

## **Model TEACHERS' PAY POLICY**

### **November 2013**

**The Governing Body of ..... School**  
**adopted this policy on .....**

#### **INTRODUCTION**

This pay policy provides a framework for making decisions on teachers' pay. It has been developed to comply with the requirements of the School Teachers Pay and Conditions Document (STPCD) and has been the subject of consultation with ASCL, ATL, NAHT, NASUWT, NUT and UCAC.

#### **1. STATEMENT OF INTENT**

The prime statutory duty of governing bodies in Wales, as set out in paragraph 21 (2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.

Future revisions to the policy will be compliant with the STPCD, appropriate regulations and will be subject to consultation with relevant parties, including recognised trade unions.

The governing body will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

#### **2. EQUALITIES / DISABILITIES LEGISLATION**

The school is committed to ensuring equality in everything that we do. The Equality Act 2010 has replaced and strengthened previous equality legislation.

This Policy will be applied consistently to all employees irrespective of age, disability, gender (sex), gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, and sexual orientation.

The governing body will comply with all relevant equalities legislation.

The governing body will promote equality in all aspects of school life, particularly in relation to all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.

### **3. EQUALITIES AND PERFORMANCE RELATED PAY**

The governing body will ensure that its pay processes are open, transparent and fair. All decisions made will be objectively justified and recorded. Reasonable adjustments will be made on a case by case basis to take account of circumstances such as an absence due to maternity or long-term sick leave.

### **4. JOB DESCRIPTIONS**

The governing body, via the head teacher will ensure that each teacher is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions will identify key areas of responsibility and will only be changed by agreement, other than through a staffing restructure.

### **5. APPRAISAL**

The governing body will comply with the School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of head teachers and teachers through the application of the school's performance management policy.

### **6. GOVERNING BODY OBLIGATIONS**

The governing body will:

- fulfil its obligations to teachers as set out in the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book')
- establish a Pay Committee and Pay Appeals Committee
- ensure that any revised pay policy complies with relevant legislation and conditions of service
- ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plan
- ensure that teachers, via the head teacher, are informed about pay decisions made which affect them and that records are kept of recommendations and decisions made
- monitor on an annual basis the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation. The outcome of the review will be shared at a school level with trade union representatives

### **7. HEAD TEACHER OBLIGATIONS**

The head teacher will:

- Ensure that all appraisers (where not the head teacher) provide accurate, relevant, complete and timely information about pay recommendations
- moderate performance assessments and initial pay recommendations to ensure consistency and fairness;

- submit pay recommendations to the Pay Committee and ensure the Committee has relevant information upon which to make pay decisions;
- inform teachers about the school's pay policy and ensure they have access to it;
- notify payroll and/or HR staff within the Local Authority about pay decisions to be implemented;
- ensure that an annual report on the operation of the pay policy, a summary of the pay decisions made and an equality impact assessment of these decisions is made available for discussion at school level with trade unions

## **8. TEACHERS' OBLIGATIONS**

All teachers should familiarise themselves with the provisions of this policy.

## **9. DIFFERENTIALS**

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and motivate sufficient teachers of the required quality at all levels.

## **10. SAFEGUARDING**

Where a pay determination leads, or may lead, to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and within no later than one month after the determination.

## **11. CAPABILITY**

Where a teacher is subject to a school's capability procedure, performance management arrangements as set out in the school's performance management policy will be suspended in relation to the teacher concerned until the capability procedure has been concluded.

On conclusion of the capability procedure, the teacher will resume performance management processes in accordance with the school's policy.

Pay progression will not be permissible in accordance with this pay policy while a teacher is subject to the school's capability procedure. On conclusion of the capability procedure, the teacher will be required to have a successful performance management / appraisal review before pay progression is permitted. The review will be deemed to be successful where the teacher has met, or has made significant progress towards meeting, his/her objectives during a reasonable period of time following the conclusion of the capability procedure. Pay progression will not be applied retrospectively in any case of capability.

## **12. PROCEDURES**

The governing body has delegated its pay determination powers to the Pay Committee. The remit for the Pay Committee is outlined in **Appendix 1** of this pay policy.

### **Annual determination of pay**

All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1st September. The governing body will endeavour to complete teachers' annual pay reviews by 31st October and the head teacher's annual pay review by 31st December.

Reviews may take place at other times of the year to reflect, for example, any changes in circumstances, changes in a job description that lead to a change in the basis for calculating an individual's pay and in cases where a teacher resumes performance management arrangements following capability processes.

### **Notification of pay determination**

A written statement will be given to each teacher setting out the pay and any other financial benefits to which they are entitled following a determination. Where applicable, this will include information about the basis on which it was made.

This will be done by 31<sup>st</sup> October, or by no later than one month following the determination. See **Appendix 2** of this pay policy for the annual pay review statement.

### **Appeals procedure**

The governing body has an appeals procedure in relation to pay. This is set out in **Appendix 3** of this pay policy.

## **13. HEAD TEACHER PAY**

**In this School, the seven point pay range is L xxx to L xxx**

### **Pay on appointment**

For appointments on or after 1st September 2013, the governing body will determine the pay range to be advertised and agree the starting pay on appointment, taking account of the full role of the head teacher and the provisions of the STPCD.

The Pay Committee will review the school's head teacher group and the head teacher's Individual School Range (ISR), and ensure fair pay relativities within the school.

### **Pay progression for head teachers**

The governing body will determine the salary of a serving head teacher in accordance with the STPCD, the Appraisal (Wales) Regulations 2011 and the school's performance management policy.

Head teachers will be awarded pay progression following a successful performance management / appraisal review. The review will be deemed to be successful where the head teacher has sustained high quality of performance and met, or has made significant progress towards meeting, his/her objectives.

Competence in relation to each of the Leadership Standards will be taken into account as part of the school's performance management process.

Where a head teacher's objectives have not been met, or significant progress has not been made towards meeting the objectives, pay progression will not be awarded unless the governing body is satisfied that there are relevant extenuating circumstances. Where such a discretionary award of pay progression is made, this decision will be recorded accordingly.

Discretionary payments to the head teacher will be determined in accordance with the STPCD.

See **Appendix 4** of this pay policy for guidelines on head teachers' Pay Ranges and Annual Review Pay Statement.

### **14. DEPUTY / ASSISTANT HEAD TEACHER PAY**

**In this School, the \*Deputy head teacher five point pay range is L xx to L xxx**

**In this School, the \*Assistant head teacher five point pay range is L xx to L xxx**

*(\* please amend/delete as appropriate)*

### **Pay on appointment**

When a new appointment needs to be made, the governing body will determine the pay range for the post to be advertised and will agree the starting pay on appointment.

The pay range will be determined in accordance with the STPCD.

### **Pay progression for deputy/assistant head teachers**

The governing body will determine the salary of a serving deputy/assistant head teacher in accordance with the STPCD, the Appraisal (Wales) Regulations 2011 and the school's performance management policy.

Deputy and Assistant head teachers will be awarded pay progression following a successful performance management / appraisal review. The review will be deemed to be successful where the teacher has sustained high quality of performance and met, or has made significant progress towards meeting, his/her objectives.

Competence in relation to the Practising Teacher Standards and those Leadership Standards applicable to the post will be taken into account as part of the school's performance management process.

Where a Deputy or Assistant head teacher's objectives have not been met, or significant progress has not been made towards meeting the objectives, pay progression will not be awarded unless the governing body is satisfied that there are relevant extenuating circumstances. Where such a discretionary award of pay progression is made, this decision will be recorded accordingly.

See **Appendix 4** of this pay policy for guidelines on Deputy / Assistant head teachers' Pay Ranges and Annual Review Pay Statement.

## **15. CLASSROOM TEACHERS**

### **Pay on appointment**

In this school the following pay ranges will apply:

#### **Main Pay Range**

<b>Step</b>	<b>Value *</b>
1	£21,804
2	£23,528
3	£25,420
4	£27,376
5	£29,533
6	£31,868

#### **Upper Pay Range**

<b>Step</b>	<b>Value *</b>
1	£34,523
2	£35,802
3	£37,124

*\*September 2013 values*

The school is committed to the principle of pay portability and will seek to apply this principle wherever possible when making new appointments. However, the school retains the discretion not to apply pay portability where considered appropriate. A

written record will be made of the reason/s for not applying pay portability in any particular case.

The governing body will determine the starting salary of a teacher having regard to:

- a) the requirements of the post
- b) any specialist knowledge required for the post
- c) the experience required to undertake the specific duties of the post
- d) the wider school context

### **Pay progression for existing main pay range teachers**

Pay progression from September 2013 will be in line with the STCPD 2012.

With effect from 1<sup>st</sup> September 2014, as part of the school's annual pay review process, the governing body has the discretion to award a salary at any level equivalent to, or in excess of, the teacher's current salary at that time, within the minimum and maximum of the range.

Teachers will be awarded incremental pay progression following a successful performance management / appraisal review. The review will be deemed to be successful where teachers have met, or have made significant progress towards meeting, their objectives.

A teacher's competence in relation to each of the Practising Teacher Standards will be taken into account as part of the school's performance management process.

Where a teacher's objectives have not been met, or significant progress has not been made towards meeting the objectives, pay progression will not be awarded unless the governing body is satisfied that there is continued good performance and there are relevant extenuating circumstances. Where such a discretionary award of pay progression is made, this decision will be recorded accordingly.

Teachers in their induction year will be awarded pay progression on the successful completion of induction and as determined by the pay committee

### **16. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE - From 1<sup>st</sup> September 2013**

Any qualified teacher can apply to be paid on the Upper Pay Range. It is the responsibility of the teacher to decide whether they wish to submit an application.

If a teacher is simultaneously employed at one or more other schools, they may submit separate applications if they wish to apply to be paid on the UPR in those schools. This school will not be bound by a pay decision made by another school.

In order to evidence that the specified criteria can be met, it is likely that a teacher will have reached the top of the main pay range.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2011.

Where a teacher wishes to be assessed for progression to the upper pay range, the teacher must inform their appraiser in writing prior to objectives being set so that the criteria for progression to the upper pay range can be assessed during the following **two** appraisal periods.

In order for the assessment to be robust and transparent, it will be an evidence-based process and objectives will ensure that the criteria included in the STPCD for progression to upper pay range can be met.

Those teachers who are not subject to the Appraisal Regulations 2011 (i.e. a teacher who is employed on a short term contract of less than one term), 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.

All applicants must complete the application form at (**Appendix 5**) and attach the last two appraisal documents for submission to the head teacher for assessment.

Where such information is not applicable or available, e.g. teachers 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.

### **Process:**

One application may be submitted annually.

The closing date for applications is (*school to insert date here – normally prior to the end of the Summer Term*).

Exceptions may be made in some specific circumstances, e.g. those teachers who are on maternity leave or on sick leave as at the closing date for receipt of applications.

The process for applications is:

- Teacher to inform appraiser in writing that they wish to be considered for progression to the upper pay range and that their objectives for the following two appraisal periods should reflect this
- Application form (see Appendix 5) to be submitted to the head teacher by the designated date

- The head teacher will, following completion of two appraisal cycles, assess the application and make a recommendation to the Pay Committee
- The Pay Committee will make the final decision, following receipt of advice from the Head teacher
- Teachers will receive written notification of the outcome of their application by 31<sup>st</sup> October
- Where the application is unsuccessful, the written notification will include details about the areas where it was believed that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below)
- If requested, oral feedback will be provided by the head teacher. Oral feedback will normally 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 about areas for improvement in order to meet the relevant criteria
- Successful applicants will move to step 1 of the Upper Pay Range on 1<sup>st</sup> September of the academic year following their application
- Unsuccessful applicants can appeal using the pay appeals process

**Assessment:**

An application will only be successful where the governing body is satisfied that the requirements of the STPCD have been met, including that:

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

For the purposes of this pay policy, the Pay Committee will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the Upper Pay Range criteria (see **Appendix 6**) have been satisfied as evidenced by two successful and consecutive performance management / appraisal reviews.

Further information, including details about sources of evidence, is contained within the school's performance management policy.

## **17. PROGRESSION UP THE UPPER PAY RANGE**

Movement to and within the Upper Pay Range as at September 2013 is in line with the STPCD 2012.

### **Pay determinations effective from 1st September 2014**

The Pay Committee will determine whether there should be any movement up the Upper Pay Range. In making such a determination, it will take into account evidence which demonstrates that:

- the teacher has met, or has made significant progress towards meeting, their objectives in the two most recent appraisal reviews since moving to the Upper Pay Range; and
- the teacher has maintained the criteria for assessment to the Upper Pay Range (see section 16 “assessment” and **Appendix 6**).

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

Further information is contained within the school’s performance management policy.

The Pay Committee will be advised by the head teacher in making all such decisions.

## **18. LEADING PRACTITIONER ROLE**

The governing body may establish Leading Practitioner posts for teachers whose primary purpose is the modelling and leading improvement of teaching skills.

Where the governing body wishes to establish such posts it will determine the responsibilities and pay range for these posts. Consultation with staff and trade unions at a school level will take place in relation to any such proposed changes to the staffing structure.

The pay range for Leading Practitioner posts must fall within the range of £37,836 to £57,520.

## **19. UNQUALIFIED TEACHERS**

A teacher on the unqualified pay range must be paid an annual salary between £15,976 and £25,267.

With effect from 1<sup>st</sup> September 2014, the governing body has the discretion to award a salary at any level equivalent to, or in excess of, the unqualified teacher’s current salary, between the minimum and maximum range of £15,976 to £25,267.

<b>Step</b>	<b>Value*</b>
1	£15,976
2	£17,834
3	£19,692
4	£21,550
5	£23,409
6	£25,267

\*September 2013 values

The school is committed to the principle of pay portability and will seek to apply this principle wherever possible when making new appointments. However, the school retains the discretion not to apply pay portability where considered appropriate. A written record will be made of the reason/s for not applying pay portability in any particular case.

The governing body will determine the starting salary of an unqualified teacher having regard to:

- e) the requirements of the post
- f) any specialist knowledge required for the post
- g) the experience required to undertake the specific duties of the post
- h) the wider school context

Under the Education (Specified and Registration) (Wales) Regulations 2010 there are specific circumstances when those other than qualified teachers who are registered with the General Teaching Council for Wales may carry out 'specified work'. The school will comply with these legal requirements and will only employ unqualified teachers as specified in these Regulations.

The governing body may pay an additional allowance to an unqualified teacher who meets the criteria as defined in the STPCD.

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have met or made significant progress towards meeting their objectives, along with the required improvement in their teaching skills.

The Pay Committee will be advised by the head teacher 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 must be able to objectively justify its decisions.

An unqualified teacher who obtains qualified teacher status will be paid on the main pay range for teachers in accordance with the STPCD.

## **20. DISCRETIONARY ALLOWANCES AND PAYMENTS**

### **TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLRs)**

The Governing Body will award TLR 1 and 2 payments to post holders as indicated in the attached staffing structure (see **Appendix 9**).

These will be awarded to teachers who undertake 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 and for which the teacher is made accountable.

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. The criteria for awarding a TLR 1 and TLR 2 payment will be in accordance with the STPCD.

The minimum and maximum range for a TLR1 is \*£7,397 to \*£12,517. The minimum and maximum range for a TLR2 is \*£2,561 to \*£6,529.

The minimum difference in the annual value must be \*£1,500. (\* September 2013 values)

In this school the value of TLRs is as follows:

TLR 1	TLR 2

The governing body may award a fixed term TLR3 payment to a teacher of between \*£505 to \*£2,525 per annum for a clearly time-limited school improvement project, or one-off externally driven responsibilities. The duration of the fixed term, and the amount of annual payment will be established at the outset and will be paid on a monthly basis. A teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3.

No safeguarding will apply in relation to an award of a TLR3.

A TLR1 or 2 payment awarded to a part time teacher will be on a pro rata basis but where a TLR3 payment is awarded to a part time teacher, the pro rata principle will not apply.

### **SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES**

The governing body will award SEN allowances in accordance with the criteria and provisions set out in the STPCD.

An SEN Allowance of no less than \*£2,022 and no more than \*£3,994 per annum is payable to a classroom teacher in accordance with STPCD. (\* September 2013 values)

In this school, the SEN values are:

SEN Value

In deciding the SEN value, 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.

## **ACTING ALLOWANCES**

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with the STPCD. The relevant body will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance may be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties but will normally be paid a month in arrears.

## **ADDITIONAL PAYMENTS**

The governing body may make additional payments as they see fit to a teacher, including a head 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 head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools. This will not apply where such a head teacher has been appointed to the additional school(s).

## **RECRUITMENT OR RETENTION INCENTIVE 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. In deciding any such awards, the governing body will have regard to the STPCD and specialist HR advice.

The reason for the award of any additional payment, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn will be made clear at the outset, in writing.

The governing body will conduct an annual review of all such awards.

## **21. PART-TIME TEACHERS**

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time.

The governing body will give part-time teachers a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post. This does not affect the TLR3 payment which is not pro rata for part time staff.

See **Appendix 7** which outlines part time teacher's time and pay calculations.

## **22. TEACHERS EMPLOYED ON A SHORT NOTICE BASIS**

Teachers employed on a day-to-day basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

## **23. PAY INCREASES ARISING FROM CHANGES TO THE STPCD**

All teachers will be paid in accordance with the statutory provisions of the STPCD as revised from time to time.

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### **Appendices:**

Appendix 1 – Pay Committee Terms of Reference – For Teachers

Appendix 2 – Annual Teachers' Pay Review Statement

Appendix 3 – Pay Appeals Procedure

Appendix 4 – Leadership Group Salaries and Guidance and Annual Pay Review Statement

Appendix 5 – Upper Pay Range Application Form

Appendix 6 - Upper Pay Range Progression Criteria

Appendix 7 – Part time Teachers Pay and Time Arrangements

Appendix 8 – Flowchart of Pay Review Process

Appendix 9 – School Staffing Structure

**PAY COMMITTEE TERMS OF REFERENCE – FOR TEACHERS**

**Purpose**

This Committee is established to review the pay of each member of teaching staff, make pay decisions, award pay as appropriate and to ensure that all teachers are advised of the outcome accordingly

**Membership**

Number of members to be agreed by the governing body, but it is good practice to have three members of the governing body

The head teacher may attend in an advisory capacity <sup>1</sup>

**Ineligible Persons**

Members of staff at the school  
Associate pupil governors

**Restrictions on persons taking part in proceedings**

Any governor where there may be a conflict of interest as defined in The Government of Maintained Schools (Wales) Regulations 2005.

**Chair**

Appointed by the governing body or elected by the Committee – process to be determined by the governing body.

**Clerk**

The governing body may appoint a clerk to this Committee. It may be the same person who clerks the governing body or a different person.

**Delegated Powers**

Full delegated powers for decisions were granted to this Committee by the governing body on ..... (insert date).

**Meetings**

The Committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the Pay Committee should be kept confidential and stored securely in accordance with data protection legislation and recognised good practice.

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<sup>1</sup> The head teacher will make recommendations to the Pay Committee, apart from their own pay. The head teacher should withdraw from the meeting prior to any discussion or decision making in relation to his/her pay by the Pay Committee.

Recommendations submitted to the Pay Committee and decisions made by the pay Committee will be reported to the full governing body, normally following the completion of all pay appeals.

### **Terms of Reference**

- To monitor and review the school's pay policy, ensuring compliance with equalities and discrimination legislation and the principles of public life - objectivity, openness and accountability - and to make recommendations to the governing body for consideration and approval;
- To apply the criteria set by the pay policy in determining the pay of each member of teaching staff at the annual review;
- To review, on an annual basis, the pay of each member of teaching staff and to determine any pay awards, as appropriate, and to ensure all staff members are advised of the outcome via the head teacher;
- To minute clearly the reasons for all decisions and to report these decisions to the next full governing body meeting as a confidential item to be received;
- To recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of adequate funding to support all pay decisions;
- To ensure that an annual report on the operation of the pay policy, a summary of the pay decisions made and an equality impact assessment of these decisions is prepared and submitted to the governing body for consideration;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate.

**Date reviewed and adopted:**

**Date of next review:**

**Signature of Chair of Governors:**

**ANNUAL TEACHERS PAY REVIEW STATEMENT**

**Full Name** \_\_\_\_\_ **Staff Number** \_\_\_\_\_  
**School** \_\_\_\_\_ **Effective Date** \_\_\_\_\_

**SALARY DETAILS**

SALARY AND STEP ON MAIN PAY RANGE (S1 – S6)	£ _____	step _____
SALARY AND STEP ON UPPER PAY RANGE (S1 – S3)	£ _____	step _____
SALARY AND STEP ON UNQUALIFIED RANGE (S1 – S6)	£ _____	step _____
SALARY ON LEADING PRACTITIONER RANGE (S - )	£ _____	

**ALLOWANCES**

**Details e.g. temp  
(with applicable  
dates), reason for  
allowance**

TEACHING LEARNING RESPONSIBILITY PAYMENTS (see Pay Policy Advice)	TLR1/TLR2/TLR3  TLR _____	£ _____	
RECRUITMENT OR RETENTION (see Pay Policy Advice)	VALUE	£ _____	
SPECIAL EDUCATIONAL NEEDS ALLOWANCE	Allowance _____	Value £ _____	
OTHER ALLOWANCES	Please specify	£ _____	
<b>SAFEGUARDING</b>		£ _____	

**TOTAL SALARY** £ \_\_\_\_\_

Pay Committee meeting on .....  
Signature of Head teacher .....Date .....

To be returned to Teachers' Salaries by 31<sup>st</sup> October (unless alternative payroll arrangements are in place)

## **PAY APPEALS PROCEDURE**

The governing body is committed to ensuring that appeals against pay decisions are dealt with quickly, fairly and are consistent with equalities and other relevant legislation including the STPCD.

Teachers, including head teachers, may appeal any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.

Reasons for appeal may include the following, which is not an exhaustive list:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

### **Stage 1 – Representation Hearing**

1. The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the teacher wishes to discuss the decision, or make representations, he/she should do so in writing to the chair of the Pay Committee, normally within ten working days of the decision. The letter should outline the grounds of appeal.
3. The Pay Committee will arrange to meet the teacher to discuss the appeal. The head teacher should also attend the meeting to clarify the grounds for the recommendation.
4. The Pay Committee will further consider the decision and will write to the teacher with the outcome.
5. Where the teacher continues to be dissatisfied, he/she may proceed to stage 2 of the process.

### **Stage 2 - Appeal Hearing**

1. The teacher should set out in writing the grounds for appealing the pay decision and send it to the Chair of the Appeal Committee / head teacher / other designated person (as determined by the governing body) within ten school working days of receipt of the written outcome of the stage 1 decision (see above)
2. The Clerk to Governors will arrange for an appeal hearing to take place, normally within 20 school working days of the receipt of the written appeal notification.

3. The appeal should be heard by a panel of three eligible governors who were not involved in the original decision,

For the representation hearing and appeal hearing, the teacher is entitled to be accompanied by a colleague or trade union representative.

The procedure for formal appeal meetings will be:

- Chair introduces everyone and their role in the proceedings. Those required to attend:
  - Chair and other panel members
  - employee and employee representative (if accompanying employee)
  - any witnesses for the employee side
  - Pay Committee representative who will state the management case
  - any witnesses for the management side
  - clerk to the meeting
  - HR Adviser to give advice to the panel (if in attendance)
- Employee will present their case including any evidence they wish considered and any witnesses to support their case
- Chair and/or panel members ask questions
- Pay Committee representative will state their case including the evidence on which the decision was based and any witnesses to support the case
- Chair and/or panel members ask questions of the management
- Both parties may make a closing statement if they wish
- The Appeal Committee will then consider all the evidence in private and reach a decision
- The Appeal Committee will write to the teacher outlining its decision and the reason/s for it
- The decision of the Appeal Committee is final

## LEADERSHIP GROUP SALARIES AND GUIDANCE AND ANNUAL PAY REVIEW STATEMENT

### Headteachers

- 1) A 43 point leadership salary scale exists of which a Headteachers, Deputy and Assistant Head shall be paid upon as determined by the relevant body.

- 2) **School Groups**

There are eight school groups, with each group comprising between thirteen and sixteen points on the salary scale. The group is determined from the unit score of the school.

- 3) **Unit Score of School**

The unit score is calculated to determine the group of the schools, using the formula in the STPCD. *In this Authority\* the LA will recalculate the unit score annually and the results will be applied from 1<sup>st</sup> January each year. If a school has reasonable grounds to expect a change in pupil numbers, they should request a recalculation by the Authority at that time.*

*\* Delete if not appropriate*

### Information on how the unit score is calculated:

This is determined by pupil numbers as shown on the most recent STATS 1 (annual school census) return to the Welsh Government.

<b>For each pupil at the foundation stage/ KS1/KS2</b>	<b>7 units</b>
<b>For each pupil in the school at KS3</b>	<b>9 units</b>
<b>For each pupil in the school at KS4</b>	<b>11 units</b>
<b>For each pupil in the school at KS5</b>	<b>13 units</b>

Each pupil with a **statement of special educational needs** shall, if she/he is in a special class consisting wholly or mainly of such pupils, count three units more than she/he would otherwise count. If she/he is not in such a special class count three such units only where the relevant body so determine.

Each pupil who attends for no more than half a day on each day for which she/he attends the school shall count half as many units as she/he would otherwise count.

Total unit score	School group
Up to 1,000	1
1,001 to 2,200	2
2,201 to 3,500	3
3,501 to 5,000	4
5,001 to 7,500	5
7,501 to 11,000	6
11,001 to 17,000	7
17,001 and over	8

#### 4) Individual School Range

The relevant body, usually the Pay Committee, must determine the Individual School Range (ISR) in the following circumstances:

- whenever they propose to appoint a new head teacher
- if the head teacher group is changed (including where the head becomes responsible and accountable for more than one school in a federation on a permanent basis)
- a deputy or assistant head teacher pay range is set which overlaps with the ISR
- at any time they consider it necessary.

The following circumstances do not form part of the determination of the ISR and is covered under discretionary payments:

- Schools causing concern
- Difficulties filling a vacant head teacher post
- Difficulties retaining the current head teacher
- The temporary appointment as a head teacher of more than one school.

The ISR consists of **seven** consecutive points, within the school's group (see table). The head teacher will be paid within that range, with progression through the ISR on the basis of performance.

Group size	Range of spine points	Total salary range (STPCD 2013)
1	L6 – L 18	£42,803 – 57,520
2	L 8 – L 21	£44,971 – 61,901
3	L 11 – L 24	£48,505 – 66,623
4	L 14 – L 27	£52,131 – 71,701

5	L 18 – L 31	£57,520 – 79,081
6	L 21 – L 35	£61,901 – 87,229
7	L 24 – L39	£66,623 – 96,166
8	L 28 – L 43	£73,480 – 106,148

The relevant body should not take account of the salary of the serving head teacher if they re-determine the ISR.

In establishing the ISR, in addition to the full responsibilities of the post, the relevant body may also take into consideration factors such as:

- a) circumstances of the school
- b) the degree of challenge the school represents
- c) extent of recruitment difficulties
- e) specialist teaching facilities
- f) split site
- g) proportion of free school meals

This list is not exhaustive and the relevant body may wish to consider other qualitative and quantitative issues which may be pertinent to individual schools.

On appointment to the school, a head teacher will normally be appointed on the bottom point of the ISR but there is discretion to be appointed on **one of the bottom four points** of the ISR.

**The relevant body must ensure that the maximum of the head teacher's pay range does not exceed the maximum of the head teacher group range.**

5) **Head teacher of more than one school as part of a hard federation**

Where the head teacher is appointed as a head teacher of more than one school on a permanent basis, the governing body of the head teacher's original school, or under the Collaboration Regulations, the collaborating body, must determine the group size of the school by the application of the total unit score of all of the schools.

This will give a group size for the federation and the relevant body should determine the seven point ISR and appropriate starting point.

6) **Determination of discretionary payments to head teachers**

The relevant body may award an additional allowance to a head teacher providing the circumstance has not been taken into consideration when determining the ISR. These circumstances are laid out in the STPCD.

Specialist HR advice should be sought on this matter.

**Deputy heads**

- 7) The relevant body, usually the Pay Committee, must establish a salary range. The range consists of **five** consecutive points, which should be positioned between the bottom of the Head's ISR and the salary of the highest paid classroom teacher<sup>2</sup>.

The maximum of the deputy's salary range must not overlap the minimum of the head's salary range. If there are others on Leadership Group in the school, the bottom of the deputy head's salary range should be at least one point above the bottom of the salary range of any assistant head.

On appointment to the school, a deputy head teacher will normally be appointed on the bottom point of the range but there is discretion to be appointed on **one of the bottom three points** of the salary range.

**Assistant heads**

- 8) The relevant body should set a five point range on the Leadership Group. This may be positioned anywhere between head's ISR and highest paid classroom teacher<sup>1</sup>.

It must, however, be at least one point lower on the spine than the range for any deputy at the school.

On appointment to the school, an assistant head teacher will normally be appointed on the bottom point of the range but there is discretion to be appointed on **one of the bottom three points** of the salary range.

The governing body should determine the pay range for deputy or assistant head teachers on appointment or at any time.

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<sup>1</sup> The salary of the highest paid classroom teacher is calculated as the sum of:

- (a) the value of point 1 on the upper pay scale;
  - (b) the value of any TLR awarded to the highest paid classroom teacher at the school;
  - (c) the value of any SEN allowance awarded to the highest paid classroom teacher at the school.
- (c) do not include any protected salary elements.

9) **Salary Reviews**

Performance objectives for head teachers are set each year by the relevant body. The objectives should be the result of a joint approach between governors and the head teacher and in accordance with the school's performance management policy.

The relevant body must appraise the performance of the head teacher taking account of the agreed objectives set in the previous academic year and must make a recommendation on pay. This recommendation must be considered when making a pay determination in the salary review.

Deputy and assistant head teachers will be reviewed against their performance management objectives set in accordance with the schools performance management policy. The pay recommendation made in their annual appraisal must be considered when making a pay determination in the salary review.

10) **Salary Protection**

If a school is assigned to a lower group, or the governors choose to reduce the ISR or salary range, the member of staff will be entitled to receive a safeguarded sum for a period of up to three years, subject to the STPCD.

**Head teacher / Deputy / Assistant Head**

**Annual Review Form - September 201\_\_\_\_\_**

Full Name: \_\_\_\_\_

Staff number: \_\_\_\_\_

School: \_\_\_\_\_

**\*Head teacher**

School Group: \_\_\_\_\_ Individual School Range: \_\_\_\_\_

**\*Deputy/Assistant Head:**

Salary range: \_\_\_\_\_

Salary and point at August 20 \_\_\_\_\_ £ \_\_\_\_\_ Point \_\_\_\_\_

Rationale used for pay decision:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised salary and point at \_\_\_\_\_ £ \_\_\_\_\_ Point \_\_\_\_\_  
September 20 \_\_\_\_\_

Certified by Chair of  
Governors/Pay Committee: \_\_\_\_\_

Certified by Head \_\_\_\_\_ Date: \_\_\_\_\_  
teacher: \_\_\_\_\_

**\*Please delete as appropriate**



<b>Please attach any other documentary evidence you feel demonstrates that you meet the criteria for the upper pay range.</b>	
<b>Evidence Attached</b>	<b>In bullet form please summarise how this demonstrates you meet the criteria</b>

Signed: .....

Date:.....

***To be submitted to the head teacher***

**School Use Only**

Application Form received on.....

Assessment made on .....

by.....

Criteria Met

Criteria Not Met

If not met please set out areas where the teacher's performance did not satisfy the criteria:

## UPPER PAY RANGE PROGRESSION CRITERIA

### (1) Professional attributes

- 1.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

### (2) Professional knowledge and understanding

- 2.1 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 2.2 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- 2.3 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5 Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

### (3) Professional skills

- 3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- 3.3 Promote collaboration and work effectively as a team member.
- 3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

## Appendix 7

### Part Time Teachers' Pay and Time Calculations

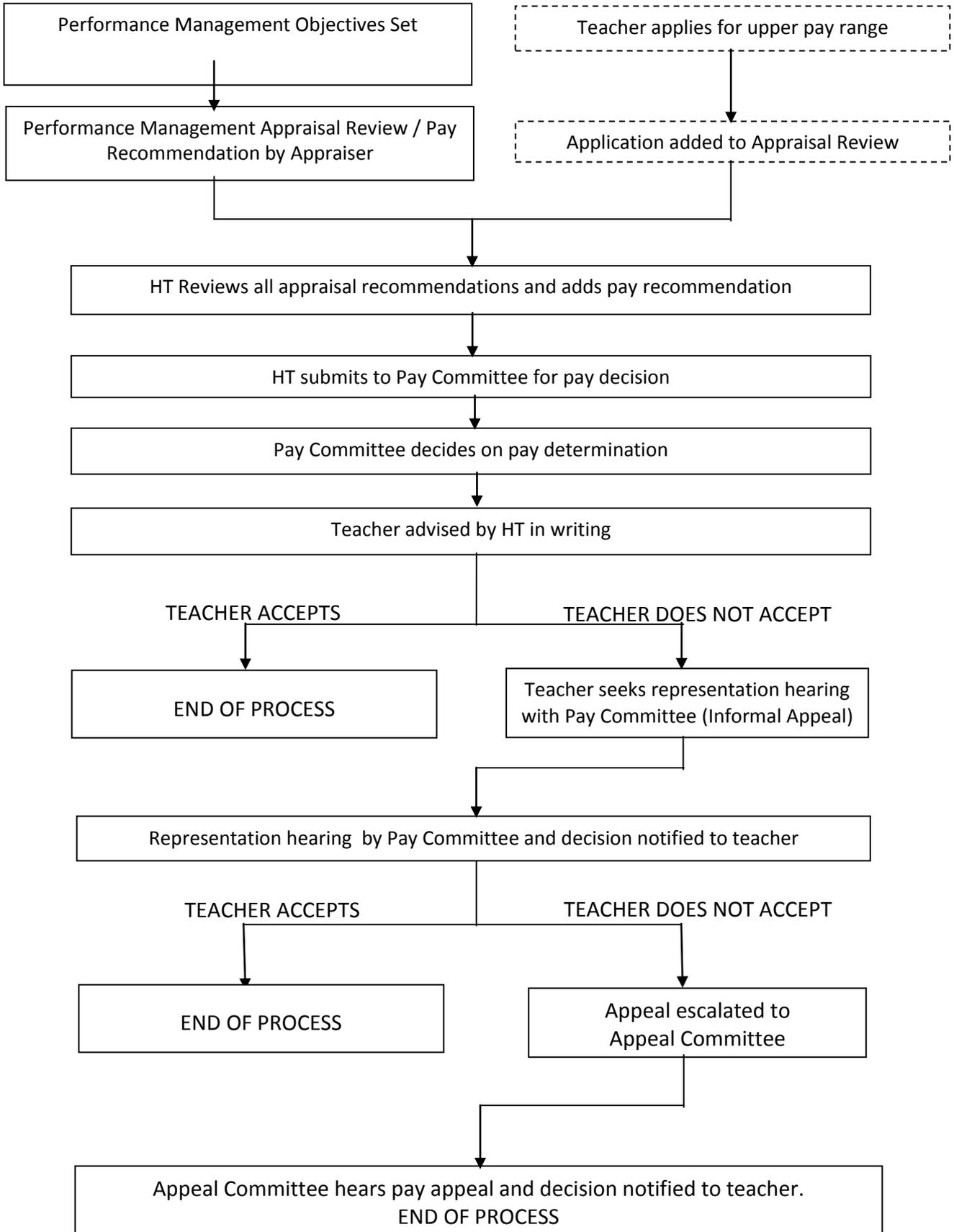
- A **School Teacher Timetable Week** must be established and a part time teacher must be paid a proportion of the STTW
- Each school must establish a STTW week for each teacher, this refers to school sessions hours that are timetabled for teaching, including PPA but excluding break times, registration and assemblies.
- Part time teachers will then be paid on actual teaching time excluding registration assemblies and breaks.

**For example**, if the school day, excluding registration and assembly, runs from 9.00am to 12.15pm and again from 1.15pm to 3.30pm with one 15minute break in the morning session and one 15 minute break in the afternoon session, the schools STTW for a full time teacher would be calculated as 25 hours. If a part time teacher were employed for mornings only working 9.00am to 12.15pm every day, their percentage of the timetabled teaching week would be calculated as 15 hours. This is shown below

	Morning Session (less breaks, registration + assembly)	+	Afternoon Session (less breaks, registration + assembly)	x	No of days in timetable	=	STTW	% of STTW
Full-time	3 hours	+	2 hours	x	5 days	=	25 hours	100%
Part-time	3 hours			x	5 days	=	15 hours	60%

- **PPA and Management time** must be included when calculating class contact time
- **Directed time** - A head teacher may allocate directed time to part time teacher (subject to conditions) as a proportion of a FTE 1265. Part time teachers can now be directed to cover breaks, assemblies and registration as part of their directed duties.
- Part time teachers cannot be required to be available for work (either for teaching or other duties) on days they do not normally work. However they may attend by mutual agreement with the Head teacher. Any resultant additional hours should be paid at the teachers' normal salary .
- Part time teachers may be required to carry out duties, other than teaching pupils, outside school sessions on the day on which the teacher is normally required to be available for work(whether the teacher is normally required to be available for work for the whole or part of that day). This can form part of directed time.

**Flowchart of Pay Review Process**



**School Staffing Structure**

***Details to be  
inserted here***