



Model Pay Policy for Teachers (2019/2020)

Model HR Policy and Procedure for Schools and Academies

Last Reviewed: September 2019

Policy Outline

Reviewing the Policy

TfC HR Advice Team will keep the operation of this policy under review and will make such changes to the policy as deemed appropriate following consultation with the trade unions, where appropriate.

Personalising the Policy

TfC HR Advice Team has developed a number of model policies for schools and academies to consider and adopt as their own. There are a number of sections within this policy which require either amendments and/or deletion to the specific paragraphs to ensure the policy is accurate in setting out your operational requirements. We advise that these sections are amended prior to the policy being adopted.

The relevant sections in this policy we advise you consider are;

- [Section 1](#) Insert any particular arrangements for your school
- [Section 9](#) Leadership - determine how many points to leave to ensure 'appropriate scope' for progression
- [Section 17](#) Include details relating to Leading Practitioner Roles
- [Section 21](#) Set out payments for SEN allowance depending

Consultation with recognised trade unions has been undertaken prior to the issuing of this model policy. Should you wish to make amendments to the contents of this policy (save for those as set-out above in 'Personalising the Policy') then you may need to enter in further consultation with recognised trade unions. Please seek advice from your allocated HR Adviser.

In addition, the term 'school' is used throughout this policy and refers to a school or an academy. This reference could be amended throughout the policy where deemed appropriate

Contacts for help and assistance

Please contact your allocated HR Adviser within the TfC HR Advice Team for help and assistance in applying the content of this policy. Alternatively you can email the TfC HR Advice Team at;

Email HRAdvice@togetherforchildren.org.uk

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1 Introduction

This policy sets out the school's principles and arrangements for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the current [School Teachers' Pay and Conditions Document \(STPCD\)](#). The policy covers all areas where schools have discretion within the STPCD to make decisions. It is not intended to be a duplication of the areas of the STPCD where schools have no discretion and should therefore be used in conjunction with the STPCD to ensure full compliance.

The Governing Board has developed this policy with the objective of recruiting, retaining and motivating all teachers to ensure the best educational opportunities for pupils at the school.

Pay decisions at this school are made by xxxxx <insert any particular arrangements for your school – for example, decisions may be made by an individual (Headteacher or governor) or a pay committee of the Governing Board>.

2 Legislation

The implementation of this pay policy will comply with:

- The Equality Act 2010
- The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2000 The Employment Rights Act 1996, the Employment Relations Act 1999, the Employment Act 2002 and the Employment Act 2008;
- Agency Workers Regulations 2010
- The current edition of the School Teacher's Pay and Conditions Document

3 Principles

The Governing Board will ensure its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, for example maternity leave or other long term absence. The exact adjustments will be made on a case by case basis.

4 September 2019 Pay Award

This school is committed to awarding a 2.75% pay uplift to all existing pay points on all pay ranges including the leadership pay range, main pay range, unqualified pay range, upper pay range, leading practitioner pay range, and all allowances from 1 September 2019.

5 Pay Reviews

In line with its terms of reference, the Governing Board will review every teacher's salary annually, with effect from 1 September and this pay review will be completed by 30 November, except for the Headteacher, where the review will be completed by 31 December. In exceptional circumstances the Governing Board may extend these timescales, for example due to maternity leave or other long term absence.

The employee should receive their written appraisal report with pay recommendation no later than 31st October and at least 5 working days before a pay determination is made ensuring that any objections have been discussed and recorded before any pay determination is made.

The Governing Board may review a teacher's salary at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual teacher's pay.

Teachers will be provided with a written pay statement no later than one month of their salary determination. This will include the information required by the STPCD. The reasons for declining any pay progression will be clearly specified in the individual pay statement.

6 Basic Pay Determination on Appointment

The Governing Board will determine the pay range for a vacancy prior to the post being advertised. The starting salary will therefore be by negotiation following consideration of previous experience.

In making such determinations, the Governing Board will take into account a range of factors including;

- the requirements and nature of the post;
- the level of qualifications, skills, experience and specialist knowledge required;
- market conditions;
- the wider school context.

The Governing Board may also use its discretion to award a recruitment incentive to secure the candidate of its choice, in line with the STPCD.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school although in practice this may be the norm in order to recruit able staff.

7 Pay Progression Based on Performance

The school recognises that the performance of a teacher is the most important factor in deciding on salary levels, but that high quality performance is achieved through high quality and successful experience and focused professional development.

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

Decisions regarding all pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. All judgements will be rooted in evidence and the Governing Board will be able to justify its decision. Additional details regarding the evidence and other factors that will be taken into consideration are outlined further in the policy.

It will be possible for a 'no progression' determination to be made without recourse to the formal capability procedure. Where it is determined that a teacher will not receive pay progression the decision will be fully explained and followed up in writing. Where a teacher disagrees with the decision they will have a right of appeal.

There will be meetings throughout the appraisal process so that all teachers are aware of their progress towards meeting the criteria for pay progression. In the event that a teacher is unlikely to meet the criteria for pay progression they can expect to be alerted to this and given support to improve their performance.

Teacher's appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Board, having regard to the appraisal report and taking into account the appraiser's recommendation.

8 Appeals Procedure

As part of the appraisal process, a pay recommendation is made by the appraiser/reviewer and discussed with the teacher prior to being submitted to the committee who make the pay determination.

A teacher who is dissatisfied with a pay recommendation as set out in their appraisal report, has the opportunity to discuss the recommendation with the appraiser or Headteacher (in line with paragraph 14 of the Appraisal policy) **before** the recommendation is actioned and confirmation of the pay decision is made by the school.

At the conclusion of any further discussion relating to the appraisal report, the pay recommendation may be adjusted or it may remain the same. The discussion about the objections should be recorded on the appraisal report and should take place before the pay determination has been made.

Once a pay determination is made if, a teacher is dissatisfied with the pay determination they may formally appeal against the decision within 10 working days to the Clerk to the Governing Body and, at this point, include in writing sufficient detail of the grounds of appeal.

The only grounds that will be accepted as the basis of an appeal are that the person who made the decision are claimed to have:

- Incorrectly applied the school's appraisal or pay policy;
- incorrectly applied any provision in the STPCD;
- failed to have proper regard to statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- unlawfully discriminated against the teacher.

Any appeal should be dealt with promptly, thoroughly and impartially. [Appendix 1](#) of this policy sets out the procedure to be used during an appeal hearing.

Employees have the right to be accompanied at an appeal hearing. If the employee's representative is not available at the time of the hearing it must be rescheduled so long as a reasonable alternative date is within five working days of the original date proposed.

The appeal will be heard by the Appeals committee consisting of a minimum of three governors who have not been previously involved in the pay determination and are not employees of the school. It is highly recommended that these governors have knowledge and experience of the school's appraisal and pay policies. The appeal hearing should be formally clerked.

Both the person who made the recommendation and the decision maker who made the pay determination will be required to attend the appeal.

In advance of the appeal hearing date, and at least 5 working days before the appeal hearing date, the appeal panel will, as a minimum, receive copies of:

- The teacher's written grounds of appeal;
- The appraisal report;
- Any other documentation the teacher will rely upon;

9 Leadership Group Pay

To comply with the STPCD, the Governing Board will only review the pay of leadership group posts appointed prior to 1 September 2014 in the following circumstances:

- individual responsibilities have significantly changed on or after 1 September 2014;
- to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014 or with pay arrangements for a member(s) of the leadership group whose responsibilities have significantly changed on or after that date.

Any such review will be done so in accordance with the provisions of the STPCD.

For new appointments, the Governing Board will comply with the STPCD.

When determining a pay range, the Governing Board will allow at least **xx** reference points for performance-related progression. **<As a school, you should determine how many points to leave to ensure 'appropriate scope' for progression>**

In this school, the Governing Board will use reference points to determine Leadership Group salaries. The pay range is:

Point	Salary	Point	Salary
1	£41,065	28	£79,748
2	£42,093	29	£81,723
3	£43,144	30	£83,757
4	£44,218	31*	£84,976
5	£45,319	31	£85,826
6	£46,457	32	£87,960
7	£47,707	33	£90,145
8	£48,808	34	£92,373
9	£50,026	35*	£93,732
10	£51,311	35	£94,669
11	£52,643	36	£97,013
12	£53,856	37	£99,424
13	£55,202	38	£101,885
14	£56,579	39*	£103,334
15	£57,986	39	£104,368
16	£59,528	40	£106,972
17	£60,895	41	£109,644
18*	£61,808	42	£112,392
18	£62,426	43	£114,060
19	£63,975		
20	£65,561		
21*	£66,517		
21	£67,183		
22	£68,851		
23	£70,556		
24*	£71,590		
24	£72,306		
25	£74,103		
26	£75,936		
27*	£77,048		
27	£77,818		

*Scale points apply to Headteachers at the top of the school group range in the academic year 2019/20.

The eight leadership bands are:

Band	Points	Salary Range
1	6 – 18*	£46,457 - £61,808
2	8 – 21*	£48,808 - £66,517
3	11 – 24*	£52,643 - £71,590
4	14 – 27*	£56,579 - £77,048
5	18 – 31*	£62,426 - £84,976
6	21 – 35*	£67,183 - £93,732
7	24 – 39*	£72,306 - £103,334
8	28 – 43	£79,748 - £114,060

Given that Leadership Group 1 starts above the minimum of the range, points 1-5 will only be used for Deputy and Assistant Headteachers.

10 Pay Progression – Leadership Group

The Governing Board will annually review the salaries of the members of the Leadership Group in accordance with the STCPD. All decisions regarding pay progression will be related to the individual's performance and appraisal reports.

Where the evidence demonstrates sustained high quality of performance, the Governing Board will consider the award of one point. Where the evidence shows exceptional performance, the Governing Board may consider the use of its flexibilities to pay enhanced pay progression up to the maximum of two additional points.

If a member of the leadership group reaches the top of their pay range, they will continue to be paid at the top of that range until such time as the Governing Board is able to reassess the pay range using the new method stipulated in [paragraph 9](#) of this policy and part 2 of the STPCD.

11 Temporary Additional Payments to Headteachers

In accordance with paragraph 10 of the STCPD, the Governing Board will consider awarding an additional payment to the Headteacher only for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined.

12 Main Pay Range

In this school, the Governing Board will use reference points to determine teacher salaries. The pay range is:

Point		Salary
Minimum	M1	£24,373
	M2	£26,298
	M3	£28,413
	M4	£30,599
	M5	£33,010
	M6a	£35,619
Maximum	M6b	£35,971

13 Pay Progression – Main Scale Teachers

To be fair and transparent, assessments of performance will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show;

- a positive impact on pupil progress;
- an impact on wider outcomes for pupils;
- improvement in specific elements of practice identified to the teacher;
- a positive contribution to the work of the school;
- a positive impact on the effectiveness of staff and colleagues.

To move up the main pay range one point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers Standards.

If the evidence shows that a teacher has exceptional performance the Governing Board may consider the use of its flexibilities to pay enhanced pay progression up to the maximum of two additional points.

Upon successful completion of NQT year a teacher should progress one point.

14 Upper Pay Range

In this school, the Governing Board will use reference points to determine teacher salaries. The pay range is:

Point		Salary
Minimum	U1	£37,654
	U2	£39,050
Maximum	U3	£40,490

15 Progression to the Upper Pay Range

Any qualified teacher can apply to be paid on the Upper Pay Range and any application must be assessed in line with this policy. It is the responsibility of

the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Where a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be on the upper pay range in that school. This school will not be bound by any pay decision made by another school.

Applications should be made to the Headteacher in writing once a year. The deadline for receipt is 31 October for progression from the start of that academic year. [Appendix 2](#) provides an Upper Pay Range Application Form to be used for this purpose.

All applications should include the results of the two most recent appraisals, including any recommendation on pay. Where such information is not available, for example, those returning from maternity or other long term 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 will be successful where the Governing Board is satisfied that:

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

For the purposes of this policy:

- 'Highly competent' means the teacher's performance is assessed as not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- 'Substantial' means 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' means the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. Please note that a lesser period of time can be considered in situations such as maternity or other long term absence.

The Governing Board will make the final decision on applications advised by the Headteacher.

Where an application is successful, applicants will move to the upper pay range from the start of the academic year. Successful applicants will be placed on the minimum point of the upper pay range.

Where an application is unsuccessful, teachers will be provided with written feedback of the areas where it was felt the teacher's performance did not satisfy the relevant criteria as set out in this policy. Unsuccessful applicants have the right to request verbal feedback from the assessor within 10 working days of the date of determination by the Governing Board. Feedback should be given in a positive manner and include advice and support on areas for improvement in order to meet the relevant criteria.

16 Progression within the Upper Pay Range

In making a decision regarding pay progression, the Governing Board will take into account:

- the criteria set out in the STPCD;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- the evidence that the teacher has maintained the criteria set out in the STPCD, 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 are set out in section 15 of this policy.

Where the evidence shows the teacher has made good progress, the teacher will move to the next point on the upper pay range.

Where it is clear from the evidence that the teacher's performance is exceptional in relation to the criteria, and where the teacher has met or exceeded their objectives and teaching is 'outstanding' as defined by Ofsted the Governing Body may use its flexibility to decide on enhanced progression from the minimum to the maximum of the upper pay range. [Appendix 2](#) provides an 'Upper Pay Range Application Form' to be used when applying to move within the Upper Pay Range.

17 Leading Practitioner Roles

This school will not appoint to Leading Practitioner Roles.

OR (schools should only include the paragraph relevant to their school)

When appointing to the role of Leading Practitioner, the Governing Board will act in accordance with the STPCD.

In this school, the Governing Board will use reference points to determine an individual five point range. The pay scale is:

Point		Salary
Minimum	1	£41,267
	2	£42,301
	3	£43,357
	4	£44,436
	5	£45,540
	6	£46,684
	7	£47,942
	8	£49,047
	9	£50,273
	10	£51,562
	11	£52,899
	12	£54,120
	13	£55,473
	14	£56,856
	15	£58,272
	16	£59,833
	17	£61,194
Maximum	18	£62,735

In making a decision regarding pay progression, the Governing Board will take account of evidence to show that the leading practitioner:

- has made good progress towards their 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;
- is highly competent in all aspects of the teacher standards, has shown strong leadership in developing, implementing and evaluating policies and practices in their workplace that contribute to school improvement.

The Governing Board will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. To move up the pay range one point at a time progress must be good. Where it is clear from the evidence that the leading practitioner's performance is exceptional, the Governing Board may award enhanced pay progression up to a maximum of two additional points.

18 Unqualified Teachers

In this school, the Governing Board will use reference points to determine unqualified teacher salaries. The pay range is:

Point		Salary
Minimum	1	£17,682
	2	£19,739

	3	£21,794
	4	£23,851
	5	£25,909
Maximum	6	£27,965

The Governing Board will determine where a newly appointed unqualified teacher will be placed on the pay range, having regard to any qualifications or experience he/she may have, which they consider of value. The Governing Board will consider whether it wishes to pay any additional allowances in line with the STPCD.

19 Pay Progression – Unqualified Teachers

In making a decision regarding pay progression, the Governing Board will take account of evidence to show:

- an improvement in teaching skills;
- a positive impact on pupil progress;
- an impact on wider outcomes for pupils;
- improvements in specific elements of practice identified to the teacher;
- a positive contribution to the work of the school;
- a positive impact on the effectiveness of staff and colleagues.

To move up the pay range one point at a time, unqualified teachers will need to have made good progress towards their objectives. If the evidence shows that an unqualified teacher has exceptional performance the Governing Board may consider the use of its flexibilities to pay enhanced pay progression up to the maximum of two additional points.

20 Teaching and Learning Responsibility Payments

In this school, the annual values of TLR payments are:

TLR	Salary
TLR 1a	£8,069
TLR 1b	£9,929
TLR 1c	£11,791
TLR 1d	£13,654
TLR 2a	£2,796
TLR 2b	£4,657
TLR 2c	£6,829

TLR payments will be awarded to qualified teachers in accordance with the STPCD. TLRs will be assigned to specific posts within the school's staffing structure.

The Governing Board will consider the award of a fixed term TLR 3, where appropriate, in line with the STPCD. In this school, the annual value of a TLR 3 will be no less than £555 and no greater than £2,757.

A teacher will not be awarded more than one TLR 1 and TLR 2 concurrently, but the Governing Board may consider the award of a concurrent TLR 3.

21 Special Educational Needs Allowance

For special schools only

All teachers will be awarded an SEN allowance of no less than £2,209 and no greater than £4,359. **In this school, the allowance will be £xxx.**

For all other schools

Any teacher who meets the criteria set out the STPCD will be awarded an SEN allowance of no less than £2,209 and no greater than £4,359. The basis for determining whether the criteria are met will be the job description of the post and the contexts in which the post operates.

The Governing Board will determine the spot value of the allowance by taking into account the school's SEN provision and the additional factors stipulated in the STPCD.

22 Recruitment and Retention Incentive

In line with the STPCD, members of the Leadership Group will not be awarded such payments other than for housing or relocation costs.

The Governing Board may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

Where a Recruitment and Retention Incentive is awarded, the amount will be determined to meet the circumstances of the case. Written notification will be provided at the time of the award in line with the guidance within the STPCD.

The Governing Board will conduct an annual review of all awards.

23 Additional Payments

The Governing Board may make such payments as they see fit to a teacher in accordance with the provisions of the STPCD.

24 Acting Allowance

Determinations to pay an acting allowance will be made in accordance with the STPCD.

25 Part Time Teachers

Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part time. A part time teacher will be paid according to the proportion of the school's timetabled teaching week (STTW) that they work, as set out in the STPCD.

26 Short Notice/Supply Teachers

Teachers employed on a day to day basis or other short notice 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.

27 Salary Safeguarding

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

Where safeguarding applies the required notification will be provided no later than one month after the date of the determination.

If the safeguarded sum is £500 or more the teacher must undertake additional duties that the Governing Board consider are appropriate and commensurate with the safeguarded sum. The Governing Board will consider the withdrawal of the safeguarded sum if the teacher unreasonably refuses to undertake these duties and will give one month's notice to the teacher.

Appeal Hearing Procedure

The following procedure should be followed at an appeal hearing;

- 1 Introductions
 - The Chair introduces everyone and their role and then outlines the order of the hearing.
- 2 The employee case:
 - Employee or their representative presents employee case providing any evidence to support their case including from witnesses (if any).
 - Recommendation maker/decision maker have the opportunity to question the employee.
 - The panel then have the opportunity to question the employee.
- 3 The management case:
 - Recommendation Maker/Decision maker presents the management case, providing any evidence to support their case and any witnesses.
 - The employee or their representative have the opportunity to question the recommendation maker/decision maker.
 - The panel then have the opportunity to question the recommendation maker/decision maker.
- 4 Summarising and end of the hearing
 - The Employee or their representative sum up their case
 - The recommendation maker/decision make sums up the management case
 - If appropriate the chair of the panel may sum up the key points from both sides
 - The Chair will then end the hearing, advising the employee that they will receive the panel's decision in writing within a given timescale.
- 5 Decision making
 - Panel meet to reach their decision obtaining professional HR advice.
 - The Clerk to note the main points of the discussions and their decision.
- 6 Communication of Decision
 - Employee is notified of the decision and the reasons for the decision in writing.

This process performs the function of the grievance procedure on pay matters and decisions cannot therefore be reopened under general grievance procedures.

Upper Pay Range Application Form

TEACHERS DETAILS :		
Name:		
School:		
Job Title:		
Current Salary point:		
Application Purpose (please tick as appropriate):	Move to the Upper Pay Range	
	Move up within the Upper Pay Range	
EVIDENCE		
I attach a copy of my two most recent appraisals, including any recommendation on pay.	YES / NO	
The schools covered by planning/review statement(s) (if different to current employer):		
I am unable to provide a copy of my two most recent appraisals for the following reason:		
I therefore attach a written statement and summary of evidence to demonstrate how I have met the assessment criteria above.	YES / NO / N/A	
DECLARATION:		
I confirm that at the date of this request for assessment;		
<ul style="list-style-type: none"> ➤ I meet the eligibility criteria as details below and ➤ I attach the above required documents, covering the relevant period. 		
Signature:		
Name:		
Date:		

NOTE: The deadline for receipt of this application is **31 October** for progression from the start of the academic year.

CRITERIA:

To be successful in applying to be paid on the upper pay range/move through the upper pay range a teacher will be required to meet the criteria set out below:

- the teacher is highly competent in all elements of the relevant standards:
- the teacher’s achievements and contribution to the school are substantial and sustained.

DEFINITIONS:

Highly Competent	The teacher’s performance is assessed as not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
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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.
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Sustained	The teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. Please note that a lesser period of time can be considered in situations such as maternity or long term sickness leave
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To be completed by a representative of the **Governing Board** on consideration of application.

Date application considered:	
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Application Successful	YES / NO
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If unsuccessful - Date written feedback provided (within 10 working days):	
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