

**School Pay Policy
(Revised 2021)**

**For school-based staff under the purview of
a Governing Body**

Applies to:
Headteacher
Teachers
Locally managed support staff

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School Model Pay Policy

1. Introduction

The purpose of this local pay policy is to provide a clear framework for the Governing Body of *[insert name]* School to exercise its powers in relation to the pay of employees for whom it is the relevant body i.e. locally managed.

This policy cannot override the requirements of the current national pay and conditions documents. The key purpose of the policy is to state the Governors' determination regarding the use of any advisory pay elements.

This policy provides a framework for determining salaries on appointment and during the annual review which is mandatory for teachers. It outlines the principles that will apply to all salary decisions and establishes pay review as a whole school consideration.

The Governing Body strives to be an equal opportunities employer and as such, opposes all forms of unlawful or unfair discrimination. Governors will operate a pay system that is transparent, based on objective criteria and free from bias. All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job. The Governors will ensure pay decisions throughout the school comply with the legal provisions of the Equalities Act 2010 and any other relevant legislation.

The Governing Body acknowledges the Department of Education (DfE) warning that pay discretion must not be exercised with the objective of increasing final salary for pension purposes. Teachers' Pensions Regulations allows the Secretary of State to intervene where there is evidence of an unreasonable increase in salary and may disregard for pension purposes any such award, specifically salary increases over 10% awarded in the teacher's final year will be disregarded by Teachers Pensions.

2. Definitions and Abbreviations

The 'relevant body' is the body with the authority and responsibility for implementing teachers' pay and conditions of service. In a locally managed school this is the Governing Body and those given delegated responsibility by the Governing Body.

Reference to 'the Governors' is to the full Governing Body.

The 'School Pay Committee' is a committee of Governors with delegated responsibility to hear pay recommendations on behalf of the full Governing Body.

The 'Appeals Committee' is a committee of Governors (at least equal in number to the Pay Committee) who do not sit on the Pay Committee, with delegated authority to hear appeals arising from pay decisions.

The Department for Education (DfE).

The 'Local Authority (L.A)' is Oldham Metropolitan Borough Council.

3. Employees Covered by This Policy and Procedure

This pay policy covers **all** staff under the purview of the Governing Body.

This policy applies equally to part-time and temporary staff employed by the school.

This policy does **not** cover staff who may regularly work in the school but for whom the L.A. remains the relevant body i.e. where appointment, deployment and staffing decisions are not locally managed by the Governors.

4. General Principles

As the 'relevant body', the Governors agree to:

- Maintain and improve the quality of services by having a staffing structure and pay policy which supports the aims/mission statement of the school and the School Development Plan.
- Ensure that each member of staff is valued and receives proper recognition for their work and their contribution to the school.
- Ensure fair and open treatment of staff within the school and to enhance and maintain staff morale through the management of the pay policy and through an awareness of the impact of decisions on all members of staff and on other schools.
- Recognise the importance of a well-motivated staff of the highest quality through the appropriate use of recruitment and retention policies.
- Use the flexibility inherent in the national conditions of service for all staff in a positive and constructive fashion within the resources available.
- Adhere to the principle of pay portability and will apply this principal in practice when making all new appointments.
- Keep annual uplifts separate from pay progression and ensure that all increases should be applied to all points within all pay ranges and allowances

In seeking to apply these aims, the Governors will take account of advice issued by the L.A., the DfE, National Employers' Organisations, the Teacher Associations and Trade Unions.

The Governing Body will undertake an annual review of the whole school pay policy in light of the previous year's implementation and any changes to national conditions of service.

All staff and their representatives will be consulted during the policy review and given access to a copy of the final policy. Under the European General Data Protection Regulation (GDPR) 2018 this policy will be made available on request.

5. The Role and Responsibilities of the School

The Governing Body has a statutory responsibility to determine a school pay policy to ensure there is a review of all teacher salaries in line with that policy and the agreed staffing structure for the school. Pay decisions and the basis for pay determination (including safeguarding) must be given in writing to all teachers within one month of the pay decision and an opportunity to appeal with representation afforded. A sample salary statement can be found at Appendix B.

The Governing Body must appoint support staff in accordance with nationally and locally agreed scales and grades and formally consider re-grading applications as well as appeals arising from those decisions.

To ensure that women receive the same pay as men if they are employed to do the same work or work of an equal value and that equality of opportunity is ensured during pay decisions and processes.

To establish a Pay Committee with delegated responsibility to hear pay recommendations and a separate Appeals Committee to hear appeals arising from pay decisions.

6. The Role and Responsibilities of the L.A

To issue advice and guidance on the interpretation of the Teachers' Pay and Conditions Document.

To advise Governors of national and local grading structures for support staff.

To maintain accurate records of school, pay decisions for the purposes of statutory statistical returns.

7. Financial Considerations

The Governors will allocate monies annually for staff salaries to cover all planned commitments for the coming year.

In considering the financial support for pay decisions, the Governors will ensure best value for money.

As appropriate the Governors will determine appropriate salary grades for support staff in accordance with L.A. recommended grading and according to job weight. This is not budget dependent and salaries will match national and/or local job grading.

The Governing Body will ensure that school budget considerations will have no bearing on pay progression decisions.

8. Mainscale Classroom Teachers

8.1 Pay on appointment

Qualified classroom teachers who have not yet applied to be paid on the Upper Pay Range shall be paid on the Main Pay Scale for Qualified Teachers. The Governing Body will match existing salary points for all new appointments.

The Governing Body may, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

8.2 Pay determinations for existing main pay range teachers, effective from 1 September 2021

The pay committee will use the points contained within appendix F.

Appraisal objectives will become more challenging, but still achievable as the teacher progresses up the mainscale pay range.

To move up the mainscale pay range, one annual point at a time, teachers need to have had a successful appraisal review in accordance with the schools Appraisal Policy.

If the evidence shows that a teacher has demonstrated exceptional performance, the Governing Body will consider the use of its flexibilities to award enhanced pay progression.

If the evidence shows that a teacher has not had a successful appraisal review, then the Governing Body will consider using its flexibilities and may award no pay progression. In such cases Governors should be satisfied that concerns around performance have been raised with the teacher during the annual appraisal cycle and confirmed in writing. Concerns must be raised in time for the teacher to be given an opportunity to correct any shortcomings in performance.

Consideration should be given where good progress has been made towards objectives, or they have not been achieved through factors outside the teacher's control, this is particularly key due to Covid and DfE guidance which states:

“Teachers must not be penalised during the appraisal process or any subsequent pay progression decisions because of the decision to restrict pupil attendance at schools”.

All pay judgments will be judged against evidence. Sources of evidence are contained in the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions. Any pay revision (i.e. no movement, one point, two points or more) will be clearly attributable to the performance of the teacher in question. In the event of an appeal process the pay committee will be able to justify its decisions.

9. Applications to be paid on the Upper Pay Range

From 1 September 2020 any qualified teacher who can demonstrate highly competent, substantial and sustained performance may apply annually to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school.

The PayScale for Upper Pay Range Teachers is as contained in Appendix F.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. An application form for UPR assessments can be found at Appendix A.

In order for the assessment to be robust and transparent, it will be an evidence-based process in accordance with the schools Appraisal Policy. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

9.1 Process

One application may be submitted annually. The closing date will be **31 October**; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

1. Complete the school's application form.
2. Submit the application form and supporting evidence to the Headteacher by the cut-off date of **31 October**.
3. You will receive notification of the name of the assessor of your application within 5 working days.
4. The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body.
5. The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor.
6. The pay committee will make the final decision, advised by the Headteacher.
7. Teachers will receive written notification of the outcome of their application by **30 November**. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
8. Oral feedback will be provided by the assessor as soon as possible and written feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
9. Successful applicants will move to the minimum of the UPR on **1 September**.
10. Schools may use their discretion to move applicants UPR 2 in cases of exceptional performance
11. Unsuccessful applicants can appeal the decision.

9.2 Assessment:

The teacher will be required to meet the following criteria namely that:

- the teacher is highly competent in all elements of the Teacher Standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

In this school, this means:

“Highly Competent”: the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

“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.

“Sustained”: the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period.

Further information, including information on sources of evidence is contained within the school's appraisal policy.

9.3 Pay determinations effective from 1 September 2020

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

Paragraph 15 and the criteria set out in paragraph 15.2 of the School Teachers Pay and Conditions Document 2020

Evidence that the teacher has maintained the criteria set out in paragraph 15.2, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in this policy (9.2).

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The Pay Committee will be able to objectively justify its decisions.

Where it is clear that the evidence shows that the teacher has had a successful appraisal, i.e. they continue to maintain the criteria set out in 9.2, and have met their objectives, the teacher will move to UPR 2 on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and where the teacher has exceeded their objectives, the pay committee may use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR.

If the evidence shows that a teacher has not had a successful appraisal review, then the Governing Body will consider using its flexibilities and may award no pay progression. In such cases Governors should be satisfied that concerns around performance have been raised with the teacher during the annual appraisal cycle and confirmed in writing. Concerns must be raised in time for the teacher to be given an opportunity to correct any shortcomings in performance.

Further information, including sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions.

10. Lead Practitioner Roles

10.1 The Governing Body will take account of paragraph 16 of STPCD 2020 when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include:

- A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement.
- The improvement of teaching schools within school *[and (if a requirement of the post) within the wider school community]* which impact significantly on pupil progress.
- Improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as *[schools to insert specific areas here]*.

10.2 Pay on appointment

The Pay Committee will determine a pay range for each leading practitioner post in accordance with paragraph 16.3 of the STPCD 2020.

10.3 Pay determinations with effect from 1 September 2020

The Headteacher will agree appraisal objectives for the leading practitioner.

The pay committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 19 of the STPCD 2020.

The Pay Committee will take account of other evidence. The evidence should show the leading practitioner:

- Has met their appraisal objectives.
- Is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant.
- Has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement.
- Is highly competent in all aspects of the Teachers' Standards.
- Has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

“Highly competent” and “substantial” are defined at (9.2) of this policy.

The Pay Committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The pay committee will be able to objectively justify its decision.

Where it is clear from the evidence that the teacher’s performance is exceptional and exceeds expectations, the pay committee may award enhanced pay progression on the teachers allocated lead practitioner scale.

If the evidence shows that a teacher has not had a successful appraisal review, then the Governing Body will consider using its flexibilities and may award no pay progression. In such cases Governors should be satisfied that concerns around performance have been raised with the teacher during the annual appraisal cycle and confirmed in writing. Concerns must be raised in time for the teacher to be given an opportunity to correct any shortcomings in performance

Further information, including sources of evidence is contained within the school’s appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions.

11. Unqualified Teachers

11.1 Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the STPCD 2020. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of the STPCD 2020.

The pay range for unqualified teachers is as outlined in Appendix 1.

11.2 Pay determinations effective from 1 September 2020

In order to progress up the unqualified teacher range, unqualified teachers will need to have had a successful appraisal review.

Where it is clear from the evidence that the teacher’s performance is exceptional and exceeds expectations, the pay committee may award enhanced pay progression on the unqualified teacher scale.

If the evidence shows that a teacher has not had a successful appraisal review, then the Governing Body will consider using its flexibilities and may award no pay progression.

In such cases Governors should be satisfied that concerns around performance have been raised with the teacher during the annual appraisal cycle and confirmed in writing.

Concerns must be raised in time for the teacher to be given an opportunity to correct any shortcomings in performance

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- An improvement in teaching skills.
- Improvements in specific elements of practice identified to the teacher.
- An increasing contribution to the work of the school.
- An increasing impact on the effectiveness of staff and colleagues.

Information on sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions.

Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

12. Teaching and Learning Responsibility Payments

12.1 TLR 1 and TLR 2 Payments

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the STPCD 2020 and paragraphs 47 to 54 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.4 of the STPCD 2020.

TLR Ranges are as follows: -

- TLR 2 £2,873 to £7,017
- TLR 1 £8,291 to £ 14,030

12.2 TLR 3 Payments

The Pay Committee may award a TLR3 of between £571 to £2,883 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 the STPCD 2020. The Governing Body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. The school will ensure that all teaching staff are given the opportunity to apply for TLR 3 posts.

13. Leadership Posts (Headteacher, Deputy, Assistant Headteacher)

13.1 Headteacher Pay

Pay on appointment

The Pay Committee will review the school's Headteacher group and the head's pay range in accordance with paragraphs four, five, six, seven and eight (ordinary school) or paragraphs seven and eight (special schools) of the STPCD 2020.

If the Headteacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of paragraph 6.6 of the STPCD 2020.

For Headteacher appointments, the pay committee will determine a seven point pay range, taking account of the full role of the Headteacher all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including recruitment issues. The Pay Committee will take into account the factors set out in Appendix E when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

The Pay Committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group range when setting the pay range for the Headteacher, as set out in paragraph 9.3 of the STPCD 2020. However, before doing so, it will make a fully documented business case and seek external independent advice.

The Pay Committee will use advisory points within the leadership pay range.

At the appointment stage, candidate specific factors will be taken into account when determining the starting salary.

The Pay Committee will have regard to the provisions of paragraph 9.4 of the STPCD 2020 and will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability. There must be a clear point between the bottom of the Headteachers salary range and the top of the Deputy Headteacher range to ensure appropriate differentials.

The Pay Committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with paragraph 10 of the STPCD 2020.

The Pay Committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3 of the STPCD 2020. It will only set a range the maximum of which is more than 25 per cent above the maximum value of the group range in exceptional circumstances. In such circumstances, it will make a business case to the Governing Body and the Governing Body will seek external independent advice before giving agreement.

The Pay Committee will consider whether there is a need for any temporary payments for clearly time-limited responsibilities or duties. The total sum of the temporary payments made to a head will not exceed 25 per cent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 per cent above the maximum of the Headteacher group, except in wholly exceptional circumstances.

The Pay Committee may determine that temporary and other payments be made to a head which exceeds the limit above in wholly exceptional circumstances where it has made a business case and with the agreement of the Governing Body. The Governing Body will seek external independent advice before providing agreement.

13.2 Current Serving Headteachers

The Pay Committee will only re-determine the pay range of a serving Headteacher, in accordance with paragraph 9 the STPCD 2020, if the responsibilities of the post change significantly.

It will also re-determine the pay range if the group size of the school increases, or if the head takes on permanent accountability for an additional school(s).

If the Pay Committee re-determines the Headteacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The Pay Committee will take into account the factors set out in Appendix E when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

The Pay Committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in paragraph 9.3 of the STPCD 2020. However, before agreeing to do so, it will make a fully documented business case and will seek external independent advice.

The Pay Committee will review the Headteacher's pay in accordance with paragraph 11 of the Document and award one reference point where there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the appraisal regulations 2012 and any recommendation on pay progression in the Headteacher's most recent appraisal report.

Where the head's performance is exceptional, it may award accelerated performance related pay progression taking account the most recent appraisal and any recommendation on pay.

If the Pay Committee decides to re-determine the pay range, it will only determine the head's pay range in accordance with the STPCD 2020 and associated guidance.

The Pay Committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10 the STPCD 2020.

The total sum of temporary payments made to a head must not exceed 25 per cent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 per cent above the maximum of the Headteacher group, except in wholly exceptional circumstances.

The Pay Committee may determine that additional/temporary payments be made to a head which exceeds the limit above in wholly exceptional circumstances and with the agreement of the Governing Body. The Governing Body will seek external independent advice before providing agreement.

13.3 Deputy/Assistant Headteachers

Pay on appointment

The pay committee will determine a five point pay range, taking account of the full role of the deputy/assistant Headteacher, all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment issues. The Pay Committee will take into account the factors set out in Appendix E when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

The Pay Committee will use advisory points within the pay range.

At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Governing Body will adjust the pay range to ensure appropriate scope of reference points, for performance related pay progression.

The Pay Committee will consider whether the award of any additional payments are relevant, as set out paragraph 26 of the STPCD 2020 and associated guidance.

13.4 Serving deputy/assistant Headteachers

The Pay Committee will review and, if necessary, re-determine the Deputy/Assistant Headteacher pay range where there has been a significant change in the responsibilities of the serving deputy/assistant Headteacher.,

When determining the pay range of a serving Deputy/Assistant Headteacher the Pay Committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including retention issues. The Pay Committee will take into account the factors set out in Appendix E when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

The Pay Committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure.

The Pay Committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 the STPCD 2020 and associated guidance.

The Pay Committee will review pay in accordance with paragraph 11 the STPCD 2020 and award one reference point where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the Deputy/Assistant Headteacher's most recent appraisal report.

The Pay Committee may award accelerated performance related pay progression if there has been exceptional performance, taking account of the results of the most recent appraisal and any pay recommendation.

13.5 Leadership Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with paragraph 23 the STPCD 2020. The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.

Any teacher, who carries out the duties of Headteacher, Deputy Headteacher, or Assistant Headteacher, for a period of four weeks or more, will be paid at an appropriate point of the Headteacher's ISR, Deputy Headteacher range or Assistant Headteacher range, as determined by the Pay Committee.

Payment will be backdated to the commencement of the duties.

In all cases, acting-up arrangements are intended to be temporary, should be regularly reviewed and should cease as soon as it is practicable to make permanent arrangements.

14. Special Needs Allowance

The Pay Committee will award a SEN spot value allowance on a range of between £2,270 and £4,479 to any classroom teacher who meets the criteria as set out in paragraph 21 of the STPCD 2020.

When deciding on the amount of the allowance to be paid, the Governing Body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.3 of the Document). The Governing Body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Governing Body will take account of paragraphs 55 to 59 of the STPCD Guidance 2020.

15. Part Time Teachers

In accordance with paragraphs 40 and 41 of the STPCD 2020. the STPCD 2020 and paragraphs 39 to 46 of the associated guidance each school 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 classroom teacher is to be used as the figure for calculating the percentage of the STTW for a part-time teacher at the school.

No teacher employed part time may be required to work on any day of the week, or part of a day, that they do not normally work. This provision also covers INSET days. Schools are advised to take into account part time teacher's patterns of work when setting INSET days/and or secure the part time teachers agreement to attend the INSET day and reimburse them accordingly.

16. Additional Discretionary Payments for Teaching Staff

In accordance with paragraphs 60 to 69 of the STPCD 2020, the relevant body may make payments as they see fit to a teacher 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.
- Service Provision

The Pay Committee will make additional payments to teachers in accordance with the provisions of paragraph 26 the STPCD 2020 where advised by the Headteacher.

Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.

17. Recruitment and Retention Benefits

The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive as outlined in paragraph 27 of the STPCD 2020.

The Pay Committee will consider exercising its powers where they consider it is appropriate to do so in order to recruit or retain relevant teachers. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn.

The Governing Body will, nevertheless, conduct an annual formal review of all such awards.

No awards of recruitment and retention incentive benefits will be made to a Headteacher, Deputy Headteacher, or Assistant Headteacher other than as reimbursement of reasonably incurred housing or relocation costs. However, where the Governing Body is already paying such an incentive or benefit, determined under a previous Document, subject to review, it may continue with it, at its existing value, until such time as the leadership group member moves to the new leadership group pay arrangements, as set out in the STPCD 2020..

At that point, all recruitment and retention considerations in relation to a leadership group member will be taken into account when determining the pay range.

18. Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 73 of the STPCD 2020.

19. Support Staff

19.1 Mandatory Pay Elements

The Governing Body recognises the important role played by all support staff and will work within the national and local structures as agreed with the appropriate trade unions to ensure that staff are remunerated appropriately and in accordance with the general principles established in the review of the salaries of all staff in the school.

The Governors acknowledge the role of the L.A. (the Employer and/or Maintaining Authority) in the determination of support staff salaries and will appoint staff to grades currently in use by the L.A. and as justified by the responsibilities of the post in question. The Governors will work with the L.A. to find solutions that meet the school's requirements and be consistent with the Authority's legal obligations. The Governors are mindful that their decisions may have implications for others within the same Authority. Partnership on grading decisions will ensure that the requirements of equal pay legislation are complied with.

Before establishing and advertising any new unique support staff post a copy of the job description and person specification will be sent to the L.A. (People Services) to enable advice on grading to be given.

19.2 Discretionary Pay Elements

Although an annual review of all support staff salaries is not a requirement, the Governors will undertake a regular review of job descriptions and responsibilities in order to ensure appropriate pay levels and differentials are maintained. Salary adjustments will apply (i.e. a regrading) where there is evidence of increased responsibility comparable to a higher graded post.

Governors will continue to ensure that administrative and clerical tasks previously undertaken by teachers remain with support staff. There will be a regular review of: the suitability of tasks to the member of staff's established role; whether sufficient time has been made available; what time could be freed up; whether additional training is needed, and; any implications for pay and grading. Significant changes will be achieved through consultation and agreement or by giving statutory notice of and justification for the change.

Governors will consider using their discretion with regard to setting minimum pay levels in school in line with the requirements of the Oldham Living Wage.

Governors will make **honoraria payments** to recognise temporary additional duties where a member of the support staff assumes additional responsibility in the absence of more senior colleague(s). The payment will be in accordance with the proportion (%) of the increased responsibility. Staff will only be asked to act up into roles for which they are properly prepared and qualified to undertake. Additional payment will be for acting up periods in excess of four weeks. If the whole post is covered in the acting-up arrangement, the whole salary of the vacant post will be applied.

Ex-gratia payments will only be made as a one-off reward to staff who voluntarily made a significant contribution to the school in an unforeseen isolated set of circumstances. Ex-gratia payments will not be made to staff on a regular basis for planned responsibility for which other pay provisions apply.

All support staff will have the same opportunity to discuss their job description and remuneration with a member of the senior management team. A **request for a grading review** may be at any time where a member of staff feels his/her salary is not appropriate to the job description and/or level of responsibility of the job. As appropriate, salary adjustments will be made on the basis of the job descriptions and person specification, objective measurement on the NJC Job Evaluation Scheme and L.A. advice on grading precedents and comparable salary data. A copy of the process for support staff grading review can be found at Appendix D.

Incremental progression may be accelerated subject to a transparent process and Governing Body approval.

20. Pay Committee and Remit

The Governing Body will establish a Pay Committee with delegated responsibility and authority to implement the policy by:

- Contributing to the Governing Body's annual review of the pay policy in the provision of information on the previous year's implementation.
- Determining which discretionary pay decisions are to be delegated to the Headteacher and Performance Managers.
- Applying the statutory elements of the School Teachers' Pay and Conditions Document and the National Conditions of Service for Support Staff.
- Ensuring that the implementation of the discretionary elements of the pay policy meets the needs of the school to recruit, retain, develop and motivate staff and also has regard to employment legislation, equal pay and the Governing Body's policy on equal opportunities.
- Ensuring that each member of staff is consulted by senior management over the content of their job description and that all pay decisions are properly referenced to job descriptions.
- Ensuring that all members of staff have the opportunity to discuss particular concerns regarding their salary with a member of the senior management team.
- Ensuring that details and further particulars of all vacant posts (including temporary, acting and TLR 3 opportunities for paid additional responsibility) are made known to staff.
- Reviewing the unit total of the school in accordance with the Teachers' Pay and Conditions Document.
- Seeking a balance between pay and other conditions of service, for example: non-contact time for teaching staff.
- Keeping in touch with the pay policies of other schools, seeking advice from the L.A. and by being aware of the impact of their decisions on other schools;
- having regard to guidance issued by the L.A. and Professional Associations / Trade Unions as appropriate, and where necessary seeking advice.
- Maintaining reasonable pay differentials / relativities as appropriate.
- Receiving pay recommendations arising from the appraisal cycle and determining to approve or otherwise.
- Delegating responsibility for upper pay range applications to the Headteacher.
- Ensuring that any deviations from the L.A. Model Pay Policy are subject to consultation with trade union representatives.

21. Records

All decisions of the Pay Committee, together with criteria used, will be formally minuted (in accordance with the regulations applicable to any committee of the Governing Body). Each teacher will annually be given a written statement of his/her salary review by 31 October and the Headteacher by 31 December by latest.

22. Appeals Procedure

On receipt of the written statement of their annual salary review, all teachers have the right of appeal and must be informed of this entitlement. Although there is no annual requirement to review the salaries of support staff, a review may be undertaken as a matter of course or because an employee feels there have been significant changes to his/her responsibility or role which merits a review. On notification of the outcomes of such a review, the same appeals procedure applies. A copy of the Appeals Process can be found at Appendix C.

The grounds for an appeal are that the Headteacher / Pay Committee:

- Incorrectly applied any Pay and Conditions of Service provision.
- Failed to have proper regard for statutory guidance.
- Failed to take proper account of relevant evidence (performance).
- Took account of irrelevant or inaccurate evidence (performance).
- Was biased or
- Otherwise unlawfully discriminated against the employee.

23. Sources of Information and Support

Department for Education website @ www.education.gov.uk

By contacting your school's L.A. Senior People Services Adviser or your local trade union representative.

24. Interpreting the Policy

In the event of a dispute regarding the interpretation of the policy advice must be sought from L.A. People Services. The L.A. may seek national or local employers' organisation advice before issuing any guidance.

Any advice regarding interpretation will automatically become incorporated into this policy and will be binding on all schools that have adopted it. This is to ensure consistency in practice across all schools.

POLICY ADOPTION AND REVISION DETAILS			
LEAD ADVISER	Andy Collinge	NEXT REVIEW DUE	
SIGNED OFF BY L.A. DATE	TBC	L.A	Summer 2021
ADOPTED BY SCHOOL ON		GOVERNORS' REVIEW	Autumn 2021

APPENDIX A

APPLICATION FOR PROGRESSION TO THE UPPER PAY RANGE

Applications for progression to the Upper Pay Range received by 31 October will be considered for progression to the Upper Pay Range. Successful applications will be backdated to 1st September.

Eligibility Criteria

In order to progress onto the Upper Pay Range a teacher must: -

- 1) Demonstrate a high level of competence in all the elements of the Teacher Standards.
- 2) Demonstrate the criteria set out in paragraph 9.2 of the Schools Pay Policy.

You must enclose copies of your appraisal reports for the two years prior to your application. Please hand a copy of your application to the Headteacher by 31 October 2021.

Part 1: Teacher Details
To be completed by the applicant

Surname	
First Name(s)	

Please included details here of appraisal reports from other schools.

Name and Address of School/L.A.	Dates of Employment	Name of Headteacher/Manger

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria as set out in the School Pay Policy and I submit the relevant appraisal reports for assessment.

Signed	Date

Part 2: To be completed by the Headteacher

Name of Teacher		Faculty	
-----------------	--	---------	--

Application approved YES/NO*

Rationale for non-approval including specific areas for professional development.

Signed: Headteacher	Date

SAMPLE SALARY STATEMENT

EMPLOYEE:

SCHOOL:

DATE OF SALARY REVIEW:

This is: an assessment on appointment the annual assessment other

CATEGORY OF STAFF (Tick to Identify Which Section Applies)

You are a member of the leadership team paid on the Leadership Scale	See SECTION 13	
You are a qualified teacher paid on the Main Scale	See SECTION 8	
You are a qualified teacher paid on the Upper Pay Range	See SECTION 9	
You are a Lead Practitioner paid on the Scale for Lead Practitioners	See SECTION 10	
You are an unqualified teacher paid on the Scale for Unqualified Teachers	See SECTION 11	
You are also entitled to a safeguarded sum		
You are a member of the school support staff and you are paid on the NJC Scale	See SECTION 19	

SECTION 1: LEADERSHIP POST

Salary Elements	Yes √ (T/P)	No √	£ Value
You have been appointed on the Leadership Spine w.e.f on a range /ISR of L..... to L commencing at point L			
Or			
You are eligible to progress incrementally (following appraisal review) to point L <input type="text"/>		(!)	
or			
You remain at the top of your range/ ISR i.e. point L <input type="text"/>			
Payment for Continuing Professional Development *			
Out of School Learning Support Activity *			
Relocation Benefits *			
Payment for Initial Teacher Training Activities *			
You have been separately informed of the performance management outcomes and their impact on this salary review. The basis for future pay decisions (appraisal objectives) has also been agreed with you.	√		

SECTION 2: QUALIFIED TEACHER ON THE MAIN SCALE

Salary Elements	Yes √ (T/P)	No √	£ Value
You have been appointed w.e.f on the QTS main scale, commencing at point M <input style="width: 40px; height: 20px;" type="text"/>			
Or			
You are entitled to progress incrementally to point <input style="width: 40px; height: 20px;" type="text"/> subject to a successful appraisal review		(!)	
Or			
You are at the top of the main scale i.e. point M6			
Special Educational Needs Allowance*			
Payment for Continuing Professional Development*			
Out of School Learning Support Activity*			
Recruitment and Retention Incentives and Benefits*			
Payment for Initial Teacher Training Activities*			
Teaching and Learning Responsibility Payment TLR1 / TLR2/TLR 3*			

SECTION 3: QUALIFIED TEACHER ON THE UPPER PAY RANGE (POST THRESHOLD)

Salary Elements	Yes √ (T/P)	No √	£ Value
You have successfully met the threshold standards w.e.f (date) and can be paid at UPR1 from this date			
Or			
You are eligible to progress incrementally (following performance review and normally every two years) to UPR 2 / 3 (delete as applicable)		(!)	
Or			
You remain at the top of the upper scale i.e. UPR 3			
Excellence -1 point i.e to UPR 2 / 3 (delete as applicable)			
Special Educational Needs Allowance*			
Payment for Continuing Professional Development*			
Out of School Learning Support Activity*			
Recruitment and Retention Incentives and Benefits*			
Payment for Initial Teacher Training Activities*			
Teaching and Learning Responsibility Payment TLR1 / TLR2*/TLR 3			

SECTION 4: LEAD PRACTITIONER

Salary Elements	Yes √ (T/P)	No √	£ Value
You have been appointed as a Lead Practitioner with effect from (date) and will commence at point on a five point scale * <input type="checkbox"/>			
Or			
You are eligible to progress incrementally (following performance review) to point <input type="checkbox"/>		(!)	
Or			
You are at the top of your scale i.e. point <input type="checkbox"/>			
Payment for Continuing Professional Development*			
Out of School Learning Support Activity*			
Recruitment and Retention Incentives and Benefits*			

SECTION 5: UNQUALIFIED TEACHER

Salary Elements	Yes √ (T/P)	No √	£ Value
You have been appointed as an unqualified teacher w.e.f. commencing at point <input type="text"/> This includes experience other than as a teacher <input type="text"/> points			
Or			
You are entitled to progress incrementally to point <input type="text"/>		(!)	
Excellence – 1 point i.e. to point <input type="text"/>			
Special Educational Needs Allowance*			
Payment for Continuing Professional Development*			
Out of School Learning Support Activity*			
Recruitment and Retention Incentives and Benefits*			
Payment for Initial Teacher Training Activities*			

SECTION 6: SAFEGUARDED SUMS

Safeguarded Elements	Yes √	Current End Date	Current Sum £
As a result of a change to the school staffing structure, you have been assigned to an alternative post with a reduced remuneration.	(!)		
There has been a reduction in the Individual School Range and this has led to a reduction in your salary.	(!)		
There has been a reduction in the Deputy Headteacher pay Range and this has led to a reduction in your salary.	(!)		
There has been a reduction in the Assistant Headteacher pay range and this has led to a reduction in your salary.	(!)		
There has been a reduction in the Advanced Skills Teacher's pay range and this has led to a reduction in your salary.	(!)		
There has been a reduction in your Special Needs Allowance and this has led to a reduction in your salary.	(!)		
Your duties no longer include the significant responsibility for which a TLR was awarded.	(!)		
Your Teaching and Learning responsibility merits a lower annual TLR value.	(!)		
Your safeguarded sum is discontinued whilst you are temporarily occupying a post as a member of the leadership group, or as an advanced skills teacher or as an excellent teacher or in the temporary absence of the post-holder but will be reinstated thereafter (unless the criteria for the cessation /reduction of safeguarded sums applies in the meantime) .			

Most of the circumstances above require proper consultation and notice of any enforced changes in accordance with statutory and contractual provisions. Schools are advised to take HR advice before proceeding on any such change programme.

SECTION 7: SUPPORT STAFF

Salary Elements	Yes √ (T/P)	No √	£ Value
You have been appointed to post which has been graded as NJC Scale, point to, commencing at point <input type="text"/>			
Or			
You are entitled to progress one incremental point i.e., to point <input type="text"/>		(!)	
Or			
You remain at the top of the scale for your post i.e. point <input type="text"/>			
You are eligible for accelerated incremental progression* i.e. to point <input type="text"/>			
You are eligible for an honorarium payment *			
You have been awarded an ex-gratia payment*			
You are entitled to a Special Educational Needs Payment			
As a named First Aider you are entitled to a First Aid Payment			

Notes

Those decisions marked (!) will already have been discussed with you and written details of the decision (and how the policy has been applied) will have been provided. Where relevant you have been given details of your right of appeal.

Where an award is made under those headings marked *, details of the agreed payments have been, or will be notified separately, including the end dates of any temporary payments and the circumstances bringing them to an end).

All payments will be made at the current rates published in the appropriate pay and conditions document and in accordance with the school's published pay policy. The school staffing structure is attached as an appendix to the School Pay Policy and is available on request / is located

If you are part-time / term time only the £values given are pro-rata the full-time equivalent

T/P indicates whether the payment is temporary (T) or permanent (P).

Signed **Date**

Headteacher or Chair of Governors (where it is the Headteacher's salary statement)

APPEALS PROCEDURE - PAY POLICY DECISIONS

In accordance with the national model and the school's grievance procedure, the appeal has two stages: an **informal** attempt to resolve the matter with the Headteacher (Chair of Governors if Headteacher is the appellant) and a **formal appeal hearing** with the Appeals Committee.

Appellants may wish to seek the support of their Professional Association / Trade Union Representative prior to proceeding.

Stage One (Informal Discussion with Headteacher)

Having received written confirmation of the pay determination and where applicable the basis on which the decision was made, the appellant should seek to resolve the matter informally with the Headteacher (Chair of Governors if Headteacher is the appellant) within ten working days of the decision.

Stage Two (Formal Meeting of Pay Appeals Committee - with Right of Representation)

The appellant must appeal in writing within 10 working days of written notification of the outcome at Stage 1 (above), stating the grounds for appeal. Normally the appeal will be heard within 20 working days by a panel of a minimum of three Governors who were not involved in the original determination. The appellant may attend and make representations and be represented by a trade union representative or a friend. The decision of the panel must be given in writing, including details of the evidence considered and the reasons for the decision.

Any supporting written evidence to be put before the Pay Committee or the Pay Appeals Committee will be exchanged prior to the Hearing, 5 days in advance whenever possible.

The Pay Appeals Committee will meet and conduct a Hearing in the following manner:

FORMAT FOR A FORMAL PAY APPEALS COMMITTEE HEARING (Stage 2)

THOSE PRESENT

Chair of the Appeals Committee and Appeals Committee members (at least equal in number to the Pay Committee who made the first decision)

Chair of the Pay Committee

Appellant

Optional: Professional Association / Trade Union Representative

Headteacher (in an advisory capacity unless he/she is the Appellant)

Optional: Senior Human Resources Adviser (in an advisory capacity if invited)

PROCEDURE

The Chair of the Pay Committee, the Appellant and his/her representative are invited to join the meeting together (i.e. no 'pre-meetings' with either party).

The Chair of the Appeals Committee introduces all parties and outlines the procedure.

The Appellant or his/her representative explains in more detail why he/she is not satisfied with the decision made in respect of his/her pay and details the grounds for the appeal.

Any questions for clarification from:

The Chair of the Pay Committee.

Members of the Appeals Committee (and their advisers if applicable).

The Chair of the Pay Committee responds, indicating why the original decision was made and submits evidence he/she feels is appropriate to the original decision.

Any questions for clarification from:

- i) The Appellant or his/her representative.
- ii) Members of the Appeals Committee.
- iii) Members of the Appeals Committee (and their advisers) have the opportunity to ask questions of both parties.

An opportunity is given to the Chair of the Pay Committee to sum up the case; no new evidence shall be introduced at this stage.

An opportunity is given to the Appellant or his/her representative to sum up the case; no new evidence shall be introduced at this stage.

Both parties retire to allow the Appeals Committee to consider the case and to make their decision

All parties are recalled to indicate the decision of the Appeals Committee and that the Chair will confirm the decision within five working days.

Written notification will confirm the evidence considered and the reasons for the decision.

Pay appeal decisions are final and binding on both parties and may not be reopened under grievance procedures.

Staff who feel they have suffered unlawful discrimination (gender, race, sexuality, religion, disability, part-time workers, fixed term workers) may seek redress through other legal rights and remedies.

Application for Post Grading Review: Support Staff

Name

Post

Grade Current Spinal Point

Basis for your application

Please provide details of:

- changes to duties (additional and relinquished);
- increased responsibility;
- grading being applied for
- any other information relevant to your application.

Please make reference to your current job description wherever possible.

Signed Date.....

Please continue over or on separate sheet(s) as necessary

APPENDIX E

The statutory provisions of the school teachers' pay and conditions document 2020 state that when determining the pay range of a leadership group member, the relevant body must take into account of "all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations".

Social challenge:

- Number of pupils eligible for the pupil premium/free school meals.
- Number and challenge of children with special needs [NB: pupils with statements or education, health and care plans are taken into account when calculating the group size of the school].
- Number of 'looked after' children.
- Level of pupil mobility in the area.
- Number of pupils with English as a second language.

Complexity of pupil population and school workforce:

- Number of staff.
- Variety of school workforce (e.g. teachers, speech therapists).
- Small school.
- Rural school.
- Specialist units or centres.

Any specific challenges associated with running more than one school, e.g. managing geographically split sites, particular challenges of the additional school(s).

Contribution to wider educational development including arrangements for collaborative working in Oldham:

- NLE, SLE, LLE responsibilities which are not time-limited.
- Teaching school status.
- Other relevant issues (e.g. NQT lead, multi-stakeholders).

Recruitment and retention issues.

Procedure for Post Grading Review (Support Staff)

The employee must complete Appendix D and submit this to the Headteacher.

The Headteacher (or nominated representative) will acknowledge receipt of the request and the date it was received.

Within 10 working days the Headteacher (or nominated representative) will meet the employee to discuss the information submitted in support of the request.

Within 20 working days of the above meeting the Headteacher (or nominated representative) will consider the request and gather any information pertinent to a decision about the request (including advice from the Local Authority on comparable job gradings) and write a summary statement of his/her findings and send it to the employee along with the date the Governing Body's Pay Committee will meet to consider it. If a union representative has been identified in support of the employee, he/she will also be sent a copy of the summary statement.

Prior to the meeting, the employee may submit additional information he/she wishes the committee to have regard to.

The Pay Committee meets to consider the request and to determine whether a regrade is appropriate, having regard to the information submitted by the employee and the Headteacher on the matter of increased responsibility, changes to duties and comparable pay information. A copy of the employee's current job description will be made available to the committee.

The Employee is informed in writing of the decision of the Pay Committee and his/her right of appeal to an impartial Appeals Committee. Appendix C details the Appeals process.

A decision to regrade a post is backdated to the date the application was lodged i.e. received by the school. The Local Authority HR Service is informed of the Governor's decision so that personnel and payroll records can be amended.

In cases where a regrading is not approved and the right of appeal is exhausted (the original decision is upheld), there is no further right of Appeal.

Once the right of appeal has been exercised / exhausted, the decision of the Pay Committee will be notified at the next Governing Body meeting as a matter of information and the minutes of the Pay Committee meeting stored on a confidential basis.

School Staffing Structure and Implementation Plan To Be Placed Here

The Authority recommends a formal process for achieving any staffing changes (with or without redundancy implications) and schools are advised to refer to the local procedure and take HR advice.

Details of the School's TLR Rates and Special Needs Allowance to be Placed Here

Special Needs Allowance Payments must be set between £2,270 and £4,479 per annum.

Appendix F



September 2020

Joint Advice on School Teachers' Pay in England 2020-21

The Government has published its proposals on schoolteachers' pay in England for 2020-21 following consideration of the recommendations of the School Teachers' Review Body (STRB). Teacher pay in Wales is now the responsibility of the Welsh Assembly Government and separate arrangements are now in place for Wales.

This document sets out our organisations' joint advice on the application of the proposed changes to teacher pay in England, including on adoption of pay scales and the application of individual pay increases. This includes advice on use of the advisory pay points for the Main and Upper Pay Ranges included in the 2020 School Teachers Pay & Conditions Document (STPCD).

We jointly advise that all teachers and leaders should receive an individual pay increase at least in line with the STPCD increases – 2.75% for most pay points and allowances, with higher increases for M1-M5 – in addition to any pay progression for which they are eligible.

Where a school has previously used pay points for the Main and Upper Pay Range with lower values than our recommended pay points, **we jointly advise that the STPCD advisory pay points should be adopted and individual teachers paid appropriately, even where this involves a higher increase than above.**

Where a school has previously used pay scale points with higher values, **we jointly advise that such pay scale points should be increased in line with the increases in the STPCD pay scale points and not by any lower amount.**

Consultation on pay policies

Formal consultation should take place with teachers and their union representatives before pay policies and pay scales for September 2020 are finalised. This should happen at the start of the new academic year, as soon as the pay proposals are formally confirmed, in order to comply with the requirement for meaningful consultation while also ensuring that teacher pay uplifts are not delayed. Notwithstanding this, we believe that it would be helpful for local authorities, school governing bodies and academy employers to announce as soon as possible whether or not they intend to adopt the advice set out here.

Pay scales for 2020-21

The 2020 STPCD now includes advisory pay points for use in relation to the Main and Upper Pay Ranges with effect from 1 September 2020. **The recommended pay scale points for the Main and Upper Pay Ranges set out below are in accordance with the STPCD advisory pay points.** Those advisory pay points are themselves derived from the pay scale points recommended in our joint union pay advice last year, uprated by an annual pay increase effective from 1 September 2020.

The decision to restore advisory pay points for the Main and Upper Pay Ranges in the STPCD and to align their values with those recommended by our joint union advice underlines that schools which have used the recommended pay point set out in each year's edition of this joint union pay advice have acted appropriately.

The vast majority of schools already pay teachers according to the pay points set out in this annual joint union advice. Where any school has used pay points with lower values than our recommended pay points, **we jointly recommend** the advisory pay points should be adopted and teachers should be moved to the next highest point above their current point (after taking into account the annual uplift in the value of the points).

The pay points set out below should be regarded as a minimum entitlement. Where any school has used pay points with higher values than our recommended pay points, those pay points should be increased in line with the increases in the advisory pay points and should continue to be increased every year in line with the relevant national pay increase. The restoration of advisory pay points should not be used as justification for a lower pay increase.

The principles supporting the use of national pay points for the Main and Upper Pay Ranges apply equally to pay for those on the leadership range, leading practitioner range and unqualified teacher range for whom recommended pay points are also set out in this advice. We will continue to encourage the DfE to make the STPCD advisory pay points mandatory once more and to restore mandatory pay points for all teachers and leaders as part of the national pay structure needed for schools.

Pay increases for 2020-21

The STPCD advisory pay increases range from 5.5% at M1, decreasing on a tapering scale to a 2.75% increase at M6. The advisory pay points also reflect increases to Upper Pay Range points of 2.75%.

M1	M2	M3	M4	M5	M6	U1	U2	U3
5.5%	4.95%	4.4%	3.85%	3.3%	2.75%	2.75%	2.75%	2.75%

We jointly advise that all teachers should receive an individual pay increase at least in line with the increases set out above, excluding any increase arising from progression to a higher pay scale point.

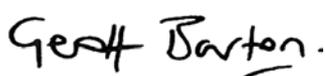
Where any school has previously used pay points with lower values than our recommended pay points, some individuals may receive a higher increase as a result of the adoption of the advisory pay points.

The reintroduction of advisory pay scale points within the statutory framework confirms that, while teachers continue to be required to meet relevant performance criteria for progression on their pay scale if eligible, pay increases consequential upon the revalorisation of pay scale points set out in the school's pay policy can and should be received by all teachers paid on those pay points even if they do not receive progression on their payscale.

Other matters

The Government is not providing additional funding to support these pay increases which must be funded from existing school budgets. We jointly remain committed to the principle that the Government should fully fund pay increases, in order to support investment in teacher pay, while also increasing other elements of school budgets in real terms. This investment is critical because real terms school funding will not have risen above 2009/10 levels at the end of 2022/23. All of our organisations believe that the evidence demonstrates that performance-related pay progression is damaging and ineffective. We believe that it should be removed from the STPCD, with pay progression for eligible school leaders and classroom teachers as the norm and applied separately and in addition to annual pay increases for cost of living purposes. This is the only way to ensure that the profession returns to a competitive position in the graduate marketplace.

Yours sincerely



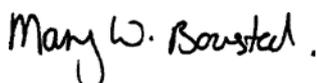
Geoff Barton General Secretary ASCL



Paul Whiteman General Secretary NAHT



Deborah Lawson General Secretary Voice



Dr Mary Bousted Joint General Secretary NEU



Kevin Courtney Joint General Secretary NEU

JOINT TEACHER UNIONS RECOMMENDED TEACHER PAY SCALES FOR ENGLAND FROM 1 SEPTEMBER 2020



CLASSROOM TEACHERS

MAIN PAY RANGE

	England (excl. the London Area)	Inner London Area	Outer London Area	Fringe Area
1 (minimum)	£25,714	£32,157	£29,915	£26,948
2	£27,600	£33,658	£31,604	£28,828
3	£29,664	£35,226	£33,383	£30,883
4	£31,778	£36,866	£35,264	£32,999
5	£34,100	£39,492	£38,052	£35,307
6 (maximum)	£36,961	£42,624	£41,136	£38,174

UPPER PAY RANGE

	England (excl. the London Area)	Inner London Area	Outer London Area	Fringe Area
1 (minimum)	£38,690	£46,971	£42,559	£39,864
2	£40,124	£49,279	£44,133	£41,295
3 (maximum)	£41,604	£50,935	£45,766	£42,780

LEADING PRACTITIONER RANGE

	England (excl. the London Area)	Inner London Area	Outer London Area	Fringe Area
minimum	£42,402	£50,415	£45,766	£43,570
maximum	£64,461	£72,480	£67,828	£65,631

TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

	TLR payment 1	TLR payment 2	TLR payment 3	SEN allowance
minimum	£8,291	£2,873	£571	£2,270
maximum	£14,030	£7,017	£2,833	£4,479

UNQUALIFIED TEACHERS

	England (excl. the London Area)	Inner London Area	Outer London Area	Fringe Area
1	£18,169	£22,849	£21,582	£19,363
2	£20,282	£24,962	£23,696	£21,473
3	£22,394	£27,075	£25,809	£23,587
4	£24,507	£29,187	£27,926	£25,699
5	£26,622	£31,298	£30,037	£27,812
6	£28,735	£33,410	£32,151	£29,924

LEADERSHIP GROUP PAY RANGE

	England (excl. the London Area)	Inner London Area	Outer London Area	Fringe Area
1	£42,195	£50,167	£45,542	£43,356
2	£43,251	£51,229	£46,601	£44,415
3	£44,331	£52,313	£47,676	£45,495
4	£45,434	£53,414	£48,785	£46,604
5	£46,566	£54,552	£49,919	£47,737
6	£47,735	£55,715	£51,082	£48,901
7	£49,019	£57,003	£52,371	£50,190
8	£50,151	£58,132	£53,499	£51,314
9	£51,402	£59,380	£54,750	£52,568
10	£52,723	£60,701	£56,072	£53,888
11	£54,091	£62,066	£57,436	£55,254
12	£55,338	£63,319	£58,688	£56,506
13	£56,721	£64,700	£60,073	£57,890
14	£58,135	£66,114	£61,479	£59,302
15	£59,581	£67,556	£62,926	£60,744
16	£61,166	£69,146	£64,514	£62,333
17	£62,570	£70,552	£65,921	£63,746
18	£64,143	£72,125	£67,496	£65,310
19	£65,735	£73,715	£69,087	£66,900
20	£67,364	£75,345	£70,713	£68,536
21	£69,031	£77,011	£72,383	£70,204
22	£70,745	£78,725	£74,090	£71,914
23	£72,497	£80,472	£75,842	£73,661
24	£74,295	£82,277	£77,643	£75,466
25	£76,141	£84,119	£79,489	£77,307
26	£78,025	£86,001	£81,372	£79,195
27	£79,958	£87,933	£83,305	£81,124
28	£81,942	£89,919	£85,290	£83,105
29	£83,971	£91,953	£87,316	£85,139
30	£86,061	£94,039	£89,406	£87,221
31	£88,187	£96,168	£91,539	£89,357
32	£90,379	£98,355	£93,724	£91,549
33	£92,624	£100,604	£95,975	£93,795
34	£94,914	£102,894	£98,263	£96,083
35	£97,273	£105,253	£100,620	£98,443
36	£99,681	£107,658	£103,026	£100,848
37	£102,159	£110,142	£105,509	£103,327
38	£104,687	£112,664	£108,037	£105,855
39	£107,239	£115,215	£110,584	£108,402
40	£109,914	£117,898	£113,266	£111,086
41	£112,660	£120,645	£116,010	£113,828
42	£115,483	£123,461	£118,828	£116,653
43	£117,197	£125,098	£120,513	£118,356

HEADTEACHER GROUP PAY RANGES - STPCD LIMITS

*The STPCD statutory maxima for the eight Headteacher Group Ranges no longer correspond with recommended scale points on the Leadership Group Range, or the corresponding point where it falls mid-range, due to the Government's decision to freeze those maxima in 2015. We jointly advise that the statutory maxima should only be used where they are the maximum point of a headteacher's individual range and the discretion to exceed the maximum of the range has not been exercised.

HEADTEACHER PAY RANGES

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
Group 1	63,508	71,411	66,827	64,663
Group 2	68,347	76,249	71,666	69,509
Group 3	73,559	81,461	76,874	74,718
Group 4	79,167	87,062	82,480	80,320
Group 5	87,313	95,216	90,632	88,472
Group 6	96,310	104,211	99,624	97,468
Group 7	106,176	114,074	109,489	107,328
Group 8	117,197	125,098	120,513	118,356

HEADTEACHER GROUP ONE

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
6	47,735	55,715	51,082	48,901
7	48,987	57,003	52,371	50,190
8	50,151	58,132	53,499	51,314
9	51,402	59,380	54,750	52,568
10	52,723	60,701	56,072	53,888
11	54,091	62,066	57,436	55,254
12	55,338	63,319	58,688	56,506
13	56,721	64,700	60,073	57,890
14	58,136	66,114	61,479	59,302
15	59,581	67,556	62,926	60,744
16	61,166	69,146	64,514	62,333
17	62,570	70,552	65,921	63,746
18*	63,508	71,411	66,827	64,663

HEADTEACHER GROUP TWO

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
8	50,151	58,132	53,499	51,314
9	51,402	59,380	54,750	52,568
10	52,723	60,701	56,072	53,888
11	54,091	62,066	57,436	55,254
12	55,338	63,319	58,688	56,506
13	56,721	64,700	60,073	57,890
14	58,136	66,114	61,479	59,302
15	59,581	67,556	62,926	60,744
16	61,166	69,146	64,514	62,333
17	62,570	70,552	65,921	63,746
18	64,143	72,125	67,496	64,828
19	65,735	73,715	69,087	66,900
20	67,364	75,345	70,713	68,536
21*	68,347	76,249	71,666	69,509

HEADTEACHER GROUP THREE

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
11	54,091	62,066	57,436	55,254
12	55,338	63,319	58,688	56,506
13	56,721	64,700	60,073	57,890
14	58,136	66,114	61,479	59,302
15	59,581	67,556	62,926	60,744
16	61,166	69,146	64,514	62,333
17	62,570	70,552	65,921	63,746
18	64,143	72,125	67,496	64,828
19	65,735	73,715	69,087	66,900
20	67,364	75,345	70,713	68,536
21	69,031	77,011	72,383	70,204
22	70,745	78,725	74,090	71,914
23	72,497	80,472	75,842	73,661
24*	73,559	81,461	76,874	74,718

HEADTEACHER GROUP FOUR

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
14	58,135	66,114	61,479	59,302
15	59,581	67,556	62,926	60,744
16	61,166	69,146	64,514	62,333
17	62,570	70,552	65,921	63,746
18	64,143	72,125	67,496	64,828
19	65,735	73,715	69,087	66,900
20	67,364	75,345	70,713	68,536
21	69,031	77,011	72,383	70,204
22	70,745	78,725	74,090	71,914
23	72,497	80,472	75,842	73,661
24	74,295	81,706	77,643	75,466
25	76,141	84,119	79,489	77,307
26	78,025	86,001	81,372	79,195
27*	79,167	87,062	82,480	80,320

HEADTEACHER GROUP FIVE

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
18	64,143	72,125	67,496	65,310
19	65,735	73,715	69,087	66,900
20	67,364	75,345	70,713	68,536
21	69,031	77,011	72,383	70,204
22	70,745	78,725	74,090	71,914
23	72,497	80,472	75,842	73,661
24	74,295	81,706	77,643	75,466
25	76,141	84,119	79,489	77,307
26	78,025	86,001	81,372	79,195
27	79,958	87,933	83,305	81,124
28	81,942	89,919	85,290	83,105
29	83,971	91,953	87,316	85,139
30	86,061	94,039	89,406	87,221
31*	87,313	95,216	90,632	88,472

HEADTEACHER GROUP SIX

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
21	69,031	77,011	72,383	70,204
22	70,745	78,725	74,090	71,914
23	72,497	80,472	75,842	73,661
24	74,295	81,706	77,643	75,466
25	76,141	84,119	79,489	77,307
26	78,025	86,001	81,372	79,195
27	79,958	87,933	83,305	81,124
28	81,942	89,919	85,290	83,105
29	83,971	91,953	87,316	85,139
30	86,061	94,039	89,406	87,221
31	88,187	96,168	91,539	89,357
32	90,379	98,355	93,724	91,549
33	92,624	100,604	95,975	93,795
34	94,914	102,894	98,263	96,083
35*	96,310	104,211	99,624	97,468

HEADTEACHER GROUP SEVEN

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
24	74,295	82,277	77,643	75,466
25	76,141	84,119	79,489	77,307
26	78,025	86,001	81,372	79,195
27	79,958	87,933	83,305	81,124
28	81,942	89,919	85,290	83,105
29	83,971	91,953	87,316	85,139
30	86,061	94,039	89,406	87,221
31	88,187	96,168	91,539	89,357
32	90,379	98,355	93,724	91,549
33	92,624	100,604	95,975	93,795
34	94,914	102,894	98,263	96,083
35	97,273	105,253	100,620	98,443
36	99,681	107,658	103,026	100,848
37	102,159	110,142	105,509	103,327
38	104,687	112,664	108,037	105,855
39*	106,176	114,074	109,489	107,328

HEADTEACHER GROUP EIGHT

	England (excl. the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
28	81,942	89,919	85,290	83,105
29	83,971	91,953	87,316	85,139
30	86,061	94,039	89,406	87,221
31	88,187	96,168	91,539	89,357
32	90,379	98,355	93,724	91,549
33	92,624	100,604	95,975	93,795
34	94,914	102,894	98,263	96,083
35	97,273	105,253	100,620	98,443
36	99,681	107,658	103,026	100,848
37	102,159	110,142	105,509	103,327
38	104,687	112,664	108,037	105,855
39	107,239	115,215	110,584	108,402
40	109,914	117,898	113,266	111,086
41	112,660	120,645	116,010	113,828
42	115,483	123,461	118,828	116,653
43*	117,197	125,098	120,513	118,356