

# Woodside Academy



## Pay Policy 2024-25

Agreed by the Pay Committee, (part of the Finance, Risk and Audit Committee) on behalf of the Governing Body: 14/10/2024

## **Contents**

### **1. Introduction**

September 2024 Pay Award

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

Principal

An Appropriate Committee Structure

Review of Recommendations to, or Decisions of, the Pay Committee

Appeals against Salary or Appraisal Decisions

Threshold Application

Statement of Salary

The Chair of the Pay Committee

The Appraisal Review Committee for the Principal's Performance Review

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

Starting Salary of New Classroom Teacher Appointments

Calculation of Part-Time Teachers' Salaries

Recruitment/Retention Incentives

Staffing Structure

Special Educational Needs

Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range

### **4. Leading Practitioner Posts**

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

Vice Principal and Assistant Headteachers

Awards for Performance to Vice Principal and Assistant Heads

### **6. Annual Assessment of the Salary of Teachers**

Annual Assessments

### **7. Determination of Leadership Group Salaries**

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

Annual Review of Principal's Salary

Determination of Discretionary Payments to Principals

Acting Up Allowances

- 8. Additional Payments for Teaching Staff**
- 9. Unqualified Teachers**
- 10. Salaries of Support Staff**
- 11. Salary Sacrifice Scheme**
- 12. Review of the Policy**

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

1. Case for the Employee
2. The Chair of the Pay Committee
3. Summing Up and Withdrawal
4. Pay Committee Decision

Notes

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

1. The Appeal of the Employee
2. The Response of the Pay Committee
3. Summing Up and Withdrawal
4. Review Appeal Committee Decision

Notes

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

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

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

The Main Pay Range for 2024

Salary Points on Main Pay Range

Salary Points on Upper Pay Range

Salary Points on Unqualified Pay Range

Questions for the Pay Committee to consider

#### **Annex F: Teachers: The Appointment of Leading Practitioners**

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

Questions for the Pay Committee

## 1. Introduction

### September 2024 Pay Award

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

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

### **Principal**

2.1. Except where otherwise stated, the Pay Committee will delegate the day-to-day management of the policy to the Principal in consultation with the Chair of the Pay Committee. The Principal will report to the Pay Committee those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.

2.2. The Principal shall make annual recommendations on the salary of all employees to the appropriate committee of the Pay Committee. This will include sufficient information for the Pay Committee to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.

Teachers on the main scale will be eligible for an incremental rise annually, and for those on the upper scale this will be every two years.

2.3. The Pay Committee requires that the Principal has regard to the budget approved by the Governing Body or Trust and the requirements of employment legislation; in particular:

- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992)
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Pay Committee expects the Principal to seek advice, where appropriate, from persons engaged by the Pay Committee to provide such advice.

### **An Appropriate Committee Structure**

2.4. The Pay Committee constitution is established by the Board of Trustees, and must follow Articles 100-104. Committee members must not be staff trustees and must not have any conflict of interest including personal relationships to school staff. As per Article 117, the quorum for a meeting of Trustees, and any vote on any matter thereat, shall be any three Trustees.

2.5. The Pay Committee will consist of a committee of governors who make decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall be at least three governors. No member of the Review Appeals Committee, referred to below, will be a member of the Pay Committee.

- 2.6. The Pay Committee will delegate to a committee of governors (hereafter referred to as the “Review Appeal Committee”) any appeals by individual employees against decisions of the Pay Committee arising out of this policy or the Appraisal Policy. The number of governors on the committee shall be at least three governors. Any appeal will be dealt with before a final decision is reported to the Pay Committee.
- 2.7. Meetings of the Pay Committee and the Review Appeal Committee will be convened by the Clerk to the Pay Committee. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days’ notice of the date and time of the meeting will be given.

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

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

- 2.8. Prior to making a salary recommendation to the Pay Committee the Principal (or Chair of the Appraisal Review Committee in the case of the Principal) will inform the employee of their recommendation to the Pay Committee and the date this Committee will be considering their recommendation.
- 2.9. A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the appraiser or Principal before the recommendation is actioned.
- 2.10. Whilst there is no right of appeal to the Principal’s recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Pay Committee which will be provided to the Pay Committee to consider alongside the pay recommendation, and the employee will be invited to attend a formal meeting with the Pay Committee.

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

That the recommendation:

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

The employee will have a minimum of five working days’ notice between the date they are informed of the recommendation and the date of the meeting of the Pay Committee to provide this written statement. The Clerk of the Pay Committee will provide the Principal (or Chair of the Principal’s Appraisal Review Committee, in the case of the Principal) with a copy of the written statement submitted by the employee prior to the meeting of the Pay Committee.

- 2.11. The employee will be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the Pay Committee. The decision of the Pay Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Pay Committee to the Review Appeal Committee.
- 2.12. The procedure to be followed for the review hearing is attached at Annex A.

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

- 2.13. The employee may appeal against the decision of the Pay Committee within five working days of receipt of the determination by notifying the Clerk to the Pay Committee in writing of the reasons for the appeal, which must be as stated in paragraph 2.10 above.
- 2.14. The decision of the Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Committee.
- 2.15. The procedure to be followed for the appeal is attached at Annex B of this policy.

### **Threshold Application**

- 2.16. An application must be made by 15<sup>th</sup> September and submitted to the Principal.

A successful applicant will progress to a point\* on the upper pay range determined by the Principal from 1<sup>st</sup> September from which progression to the upper pay range will be paid. This may be termly or annually.

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

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions are substantial and sustained.

See Annex C for the Pay Committee's definition of "highly competent" and "substantial and sustained".

- 2.17. The Principal shall inform the teacher of the recommendation to be made to the Pay Committee regarding the threshold application as soon as possible after the closing date has passed. The Principal shall provide oral feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraph 2.8 to 2.14.

## **Statement of Salary**

2.18. Salary assessment forms will be issued to confirm salary determinations.

## **The Chair of the Pay Committee**

2.19. The Chair of the Pay Committee will be available to the Principal for consultation on those matters of this policy delegated to the Principal. In this instance, the Chair of Pay Committee may not be a member of the Review Appeal Committee.

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

2.20. The Pay Committee will delegate 3 governors, none of whom shall be employees of the Pay Committee, to carry out the appraisal review for the Principal. The delegated governors may be supported by an external adviser appointed by the Pay Committee. The agreed performance objectives and indicators/measures may be referred for moderation to a meeting of the Chair of Governors.

2.21. It is the stated wish of the Pay Committee that the delegated governors should be appropriately trained.

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

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

3.1. When advertising a teaching post, the Pay Committee, or delegated committee, will identify the range of salaries the Pay Committee is prepared to pay, subject to qualifications and experience. The Pay Committee will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Pay Committee.

3.2. Where the Principal or selection panel regards a teacher to have the relevant teaching experience or non-teaching experience, which is directly relevant to the post being offered, then an appropriate salary will be offered within the advertised range.

3.3. The Principal will provide a statement for the appropriate committee of the Pay Committee detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Committee's salary structure.

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

3.4. The Pay Committee will ensure that all part-time teachers employed by the Pay Committee will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3.

3.5. The Pay Committee will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".

- 3.6. All part-time teachers will be advised of how their salary and directed time are calculated.

### **Recruitment/Retention Incentives**

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

### **Staffing Structure**

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

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

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

## **Special Educational Needs**

- 3.11. The Pay Committee will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.
- 3.12. The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

## **Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range**

(Pay progression will be linked to the assessment of performance, as determined under the Appraisal Policy).

At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider written recommendations from the Principal that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Pay Committee, or the upper pay range, depending on which range the teacher is currently paid. The Principal will also provide written reasons why any teacher should not progress on either range. Please note comments under section 2.2. Teachers on the main scale will be eligible for an incremental rise annually, and for those on the upper scale this will be every two years.

- 3.13. Any recommendations for progression to a higher salary made by the Principal shall be in respect of the teacher's performance during the previous year measured against the performance review under the Pay Committee's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.
- 3.14. Recommendations for pay increases will be differentiated so that any increase is clearly attributable to the performance of each teacher.
- 3.15. A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Principal may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards during their induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.2.
- 3.16. Where a teacher has been absent through long term illness or on maternity leave (or other long-term leave) the Principal will ensure that a performance review has been conducted. If a review cannot be conducted until the teacher returns to school, the Principal will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

#### **4. Leading Practitioner Posts**

- 4.1. The Pay Committee may decide to include leading practitioner post/s in the structure where it receives a recommendation from the Principal to consider such a post.
- 4.2. Where a leading practitioner is appointed the Pay Committee shall select an individual post range on the pay range designated for leading practitioners.
- 4.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider recommendations from the Principal that any leading practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F.

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

##### **Vice Principal and Assistant Headteachers**

- 5.1. The Pay Committee, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Vice Principal or Assistant Headteacher's salary.
- 5.2. At the time of appointing a new Vice Principal or Assistant Headteacher, the selection panel of the Pay Committee making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Committee.

##### **Awards for Performance to Vice Principal and Assistant Heads**

- 5.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider recommendations from the Principal that any Vice Principal or Assistant Headteacher be paid additional points subject to the maximum of their range. The Pay Committee expects that the objectives for a Vice Principal or Assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.
- 5.4. Where there are substantial difficulties in retaining the services of a current Vice Principal or Assistant Headteacher the Pay Committee may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Vice Principal or Assistant Headteacher's range overlap the Principal's pay range.

#### **6. Annual Assessment of the Salary of Teachers**

##### **Annual Assessments**

- 6.1. On or before 1 September of each year, or as soon as possible thereafter, the Principal will carry out an annual assessment of salary for each teacher, including Vice Principal's and Assistant Headteachers, leading practitioners and unqualified teachers employed in the School. These assessments are to be completed by the

end of the first half term. Teachers on the main scale will be eligible for an incremental rise annually, and for those on the upper scale this will be every two years.

- 6.2. The Pay Committee will receive the pay recommendations from the Principal by 31 October of the current year at the latest, and within 14 days of the end of the assessment period. Awards will be backdated to 1 September of the current year.

## **7. Determination of Leadership Group Salaries**

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

- 7.1. To determine the group of the school by which the HTPR is identified, the Pay Committee will re-calculate annually the appropriate unit total of the School.
- 7.2. The Pay Committee will assign the school to the appropriate Headteacher Group (HTG) whenever a new Principal is to be appointed and on such occasions as the Pay Committee sees fit. The Principal may make representations to the Pay Committee to consider assigning the School to a new HTG.
- 7.3. If the Pay Committee changes the group of the School having re-calculated the unit total, the Pay Committee will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 7.4. The HTPR of the School shall be a range of consecutive salary points selected by the Pay Committee within the HTG range for the School.
- 7.5. The Recruitment Selection Committee, set up to appoint a new Principal, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Committee.
- 7.6. If the Pay Committee agrees to the Principal also being made the Principal of another School permanently, the Principal's salary will be determined in accordance with STPCD 2024 (paragraph 6.6).
- 7.7. Where such a decision is made then the Pay Committee will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.8. The pay ranges for a Vice Principal or Assistant Headteacher shall be determined with reference to the School's HTPR as defined by the STPCD.

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

- 7.9. At the beginning of each academic year, or at any such time as the Pay Committee (in consultation with the Principal) may decide, the Appraisal Review Committee referred to in 2.20 will agree with the Principal or (in the absence of an agreement) set performance objectives together with performance indicators/measures

appropriate to each objective. The performance objectives will reflect the priorities identified in the School's development plan.

- 7.10. An external adviser appointed by the School will support the Appraisal Review Committee in carrying out the annual performance review of the Principal. The performance review and review statement will be conducted in accordance with the Pay Committee's Appraisal Policy.
- 7.11. In the Autumn Term of each year, (or were determined differently by the Pay Committee as referred to in 7.9 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Pay Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of Pay Committee, if they are not an appraisal review governor) regarding the salary of the Principal. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Pay Committee's view of the Principal's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Principal will be advised of the proposed recommendation and may make a written response to the recommendation.
- 7.12. The recommendation for the Principal will be made in a written statement to the Pay Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. The Pay Committee will consider the recommendation, together with any written response from the Principal, and inform the Principal in writing by providing a salary statement, by 31 December, to be backdated to 1 September.
- 7.13. If the Principal wishes to seek a review of the decision of the Pay Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.19 of this policy. The Principal will have the right of appeal against the decision of the Pay Committee in accordance with the procedure set out in paragraph 2.12 of this policy.

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

- 7.14. The Pay Committee may decide to pay additional payments to the Principal in accordance with paragraphs 10 of the STPCD.
- 7.15. Where a decision is made to increase the Principal's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.14 above, the total sum of all payments made to the Principal will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Committee.
- 7.16. If it is considered necessary to exercise the provision set out in 7.15 above, the Pay Committee will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

## **Acting Up Allowances**

- 7.17. If during any absence of the Principal, Vice Principal or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Committee will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.18 below. If no allowance is paid the Pay Committee may reconsider the position at any time.
- 7.18. In the prolonged absence of the Principal, a Vice Principal, an Assistant Headteacher or a TLR post holder, the Pay Committee may appoint a teacher to act up during the absence of the post holder. From the date that the Pay Committee considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Committee. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

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

- 8.1. If the Principal, following consultation with the teacher/s affected, requests teachers to undertake:
- CPD to be undertaken outside of the school day;
  - Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
  - Out of school hours learning activities,

then payments, as below, will be made to teachers agreeing to participate in such activities.

- 8.2. The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Pay Committee. Periods of less than a day will be paid pro-rata.
- 8.3. Where additional responsibilities and activities are undertaken by a teacher resulting from the Principal having responsibility for more than one School, as provided for in paragraph 7.7 of this policy, the Pay Committee of the Pay Committee will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Pay Committee will be reported to the next meeting of the Pay Committee.

## **9. Unqualified Teachers**

- 9.1. The Pay Committee may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 9.2. The point on the Pay Committee's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a

new appointment will be paid, will be determined by the Principal, in consultation with the Chair of the Pay Committee, and will take account of the qualifications and experience considered to be relevant to the post.

- 9.3. In addition to the appropriate point on the unqualified teachers' pay range the Principal, in consultation with the Chair of the Pay Committee, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement or who the Principal and Chair of the Pay Committee believes has additional qualifications and/or experience to warrant such an award.
- 9.4. The Principal will report any award of such an allowance to the Pay Committee of the Pay Committee.
- 9.5. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

## **10. Salaries of Support Staff**

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

The decision of the Principal will be reported to the Pay Committee.

- 10.3. If at any time the Principal, in consultation with the Chair of the Pay Committee, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Principal and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Pay Committee's policy. The new salary level will be reported to the Pay Committee at its next meeting.
- 10.4. At the time of making the annual assessment of Teachers' salaries, the Principal may also make any recommendation to the Pay Committee in respect of the salary of any member of the support staff. Where the Principal considers it appropriate, a recommendation to the Pay Committee that a named member/s of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Pay Committee's decision or as a 1/12 increase in monthly salary over the next year.

10.5. If any member of support staff wishes to appeal against their salary level, they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Pay Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.5 above.

## **11. Salary Sacrifice Scheme**

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

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

12.1. The Pay Committee will review this policy annually, or on any occasion when it is requested to do so by the Principal.

12.2. The Pay Committee will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy.

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

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

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

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

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

The employee or representative:

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

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

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

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

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

### **4. Pay Committee Decision**

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

**Notes:**

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

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

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

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

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

The employee or representative:

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

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

The representative of the Pay Committee:

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

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

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

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

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

#### **Notes:**

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
  - The written statement of reasons for the Pay Committee decision previously provided to the employee.
  - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.10 of the pay policy).
  - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Pay Committee representative may call the Principal (or in accordance with note 3 below, a governor) as a witness for the Pay Committee. In that event, the Principal (or governor) may be questioned as a witness.
3. Where the Principal has asked for the review, the representative of the Pay Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.20 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Committee.

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

The annex should have been completed for the 2024 Pay Policy. If this is the case, then the annex will only require a review to ensure that the policy is fit for purpose and is being applied fairly and consistently. For reference, the issues which the Pay Committee had to decide previously are set out below.

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

An application from Main Scale to Upper Threshold must be made by 15<sup>th</sup> September and submitted to the Principal in the form of a written application, preferable by email.

The application should relate to the entire period of the previous academic year in which they were appraised. The evidence in the application should contain examples of them being both highly competent in all elements of the relevant standards, and that their achievements and contributions are substantial and sustained.

A successful applicant will have demonstrated that as a teacher they are highly competent in all elements of the relevant standards, they carry out all duties outlined in their job description, they have successfully met their performance management targets and that their achievements and contributions to the school are substantial and sustained.

"Substantial" is defined as of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning). As a teacher training school, the teacher would have trained or been involved in training students who are with us as part of their initial teacher training.

"Sustained" is defined as maintained continuously over a minimum of two school years.

The Principal will assess all applications robustly, transparently and equitably. The Principal shall inform the teacher of the recommendation that will be made to the Pay Committee as soon as possible after the appraisal process. Any comments or responses from the teacher will be reported to the Pay Committee.

Once the Pay Committee has confirmed the Principals decision, the teacher shall be given a salary assessment form indicating their salary position following the outcome. The Principal shall provide oral feedback on the relevant criteria, or in the case of unsuccessful applicants, in writing. Feedback shall also include advice on aspects of performance that would benefit from further development.

A successful applicant will progress to the minimum point of the Upper Pay Range where it is expected that the level of performance assessed will be at least sustained. Further progression on the Upper Pay Range will be dependent on additional evidence that the applicant has developed further and taken on further responsibilities across the school.

The school may consider evidence of performance from other schools where this falls within the two-year period prior to applying to be considered to move on to or up the Upper Pay Range.

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

If the Pay Committee has used Recruitment and Retention Allowances or Benefits, then the annex should have been completed for the 2024 Pay Policy. If this is the case, then the annex will only require a review to ensure that the policy is fit for purpose and is being applied fairly and consistently. For reference, the issues which the Pay Committee had to decide for 2024 are set out below.

If allowances are to be paid the annex should identify:

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

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

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

The Main Pay Range for 2024

The salary points for the main pay range 2024 are set out below.

In line with the recommendations in the STRB's 34<sup>th</sup> Report, from 1 September 2024 a 5.5% increase will be applied to all pay and allowance ranges and advisory points.

All pay uplifts will be back dated to 1 September 2024.

### Salary Points on Main Pay Range

M1	£33,075
M2	£34,974
M3	£37,141
M4	£39,495
M5	£41,870
M6	£45,037

### Salary Points on Upper Pay Range

U1	£47,494
U2	£49,200
U3	£50,470

### Salary Points on Unqualified Pay Range

UQ1	£23,363
UQ2	£25,878
UQ3	£28,397
UQ4	£30,955
UQ5	£33,135
UQ6	£35,302

### **Questions for the Pay Committee to consider:**

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

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

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

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

**Annex F: Teachers: The Appointment of Leading Practitioners**

(This Annex is not necessary)

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

In line with the recommendations in the STRB's 33rd Report, from 1 September 2024 a 6.5% increase will be applied to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range to achieve a minimum starting salary of £30,000.

All pay uplifts will be back dated to 1 September 2024.

The Pay Committee will need to consider whether paragraph 9.3 of the STPCD 2024 applies to the circumstances of the Principal.

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

Changes to the determination of leadership group pay under the STPCD 2024 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed after that date.

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

Under the STPCD 2024, the Governing Committee, in deciding the implementation of the arrangements above, may determine the extent and the size of the salary ranges for the Principal's pay range (HTPR), the Vice Principal and Assistant Head.

## Questions for the Pay Committee:

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

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

If the answer is yes then the Pay Committee must decide:

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

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