

<b>Chaddleworth St Andrews and Shefford Church of England Federated Primary Schools</b> <i>“Living life in all its fullness”</i>	<b>Effective Date:</b>	<b>01/09/2021</b>
	<b>Approval Resources FGB</b>	09.11.22
<b>Policy and Procedure Statement</b>		
<b><u>Pay Policy (teachers)</u></b>	<b>Next Revision Date</b>	September 2023

As a federation of two Church schools we are at the heart of the community and strive to ‘Live life in all its fullness’, in partnership with parents and the wider community. Chaddleworth St. Andrew’s and Shefford CE Primary Schools are committed to enabling all pupils to achieve their full potential. We will do this through developing a love of learning within a creative environment, where everyone aspires towards excellence.

Our specific Christian values are Courage, Compassion, Trust, Friendship, Wisdom and Endurance

Remuneration of our staff is governed by our Christian value of Wisdom, in a spirit of compassion for all.

Name		Signature	Date
<b>Chair of Governing Board</b>	<b>Jim Hazlewood</b>		
<b>Headteacher</b>	<b>Alison Stephenson</b>		

Policy Review Schedule: Annual

## Change History

Date	Rev No	Change	Ref Section
Dec-14	1	As highlighted in revision document to comply with Sep 2014 DfE STPCD	In newly revised doc: 5.3.2; 5.5.2; 5.5.4; 5.6; 5.9.6; 5.9.8; 5.10.7; 5.10.8; 5.10.11; 5.11.5; 5.11.6; 5.11.7; 5.11.13; 5.11.14; 5.11.16; 6.1; 6.3.1; 6.3.4; 6.3.5; 6.3.6; App1: 1.4.4; App2; Pay ranges from 01.09.14
Nov 15	2	The school will take account of the national pay award from September <b>2015</b> by uprating all salary reference points and allowances by the 1% agreed nationally for teachers.	5.5.2.
	3	As highlighted – from 2014 . For the Headteacher, the Governing Board will also determine whether the post should attract a discretionary additional payment in accordance with the STPCD <b>2015</b> .	5.10.11
	4	Removal of bracketed text <i>[good progress as defined by 14 or more APS across Key Stage 1 or Key Stage 2 or good progress evidenced by on-going EYFS pupil assessment, taking account of the pupil/student cohort]</i>	App1 3.3.
		Inclusion of Leadership Pay scales	App 2
		TMS and LS scale 1% uplift	App 2
Nov 16	5	TMS and LS scale 1% uplift from 01.09.16	App 2
Oct 17	6	Full document update reference from STPCD from 2016 to 2017	
	7	Removal of item 4.2.2	4.2.2
		Correction of Committee names to Remunerations and Resources	Full document
	8	Uplift – Sept 17 adjustment	5.5
	9	Inclusion ref annual review	5.8
	10	Amendment of TLR banding –remove clause 5.9.1 – and appropriate re numbering of point 5 clauses	5.9.1
	11	Removal of clause referring to Leading Practitioner recruitment	5.10.8
	12	Additional of criteria for No Pay Award	5.11.9
	13	Addition of criteria for Unqualified Teachers	5.11.20
	14	Removal of ref to WB HR – to ref 3 <sup>rd</sup> party consultation	7.2
	15	Removal of item ‘summary for parents’	9
	16	Updating of pay scales in line with nationally agreed uplift Sep 2017	App2
Oct 18	17	Full document revision for compliance – updates throughout document Updating of pay scales in line with nationally agreed uplift Sep 2018	App 2
Nov 19	18	Full document revision for compliance – updates throughout document ref TPCD 2019 Updating of pay scales in line with nationally agreed uplift Sep 2019	App2
December 2020	19	Full update	All
October 2021	20	Statutory updates including Pay range for Unqualified Teachers	
September 2022	21	TLR payment range update Other payments to Teachers Pay determination on appointment Annual increases to Pay Range Part time teachers	4 6 7.6 12 15

## 1. **Purpose**

The purpose of this policy is to set the framework for determining the pay of teachers employed in the school.

The policy has been the subject of consultation with staff and recognised trade unions in the school.

It is the intention of the Governing Board that the policy will support the aims of the school in promoting high standards of educational achievement by;

- maximising the quality of teaching and learning at the school
- supporting the recruitment and retention of a high quality teaching workforce
- enabling the school to recognise and reward teachers appropriately for their contribution to the school
- helping to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.

The performance appraisal for teachers refers to the academic year period as is consistent with the pay award cycle.

## 2. **Pay Decisions**

All decisions on teachers' pay will be made within the terms of this policy.

The Resources Committee will receive a report from the Remunerations Committee (advised by the Headteacher), when setting the school's budget, which sets out recommendations on the financial provision that should be included to provide for teachers' pay progression each year.

Pay on appointment.

2.1 Decisions with respect to the pay of teachers on appointment, other than the Headteacher and Assistant Headteacher(s) are delegated to the Headteacher in consultation with any governors on the selection panel.

2.2 Decisions with respect to the pay of the Headteacher and Assistant Headteacher(s) on appointment are delegated to the Selection Committee formed to carry out the recruitment and selection process.

Pay progression.

2.3 Annual decisions with respect to the pay progression of teachers (including the Headteacher and Assistant Headteacher(s)) are delegated to the Remunerations Committee of the Governing Board.

2.4 The Remunerations Committee will have regard to the recommendations of the Headteacher (and senior leadership team) in making these decisions.

### 3. **Pay reviews and written statements**

The Governing Board will ensure that each teacher's salary is reviewed annually, with effect from 1<sup>st</sup> September, and no later than 31<sup>st</sup> October (31<sup>st</sup> December for the Headteacher) each year, and that all teachers are given a written statement setting out the salary to which they are entitled. A review of salary may take place at other times in the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating a teacher's pay. A written statement will be given after any review and will give information about the basis on which it was made.

Where a pay determination leads to the start of a period of salary safeguarding, the Headteacher (on behalf of the Governing Board) will give the required notification as soon as possible, and no later than one month after the date of the determination.

### 4. **School pay structure**

The governing body have adopted the advisory pay scales for classroom teachers paid on the main and upper pay ranges. All other classroom teachers will be paid on a range that reflects the minimum and maximum of their respective pay range as set out in the STPCD. See pay ranges at appendix (2).

Progression through the pay ranges will be solely on the basis of performance, as determined through the school's appraisal process

**Leading Practitioner posts**; the Governing Board has determined that there will be no Leading Practitioner post included in the school staffing structure.

#### **Leadership posts**

The school will follow a series of Leadership reference points. See appendix 2.

4.1 The individual pay ranges for the posts of Headteacher and Assistant will be drawn from the relevant pay ranges set out in the STPCD, and will take account of;

- The group size of the school (Headteacher only)
- The responsibilities of the post
- The level of skills, qualifications and experience required

4.2 The school group size is 1. The Governing Board has determined an individual school range (ISR) of 7 points for the post of Headteacher as;

- Leadership spine points 10 -16

4.3 The Governing Board has determined that the school staffing structure should include 1 post of Assistant Headteacher, paid on five point individual ranges as follows;

- AHT 1 - leadership spine points 1-5

#### Teaching and Learning Responsibility Payments

**TLR posts;** Teaching and Learning Responsibility payments are awarded to the holders of classroom teaching posts which the Governing Board has identified as a permanent part of the management structure of the school. TLR1 and TLR2 payments will be made where the responsibility of the post meets the definition as set out in paragraph 20 of the STPCD 2021. The values of the TLRs to be awarded in this school are set out below:

4.4 TLR2s will be awarded to the following values:

- £3017 - £7368

4.5 TLR1s will be awarded to the following value:

- £8706 - £14732

Teachers who take on an additional significant responsibility – which is focussed on teaching and learning, requires the exercise of a teacher’s professional skills and judgement, and has an impact on the educational progress of pupils other than the teacher’s assigned classes/groups – on a temporary basis for a fixed period of time may be paid a TLR3 allowance of between £600 and £2,794 per annum. The award of TLR allowances, the level, when awarded and for how long it will be payable is delegated to the Headteacher, who will report such awards to the Governing Board via the Remunerations committee. The amount of the allowance will be determined by taking account of the level of responsibility.

#### 5. SEN Allowances

The Governing Board may award an SEN allowance to any classroom teacher whose post meets the definition set out in paragraph 21 of the STPCD 2022 which is to teachers who:

- Are successful for any teaching post which requires a mandatory SEND qualification
- Are required to teach pupils in one of more designated special class

The range for an SEN allowance as set out in the STPCD is £2,384 to £4,703.

In this school the governing body has determined that an allowance of £ 2,384 to £4,703 is payable to teachers meeting this definition.

## 6. **Other Payments to Teachers**

The governing board may decide to award additional payments to teachers (other than the Headteacher) in respect of:

- CPD outside of the school day.
- Activities relating to the provision of Initial Teacher Training which contribute to the conduct of the school.
- Participation in an out-of-school hours learning activity which was previously agreed between the teacher and headteacher.
- Additional responsibilities and activities which relate to raising educational standards.

Additional payments in respect of the above will be worked out at an hourly or daily rate with reference to the teacher's position on their relevant pay scale range.

The governing board may decide to make payments to teachers, as it deems necessary, as an incentive for the recruitment of new teachers and the retention of existing teachers. The governing board will ensure that the amount of retention and recruitment payments teachers will receive is clear, as well as the duration of the payment and the review date after which they may be withdrawn.

Recruitment and retention payments will not be awarded to those paid on the leadership scale other than as a reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to the headteacher or deputy/assistant headteacher – including non-monetary benefits – will be taken into account when determining their pay range.

Where the governing board awarded a recruitment or retention benefit to the headteacher or deputy head under a previous version of the STPCD, subject to review, it is able to continue making the payment at its existing value until such time as the respective pay range is determined under the current STPCD.

Any payment to teachers for residential duties will be determined by the governing board.

The governing board may award additional payments to the headteacher for any temporary responsibilities which are in addition to their usual duties and the post for which their pay has been determined.

Additional payments to the headteacher will not exceed the headteacher's annual salary or the maximum of the relevant headteacher group by 25 percent, except where the governing board deems there to be exceptional circumstances.

The governing board will obtain external independent advice and create a business case where it believes that the headteacher's salary should be increased by above 25 percent.

Where a teacher is temporarily seconded to a post as headteacher in a school causing concern that is not the teacher's normal place of work, and the governing board of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment, the governing board will pay the teacher a lump sum accordingly. This payment will not exceed 25 percent above the maximum of the headteacher group for the school to which the teacher is seconded.

## **7. Pay determination on appointment**

In making determinations of pay ranges the Headteacher, Chair of Governors, Remunerations Committee or Governing Board, as appropriate, may take into account a range of factors including but not limited to:

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

7.1 The Headteacher will determine, for each post, what level (if any) of Teaching and Learning Responsibility and/or Special Educational Needs allowances are applicable, and whether or not to offer additional allowances for recruitment and retention.

7.2 The successful candidate for a post will be appointed on a salary within the minimum and maximum of the relevant pay range.

7.3 Qualified classroom teachers who were previously paid on the upper pay range, or employed in Leadership posts, may be appointed on a salary within the upper pay range or the main pay range depending on the requirements of the role. All others will be appointed on a salary within the main pay range.

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

7.5 The Headteacher will determine the pay of a short notice supply teacher engaged directly by the school.

7.6 The Governing Board will advertise the post of Headteacher. A fresh determination of the ISR will be made every time there is a need to advertise the post. The Governing Board will determine, for each post, whether or not to offer additional allowances for recruitment and retention. Any decision to do so will take account of market information.

## 8. Performance pay progression

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future and helps enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Decisions regarding pay will be made with reference to teachers' appraisal reports and the pay recommendations they contain.

In the case of ECT's (Early Career Teachers), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. Although the induction process has moved from 1 to 2 years, ECT's will have their performance assessed at the end of the first year and will be awarded pay progress where they have met the necessary performance requirements.

A decision not to award a teacher a performance pay increase in any one year does not require the capability procedure to be invoked.

To be fair and transparent, assessments of performance will be properly rooted in evidence as stated in the appraisal documentation. We will ensure fairness by using a standard set of evidence for assessing performance, and by a moderation process carried out by the Headteacher (with the senior leadership team). The moderation process will seek to ensure that evidence of performance is being assessed and judged consistently and that pay recommendations are in line with the criteria set out in this policy.

Each teacher's performance will be appraised by the Headteacher. Following appraisal, the Headteacher will make a recommendation about pay (where a teacher is eligible for pay progression) and report to the Remunerations Committee of the Governing Board summarising his/her recommendations on pay for teachers in the school. Final decision of Teachers Pay will be made by the Governing Board.

The report to governors will include enough information for the committee to be able to make a confident decision to approve the recommended pay decisions, based on advice from the Headteacher (and the senior leadership team). It will not include names of individual teachers, nor information on individual objectives or appraisal outcomes for teachers.

The Remunerations Committee will decide whether to accept the pay recommendations in the report. The Remunerations Committee will clearly minute decisions about pay progression and the reasons for them.

The school will take a flexible approach where teachers have been out of school for a significant period (more than 26 weeks in the appraisal year) due to sickness absence or maternity leave. In such circumstances consideration will be given to conducting appraisals early or account may be taken of evidence from previous performance management cycles.



Each case will be considered on an individual basis in line with the circumstances of the particular case.

#### **9. Evidence of level of performance – leadership group**

The Headteacher must demonstrate substantial and sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and achievement against appraisal objectives, before any performance increase will be awarded.

In reaching a decision about the level of performance demonstrated by the Headteacher, the Governing Board will take account of the advice of the external adviser appointed to support the appraisal of the Headteacher.

Deputy and Assistant Headteachers must demonstrate sustained high quality of performance, and achievement against appraisal objectives, before any performance increase will be awarded. Evidence for performance will be drawn from a range of different sources, as appropriate. The Governing Board will take account of the advice of the Headteacher.

#### **10. Evidence of level of performance – other teachers**

Judgements about performance will be made against;

- Achievement of appraisal objectives set at the start of the annual appraisal cycle
- The Teachers' Standards
- The teacher's job description (where there are additional responsibilities)
- Impact on pupil/student progress and on wider outcomes for pupils/students
- Wider contribution to the work of the school

Evidence for assessment for all teachers will be drawn from;

- Teaching observations carried out during the appraisal cycle (at least two)
- Review of planning, preparation and assessment
- Review of pupil/student work during the appraisal cycle
- Pupil/student progress data (test/exam results as appropriate)
- Self-assessment
- Other – as agreed between appraiser and appraisee

Evidence for assessment of teachers with management responsibilities will, in addition, be drawn (as appropriate) from;

- Review of departmental/subject management practices
- Staff development activities and their impact
- Pupil/student achievement in specific areas across the school/department

- Observation of leadership and management activities, such as minutes/observation of team meetings
- Other relevant information e.g. external feedback from Ofsted

## 11. Rates of Pay Progression

The Governing Board may decide to award to a teacher on the leadership spine (subject to the maximum of the range for the post not being exceeded);

- no increase;
- half a scale point;
- one scale point;
- two scale points

Where there is scope within the pay range, classroom teachers on the main pay range will be awarded pay progression following each successful appraisal review. A teacher who has made very good progress on, but not quite achieved, very challenging objectives may have performed better and made a more significant contribution than a teacher who has met, in full, less stretching objectives. When making pay recommendations appraisers and the Headteacher will take account of this and moderate their recommendations accordingly.

The rate of progression will be differentiated according to an individual teacher's performance as assessed through their performance review.

Teachers on the **main pay range** will be eligible for a pay increase of 0.5 to one or two if they have had a successful performance review. The extent of success will be guided by the following criteria:

**Half a point** if they meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good. Where the teacher has management responsibilities he/she must be judged to be discharging these effectively.

**One point** if they meet all their objectives, are assessed as meeting all the relevant standards, all teaching is assessed as at least good, with some teaching assessed as outstanding, and there is evidence of a wider contribution to the work of the school. Where the teacher has management responsibilities he/she must be judged to be discharging these effectively.

**Two points** if they exceed all their objectives, are assessed as fully meeting all the relevant standards and all of their teaching is assessed as outstanding. There should be evidence of a significant contribution the wider work of the school and, where the teacher has management responsibilities, he/she must be judged to be discharging these effectively.

**No pay award** - Performance is not considered satisfactory. (Performance does not meet the relevant standards and objectives are not met/there is insufficient progress towards them. Teaching is considered to require improvement).

Teachers on the **upper pay range** will be eligible for one pay progression point if the Governing Board is satisfied that the teacher is highly competent in all elements of the Teachers' Standards, and any other relevant published standards or criteria set by the school and that the teacher's achievements and contribution to the school are substantial and sustained.

**Unqualified teachers** will be eligible for pay progression on their pay scale following each successful appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Where a teacher's performance is considered to be unsatisfactory or there has been a failure to engage in the appraisal process which has meant that a thorough assessment of performance cannot be made, no award will be applied (*including any inflationary/cost of living award*).

## 12. **Annual Increases to Pay Ranges**

The Governing Board will consider on an annual basis any increases applied to the Minimum and Maximum of the teachers pay scales and other allowances published nationally in the STPCD.

The Governing Board will consider and decide how the changes to the national pay scales will be implemented in relation to the schools individual pay scales. In making such considerations the Governing Board will take into consideration factors such as affordability and market factors such as recruitment and retention. The Governing Board will ensure that all teachers are paid within the minimum and maximum ranges of the relevant pay ranges as set out in the STPCD.

The governing body has increased the minimum of the pay ranges as set out in the STPCD and decided to apply the 2022 pay award of 5% across all other pay point and allowances with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000. The relevant sections of this pay policy set out the values of those pay points.

## 13. **Movement to the upper pay range**

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with the school's procedure for upper pay range applications (see

Appendix 1). It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications will be considered once each year, by 30<sup>th</sup> November. Successful applicants will be placed on the minimum of the upper pay range with effect from 1<sup>st</sup> September in the year in which they apply.

An application from a qualified teacher will be successful where the Governing Board is satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards and any other relevant published standards;
- The teacher's achievements and contribution to the school are substantial and sustained

The criteria used for assessment of applications, in this school, are set out in Appendix 1.

#### **14. Safeguarding**

Salary safeguarding will be paid to eligible teachers in accordance with the provisions of the STPCD.

Safeguarding details will be confirmed in writing to the teacher and will be reviewed annually to ensure that the teacher remains eligible to receive the safeguarding.

Where the teacher is in receipt of salary safeguarding which exceeds a total of £500, the schools will allocate appropriate and additional responsibilities commensurate with the safeguarded sum for the period of the safeguarding. If the teacher unreasonably refuses to carry out such additional duties the school will give the teacher written notice of its intention to withdraw the safeguarding payment.

#### **15. Part time teachers**

Part-time teachers are bound by the same conditions of employment as full-time teachers, except that the number of hours the teacher must be available for work will be that proportion of 1265 hours, which corresponds to the proportion of total remuneration the teacher is entitled to be paid.

Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days which they would not normally be expected to work. Part-time teachers may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available to work (whether the teacher is normally required to be available to work for the whole of that day or for only part of that day).

The total amount of time that a part-time teacher may be required to be available for duties, when expressed as a proportion of the total amount of time that the teacher would be required

to be available for such work if employed in the same post on a full-time basis, will not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid.

#### **16. Short notice supply teachers**

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

#### **17. Arrangements for grievances arising from the application of this policy.**

A teacher may seek a review of any determination in relation to his pay or any other decision taken by the Governing Board (or a committee or individual acting with delegated authority) that affects his pay.

The order of proceedings is as follows:

- 17.1 The teacher receives written confirmation of the pay determination (including the result of an application to be paid on the Upper Pay Range) and, where applicable, the basis on which the decision was made.
- 17.2 If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
- 17.3 Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal process to request a review of the decision.
- 17.4 The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the failure to resolve the matter informally.
- 17.5 The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written request for a review, to consider the request and give the teacher an opportunity to make representations in person, accompanied by a trade union representative or work colleague if he/she wishes. Following the hearing the employee should be informed in writing of the decision and the right to appeal against it.
- 17.6 Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person, accompanied by a trade union representative or work colleague if he/she wishes. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

The decision of the appeal panel will be final.

## 18. **Monitoring the policy and Equalities**

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

The Governing Board will review the content of the policy on an annual basis to ensure that it continues to deliver its aims. Any significant changes will be the subject of consultation with staff and their trade union representatives in school before being implemented.

### Equalities

The school will comply with relevant employment and equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulation 2002
- The Agency Workers Regulations 2010.

The Governing Board will promote equality in all aspects of school life, particularly regarding decisions on the advertising of posts; appointing, promoting and the remuneration of staff; and training and staff development.

## 19. **Appendix 1 – Procedure for applications to be paid on the upper pay range**

Any qualified teacher with at least two years' post-qualification teaching experience may submit an application, to the Headteacher, to be paid on the upper pay range. It is the responsibility of individual teachers to decide whether or not to make an application to be paid on the upper pay range.

Teachers who are simultaneously employed to teach at two or more schools may submit separate applications to both (all) Headteachers if they wish to apply to be paid on the upper pay range in both (all) schools. Each Headteacher will make its own assessment and a decision made by one school will not be binding on another.

For an application to be successful, the Governing Board must be satisfied that the teacher is highly competent in all elements of the Teachers' Standards, and any other relevant published standards and that the teacher's achievements and contribution to the school are substantial and sustained.

### Procedure for applications

- 19.1 Applications to be paid on the upper pay range will be assessed once a year, after 31st October and before 30<sup>th</sup> November, to allow for appraisal reviews to take place.
- 19.2 Teachers whose applications are successful will be paid on the minimum of the upper pay range, backdated to 1st September of the same year.
- 19.3 Teachers may make one application in any year.
- 19.4 Applications should be made in writing to the Headteacher, and should be submitted by 31st October.
- 19.5 Applications should include a copy of the last two appraisal review statements, and any additional documentation or data that the teacher wishes to be taken into account in the assessment of his/her application and that provide evidence of how the teacher meets the criteria for payment on the upper pay range.
- 19.6 The Headteacher will assess each application (or will delegate the assessment to one or more members of the senior leadership team after which the assessments will be moderated by the Headteacher).
- 19.7 The Headteacher will write to the applicant on or before 30<sup>th</sup> November to inform him/her of the outcome of the assessment. This will be either;
  - The application has been successful and the teacher will be paid on the upper pay range with effect from 1<sup>st</sup> September of the same year; or
  - The application has not been successful, in which case the reasons for rejecting the application will be given together with details of how to seek a review of the decision if the teacher disagrees with it.

19.8 In the case of successful applications, the Headteacher will inform the Governing Board of his/her decision and seek confirmation that the teacher will be paid on the upper pay range.

### **Minimum criteria and evidence requirements**

19.9 Evidence from a two year period up to the date of assessment (which will be 31st August in any one year) will be used to assess whether the teacher meets the criteria below. This applies equally to full and part time teachers.

19.10 Teachers making applications to be paid on the upper pay range in this school will be required to have at least two years' post-qualification teaching experience to allow sufficient evidence to be provided that the criteria are met.

19.11 Teachers who have been out of school for a significant period due to sickness absence or maternity leave, but who otherwise meet the two year qualifying period, will have their applications assessed on the basis of the evidence available from this period.

19.12 Teachers who have been employed in this school for less than two years may submit evidence from other schools to demonstrate that they meet the criteria set out above. This must, as a minimum, include appraisal review statements for the period. The Headteacher may, at his/her discretion, ask for additional evidence to be submitted before an assessment is made.

### **Criteria for assessment**

19.13 A teacher will be judged highly competent if he/she consistently meets all aspects of the Teachers' Standards in full.

19.14 Substantial and sustained achievements and contribution to the school will be judged by reference to at least two annual appraisal reviews, in which the appraiser should confirm that the teacher has demonstrated consistent high standards of competence. The Governing Board defines, substantial and sustained as:

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

19.15 There should be evidence of the teacher's positive impact on pupil achievement (for those pupils/students for which he/she is directly responsible and/or in the school more generally). e.g. higher than average progress, taking account of the pupil/student cohort.



19.16 There should be evidence of the teacher's wider contribution to the life of the school. e.g. contributions to Inset, after school learning activities, curriculum enrichment beyond own class(es).

19.17 All teaching observations within the two year period should be judged at least good with at least one outstanding judgement within the period.

20. **Appendix 2 - Schools Pay Structure**

<b>Main Pay Range</b>	<b>2022-2023</b>
M1 (Minimum)	<b>28000</b>
M1.5	28900
M2	<b>29800</b>
M2.5	30775
M3	<b>31750</b>
M3.5	32800
M4	<b>33850</b>
M4.5	34920
M5	<b>35990</b>
M5.5	37400
M6 (Maximum)	<b>38810</b>

<b>Upper Pay Range</b>	
UPR 1 (Minimum)	40625
UPR 1.5	41378
UPR 2	42131
UPR 2.5	42908
UPS 3 (Maximum)	43685

<b>Unqualified Pay Range</b>	<b>England &amp; Wales</b>
U1 (Minimum)	19340
U2	21559
U3	23777
U4	25733
U5	27954
U6 (Maximum)	30172

**Allowances**

<b>SEN</b>	<b>England &amp; Wales</b>
Minimum	2384
Maximum	2703

<b>TLR1</b>	<b>England &amp; Wales</b>
Minimum	8706
Maximum	14732

<b>TLR2</b>	<b>England &amp; Wales</b>
Minimum	3017
Maximum	7368

<b>TLR3</b>	<b>England &amp; Wales</b>
Minimum	600
Maximum	2794

### Appendix 3: Leadership Pay Scales at 1st September, 2022

#### Leadership groups

Headteacher group size	Reference points	Minimum £	Maximum £ *school range 6-16
Group 1	6 – 18*	<b>50122</b>	
CSF range 10 - 16	16	<b>55359</b>	<b>64225</b>

#### Leadership Reference points

<i>Reference point</i>	<i>1 Sep 2022</i>
L1	<b>44305</b>
L2	<b>45414</b>
L3	<b>46548</b>
L4	<b>47705</b>
L5	<b>48895</b>
L6	<b>50122</b>
L7	<b>51470</b>
L8	<b>52568</b>
L9	<b>53973</b>
L10	<b>55359</b>
L11	<b>56796</b>
L12	<b>58105</b>
L13	<b>59556</b>
L14	<b>61042</b>
L15	<b>62561</b>
L16	<b>64225</b>