecutive points will be in the HTPR?
- c) How many consecutive points will be in the deputy/assistant head ranges?
- d) Will this be the same for all deputy/assistant head ranges?
- e) Are there exceptional circumstances so that the deputy/assistant head ranges overlap the HTG?
- f) What parameters will the Pay Body identify for the point on which a newly appointed member of the leadership group may be paid?
- g) Under what circumstances, if any, will the Pay Body consider paying the Headteacher a salary up to 25% above the maximum of the HTG?
- h) What recommendations will the Pay Body consider regarding the number of points progression for the Headteacher, deputy and assistant heads following a successful performance review?

The Pay Body may decide to review the salary arrangements for the leadership group at any time.]

## Annex H: Support Staff pay scales

P	April 2022	April 2023
	Full time equivalent per hour (FTE)	Full time equivalent per hour (FTE)
1	£20,258	<i>Deleted wef 01 Apr 23</i>
2	£20,441	£22,366
3	£20,812	£22,737
4	£21,189	£23,114
5	£21,575	£23,500
6	£21,968	£23,893
7	£22,369	£24,294
8	£22,777	£24,702
9	£23,194	£25,119
10	£23,620	£25,545
11	£24,054	£25,979
12	£24,496	£26,421
13	£24,948	£26,873
14	£25,409	£27,334
15	£25,878	£27,803
16	£26,357	£28,282
17	£26,845	£28,770
18	£27,344	£29,269
19	£27,852	£29,777
20	£28,371	£30,296
21	£28,900	£30,825
22	£29,439	£31,364
23	£30,151	£32,076
24	£31,099	£33,024
25	£32,020	£33,945
26	£32,909	£34,834
27	£33,820	£35,745
28	£34,723	£36,648
29	£35,411	£37,336
30	£36,298	£38,223
31	£37,261	£39,186
32	£38,296	£40,221
33	£39,493	£41,418
34	£40,478	£42,403
35	£41,496	£43,421
36	£42,503	£44,428
37	£43,516	£45,441
38	£44,539	£46,464
39	£45,495	£47,420
40	£46,549	£48,474
41	£47,573	£49,498
42	£48,587	£50,512
43	£49,590	£51,515