



Working in Partnership

CITY OF
WOLVERHAMPTON
COUNCIL

Merridale Primary School Pay Policy

Local Conditions of Service for School/Academy Based Employees

“City of Wolverhampton Council and ConnectEd Partnership highly recommend the use of this Policy. The Policy is considered best HR practice, and has been developed in accordance with current employment law and negotiated with all recognised professional associations and HR providers across the City of Wolverhampton”

The Professional Associations strongly recommend, in line with joint advice on School Teachers’ Pay in England 2024/2025, that Performance Related Pay is not retained for this academic year.

Updated October 2024

Adopted by: Merridale Primary School
On: 25th November 2024
Signed (Chair of Governors/Trust): Mr M Rizwan

Key amendments made to this document in the 2024 review

With effect from 1 September 2024 a 5.5% increase will be applied to all pay and allowance ranges and advisory points.

With effect from 1 September 2024, Performance Related Pay (PRP) Progression is no longer a statutory requirement and as such reference to PRP has been removed from this Model Pay Policy. Schools/Academies wishing to retain PRP should contact their HR provider.

3.3 Updated guidance “Managing Teachers’ and Leaders Pay”, DfE, July 2024, which can be found at the following link: [Managing Teachers’ and Leaders’ Pay - July 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/125442/Managing-Teachers-and-Leaders-Pay-July-2024.pdf)

The insertion of:

4.2 From the 2024/25 academic year, the requirement for objectives and the appraisal process to lead to performance-related pay outcomes for teachers and leaders has been removed. The statutory requirement to make a pay decision following the completion of the appraisal process remains.

Neither the Department for Education (DfE) nor Ofsted (through its School Inspection Handbook) require schools/academies to follow a particular approach, and Ofsted will continue to ensure that inspectors do not ask to see performance management targets based on assessment data during inspections.

The Governing/Trust Board should ensure that they are clear about the circumstances in which it would be appropriate to differentiate between different levels of acceptable performance, to demonstrate that pay decisions are fair and non-discriminatory.

Pay Progression

It is the responsibility of the Governing/Trust Board to consider how school leaders’ pay progression is awarded.

Appendix C – added - The definition of a ‘significant change’ will vary according to the circumstances and context of an individual school.

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PAY POLICY OF Merridale Primary SCHOOL FOR 1 SEPTEMBER 2024 – 31 AUGUST 2025 ADOPTED BY THE GOVERNING/TRUST BOARD ON 25th November 2024

1.0 INTRODUCTION

- 1.1 The School/Academy Teachers' Pay and Conditions Document (STPCD, Burgundy book) places a statutory duty on Schools/Academies to adopt a pay policy which sets out the basis on which they determine teachers' pay, the date by which they will determine the teachers' annual pay review and the procedures for determining appeals.
- 1.2 Maintained Schools must comply with the legal framework set out in the STPCD and in other relevant legislation that affects all employers e.g. equality legislation, employment protection and data protection. Academies are not bound by this legal framework but may choose to adopt or mirror its provisions and this Policy.
- 1.3 This Policy sets out the framework within which the Governing/Trust Board will make its decisions and the way in which it will exercise its discretionary powers. It has been developed to comply with current legislation and the requirements of the STPCD and has been the subject of consultation with recognised Trade Unions & Professional Associations.
- 1.4 The Governing Board delegates the implementation of this Policy to the Pay Committee, the terms of reference of which are attached at Appendix A.

2.0 PRINCIPLES

The Governing Board's Pay Policy is based on the guiding principles below:

- Recognition that national and applicable local agreements on pay and related conditions of service must be followed and that advice from the Headteacher and the Local Authority will be considered.
- Recognition that the application of the powers regarding pay (and related on-costs) has financial implications which need to be considered carefully given the effect of any changes in the School's/Academy's budget in future years.
- Salary determination should clearly be fair, justifiable and considered within a whole School/Academy context consistent with the short and long-term requirements of the School's/Academy's Development Plan.
- The process of determining remuneration should be open, transparent and fair.
- The need to maintain harmonious industrial relations within the School/Academy.

3.0 STATEMENT OF INTENT

3.1 The prime statutory duty of Governing Boards in England, 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." The Pay Policy is intended to support that statutory duty and aims to:

- *Maximise the quality of teaching and learning at the School/Academy*
- *Support the recruitment and retention of a high-quality teacher workforce*
- *Enable the School/Academy to recognise and reward teachers appropriately for their contribution to the School/Academy*
- *Ensure that decisions on pay are managed in a fair, just and transparent way*

3.2 The Governing Board of Merridale Primary School in exercising its function 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 within the principles of public life: objectivity, openness and accountability.

3.3 **Equalities Legislation**

The Governing Board is committed to equality for all staff and will ensure procedures for determining pay comply with the following legislation:

Employment Relations Act 1999

Equality Act 2010

Employment Rights Act 1996

The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Agency Workers Regulations 2010

In addition, Schools/Academies should consider pages 25-30 contained in the guidance set out in "Managing Teachers' and Leaders Pay", DfE, July 2024, which can be found at the following link:

[Managing Teachers' and Leaders' Pay - July 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The Governing Board will promote equality in all aspects of School life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

When considering pay progression, particular care needs to be taken in relation to maternity leave and sick leave. Wherever possible the Governing Board will make adjustments to accommodate such leave. For example, as soon as a teacher returns from maternity or sick leave, it should be a matter of priority to ensure that objectives are set or adjusted. In addition, this School will be flexible about the evidence period. If a teacher has been in School 26 weeks in aggregate of a complete academic year, there should be time to ensure that there is sufficient evidence.

3.4 Job Descriptions

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Board. Job descriptions may be reviewed from time to time, in consultation with the employee(s) concerned, in order to make reasonable changes in the light of the changing needs of the School. Job descriptions will identify key areas of responsibility.

3.5 School Staffing Structure

The School Staffing Structure will be published as an appendix to this Policy. Any subsequent changes to the staffing structure will be subject to consultation. The current staffing structure is set out in Appendix G.

3.6 Budget

The Governing Board will commit to ensuring that it is in possession of all the necessary budgetary information in a timely manner, in order to support pay progression. If at any stage, it appears that the overall budgetary position may lead to an enforced reduction in staffing levels, there will be full consultation.

3.7 Annual Pay Award

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

4.0 PROCESS FOR DEALING WITH DETERMINATION OF PAY

4.1 Pay Reviews

4.1.1 The Governing Board will review every teacher's salary annually with effect from 1 September and issue a written statement to the teacher not later than one month after its determination. The written statement should set out their salary and any other financial benefits as specified in the STPCD. Reviews may take place 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's pay. This will involve discussion/seeking to reach agreement with any individual concerned where these circumstances may arise.

4.1.2 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Board will give the required notification as soon as possible and no later than one month after the date of the determination. Decisions in respect of the Headteacher's pay will be communicated by the Pay Committee in writing, in accordance with Section 2, paragraph 3.4 of the STPCD 2024.

4.2 Appraisal and Pay Progression

- 4.2.1 From the 2024/25 academic year, the requirement for objectives and the appraisal process to lead to performance-related pay outcomes for teachers and leaders has been removed. The statutory requirement to make a pay decision following the completion of the appraisal process remains.

For the appraisal process, please refer to the School's Appraisal Policy.

Neither the Department for Education (DfE) nor Ofsted (through its School Inspection Handbook) require schools/academies to follow a particular approach, and Ofsted will continue to ensure that inspectors do not ask to see performance management targets based on assessment data during inspections.

Schools who do wish to differentiate pay progression between good and exceptional performers can do so.

The Governing Board should ensure that they are clear about the circumstances in which it would be appropriate to differentiate between different levels of acceptable performance, to demonstrate that pay decisions are fair and non-discriminatory.

- 4.2.2 The Governing Board must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary (within the relevant pay set out in within the policy and in accordance with the current STPCD).

- 4.2.3 The Governing Board must decide how pay progression will be determined, subject to the following:

- A written pay recommendation is required for every teacher following the outcome of the School's appraisal arrangements and, in making its decision, the Governing Board must have regard to this recommendation (section 19 STPCD 2024).
- Pay progression must be awarded, unless a Relevant Body decides the progression should be withheld where a teacher is in formal capability proceedings.

In the case of early career teachers (ECT's), the relevant body must determine the teacher's performance and any pay recommendations by means of the statutory induction process set out in the Induction for Early Career Teachers (England) Regulations 2024. The relevant body must also ensure that ECT's are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.

4.3 Obligations of the Governing/Trust Board, Headteacher and Teachers

4.3.1 The obligations of the Governing/Trust Board, Headteacher and teachers in respect of this Pay Policy are outlined in Appendix B.

5.0 HEADTEACHERS' PAY DETERMINATION

5.1 General Considerations

5.1.1 The Governing Board will ensure that the process of determining the remuneration for the Headteacher is fair and transparent. Details in respect of the determination of the Headteacher's Group, and indicative pay range and any additional payments will be well documented at every stage of the process. All pay decisions will be made using objective criteria and there should be a clear audit trail for all decisions with reasons.

5.1.2 The Governing Board will adopt a **three-stage process** as outlined in DfE Guidance which is attached at Appendix C. Paragraphs 5.2 and 5.3 of this Policy should be read in conjunction with this Guidance.

5.1.3 **The three-stage process** will apply when:

- a. setting the pay for a new headship appointment.
- b. there are significant changes to responsibilities.
- c. it becomes necessary to review the pay of all leadership posts in order to maintain consistency with pay arrangements for either new appointments to leadership or for a member of the leadership group whose responsibilities have significantly changed.

5.2 Pay on appointment

- The Pay Committee will review the School's Headteacher group and the head's pay range in accordance with paragraphs 4, 5, 6 and 8 of the STPCD (ordinary school/academy), or paragraphs 4, 5, 7 and 8 of STPCD (special school/academy).
- If the Headteacher takes on permanent accountability for one or more additional School(s)/Academy/Academies, the Pay Committee will set a pay range in accordance with the provisions of paragraph 6.6 or 7.9, respectively. For new appointments the Pay Committee will determine a pay range, taking account of the full role of the Head teacher, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2 of STPCD 2024), including recruitment issues. The Pay Committee will take into account the factors outlined in Appendix C when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
- The Pay Committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group range when setting the pay range for the Headteacher, as set out in paragraph 9.3 of the STPCD 2024. **However, before**

doing so, it will make a fully documented business case and seek external independent advice.

- The Pay Committee will use reference points within the pay range as detailed in Appendix D.
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary.
- The Pay Committee will have regard to the provisions of paragraph 9.4 of the STPCD in particular and will also take account of any other permanent payments, made to staff within the School/Academy to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- The Pay Committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with paragraph 10 of STPCD 2024. Any indefinite (not time limited) responsibilities must be taken into account when determining the Headteacher's pay range.
- The total sum of the temporary payments made to a head will not exceed 25% of the annual salary which is otherwise payable to the Headteacher; and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the Headteacher group, except in wholly exceptional circumstances.
- The Pay Committee may determine, in wholly exceptional circumstances, that temporary and other payments be made to a headteacher which exceed the above limit. This must be with the agreement of the Governing Board **who will seek external independent advice** before providing an agreement.

5.3 Serving Headteachers

The Pay Committee will only re-determine the pay range of a serving headteacher, in accordance with paragraph 9 of the STPCD, if the responsibilities of the post change significantly, or if the Pay Committee determines that this is required to maintain consistency with pay arrangements either for new appointments to the leadership team or for a member(s) of the leadership group whose responsibilities significantly change.

- It will also re-determine the pay range if the group size of the School/Academy increases, or if the Headteacher takes on permanent accountability for (an) additional school(s)/academy/academies (Part 2, paragraph 7.9 and Section 3 Guidance, paragraph 9 – STPCD 2024).
- If the Pay Committee re-determines the Headteacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The Pay Committee will take into account the factors set out in Appendix C

when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

- The Pay Committee will consider using its discretion, in exceptional circumstances, to exceed the 25% limit, beyond the maximum of the group range, as set out in paragraph 9.3 of STPCD 2024 and Section 3 Guidance, paragraphs 14 & 15. However, before agreeing to do so, it will make a fully documented business case and **will seek external independent advice.**
- The Pay Committee will use reference points within the pay range.
- The Pay Committee will review the Headteacher's pay in accordance with paragraph 11 of the STPCD 2024 and (paragraph 27 of the Section 3 guidance) and award up to two reference points where there has been sustained high quality of performance.
- If the Pay Committee decides to re-determine the pay range, it will only determine the Headteacher's pay range in accordance with paragraph 9 and paragraph 7 of the Section 3 Guidance of STPCD 2024.
- The Pay Committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 8 of STPCD 2024.
- The total sum of temporary payments made to a head must not exceed 25% of the annual salary which is otherwise payable to the Head; and the total sum of salary and other payments made to a head must not exceed 25% above the maximum of the Headteacher group, except in wholly exceptional circumstances.
- The Pay Committee may determine that additional/temporary payments be made to a head which exceeds the above limit, in wholly exceptional circumstances and with the agreement of the Governing/Trust Body. **The Governing/Trust Body will seek external independent advice before providing agreement.**

6.0 DEPUTY/ASSISTANT HEADTEACHERS' PAY DETERMINATION

6.1 The Governing/Trust Board will adopt a **three-stage process** as detailed in Appendix C. Paragraphs 6.2 and 6.3 of this Policy should be read in conjunction with this Guidance.

6.2 Pay on appointment

- The Pay Committee will determine a pay range, taking account of the full role of the Deputy/Assistant Headteacher, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (Section 2, paragraph 9.2 of the STPCD 2024),

including recruitment issues. The Pay Committee will take into account the factors outlined in Appendix C when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

- The Pay Committee will use reference points within the pay range.
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Governing Board will adjust the pay range to ensure appropriate scope of 1-2 reference points.
- The Pay Committee will exercise its discretion under paragraph 27 of the STPCD 2024, where there are recruitment issues, provided it has not already taken such issues into account when setting the pay range.
- The Pay Committee will consider whether the award of any additional payments are relevant, as set out in Paragraph 27 of the STPCD and in Section 3 Guidance, paragraphs 65 to 68.

Serving Deputy/Assistant Head Teachers

- The Pay Committee will review and, if necessary, re-determine the Deputy/Assistant Head pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head Teacher or to maintain consistency with pay arrangements for either new appointments to the leadership group or to maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- When determining the pay range of a serving Deputy/Assistant Head, the Pay Committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (Section 2, paragraph 9 of STPCD 2024), including recruitment/retention issues. The Pay Committee will take into account the factors outlined in Appendix C when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
- The Pay Committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure.
- The Pay Committee will exercise its discretion under paragraph 27 of the STPCD 2024 where there are recruitment issues, provided it has not already taken such issues into account when setting the pay range.

The Pay Committee will consider whether the award of any additional payments are relevant, as set out in Paragraph 27 of the STPCD and section 3 guidance, paragraphs 67.

- The Pay Committee will use reference points within the pay range.
- The Pay Committee will review pay in accordance with paragraphs 11.1 and 11.2 of STPCD 2024 and award up to two reference points where there has been sustained high quality of performance.

7.0 CLASSROOM TEACHERS' PAY DETERMINATION

7.1 Pay determination on appointment

7.1.2 The Governing Board will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

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

– *These options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments – they may be added to, to reflect any local context/issues:*

- The nature and requirements of the post
- The specialist knowledge, skills and qualifications required for the post
- The experience required to undertake the specific duties of the post
- Market conditions
- The wider School context

7.1.3 The Governing Board will apply the principle of pay portability in making pay determinations for all new appointees as follows:

- When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing Board will pay the teacher on the Main Pay Range and will allocate pay scale points as a minimum, in the following circumstances:
- One point on the main scale for each year of service as a qualified teacher in an Academy, City Technology College, a City College for the Technology of the Arts, maintained school or independent school.
- One point on the main scale for each period of one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school/academy in the maintained sector of the country concerned.
- One point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent in an occupation relevant to the teacher's work at the School/Academy, and experience with children/young people.

7.2 The main pay range for teachers effective 1 September 2024

The Pay Committee will use reference points. Therefore, the pay scale for teachers on the Main Pay Range in this School is:

	Annual - £	Monthly - £	Per Hour - £
MIN1	31,650	2,637.50	25.02
RP2	33,483	2,790.25	26.47
RP3	35,674	2,972.83	28.20
RP4	38,034	3,169.50	30.07
RP5	40,439	3,369.92	31.97
MAX 6	43,607	3,633.92	34.47

7.3 Pay progression on main pay range

7.3.1 A classroom teacher should have a reasonable expectation of progressing to the top of the appropriate pay range where they have demonstrated continued good performance as defined by relevant teachers' standards.

In the case of exceptional performance, the Governing Board will consider the award of up to two points where applicable.

7.3.2 As a teacher moves up the main pay range, evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g., behaviour management or lesson planning.

The Pay Committee will be advised by the Headteacher in making all such decisions. Any increase (i.e., no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question, measured against the Teacher Standards. The Pay Committee will justify and record its decisions.

7.3.3 In the case of Early Career Teachers (ECTs), pay decisions will be made by means of the statutory induction process.

8.0 PROGRESSION TO THE UPPER PAY RANGE

8.1 Applications to be paid on Upper Pay Range (UPR)

8.1.1 Any qualified teacher can apply to be paid on the Upper Pay Range at least once a year in accordance with this School's Pay Policy. It is the teacher's decision whether to submit a UPR application.

If a teacher is simultaneously employed at another School/Academy, they may submit separate applications if they wish to apply to be paid on the UPR in that School/Academy. This School will not be bound by any pay decision made by another School/Academy.

All applications should include relevant information to aid a decision. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a three-year period before the date of application, from this and other Schools/Academies, in support of their application.

8.1.2 **Process and procedures**

One application may be submitted annually. The closing date for applications is normally 1st September each year; however, exceptions will be made in particular circumstances, e.g., those teachers who are absent due to maternity or sickness. The process for applications is:

- Complete the School application form;
- Submit the application form and supporting appraisal reports/evidence to the Headteacher by the cut-off date of *1st September*.
- The Teacher will receive notification of the name of their Assessor (of their application) within 5 working days;
- The Assessor will assess the application, which will include a recommendation to the Pay Committee of the Relevant Body;
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the Assessor;
- The Pay Committee will make the final decision, advised by the Headteacher;
- Teachers will receive written notification of the outcome of their application. Where the application is unsuccessful, the written notification will include the areas where it was felt that the Teacher's performance did not satisfy the relevant criteria set out in this Policy (see 'Assessment' below).
- If requested, oral feedback will be provided by the Assessor. Oral feedback will be given within 10 School/Academy-working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR on 1 September of that academic year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix F of this School's Pay Policy.

8.1.3 **Assessment**

The teacher will be required to meet the criteria set out in the STPCD, namely that:

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

In this School/Academy, this means:

“highly competent”:

The teacher's performance is assessed as having extensive depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

(DfE cites the following as examples, performance which is 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/Academy, in order to help them meet the relevant standards and develop their teaching practice).

“substantial”:

The teacher's achievements and contribution to the School/Academy 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/Academy improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

(DfE cites the following examples, of real importance, validity or value to the School/Academy; play a critical role in the life of the School/Academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning).

“sustained”:

The teacher must have had two consecutive successful appraisal reports in this School/Academy and have made good progress towards their objectives during this period (see exceptions as outlined in paragraph 8.1.1 of this Policy). They have demonstrated teaching skills which lead to learners achieving well relative to the learners' prior attainment, making progress as good as, or better than, similar learners nationally.

8.2 PAY DETERMINATION FOR EXISTING UPPER PAY RANGE TEACHERS FROM 1 SEPTEMBER 2024

8.2.1 The Pay Committee will use reference points. Therefore, the pay scale for teachers on the upper pay range in the School/Academy is:

	Annual - £	Monthly - £	Per Hour - £
Min 1	45,646	3,803.83	36.08
UP 2	47,338	3,944.83	37.42
Max 3	49,084	4,090.33	38.80

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

- paragraph 19 of the STPCD 2024.
- evidence that the Teacher has maintained the criteria set out in paragraph 14.2 of the STPCD 2024 in that:
 - a. the Teacher is highly competent in all elements of the relevant standards; and
 - b. that the Teacher's achievements and contribution to the School/Academy are substantial and sustained. The meaning of these criteria is set out in paragraph 8.1.3 of this Policy.

8.2.3 Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual Teacher. The Pay Committee will be advised by the Headteacher in making all such decisions and have evidenced two successful and consecutive appraisal reviews. The Pay Committee will be able to objectively justify its decisions.

8.2.4 Where it is clear that the evidence shows the Teacher has made good progress, i.e. they continue to maintain the criteria set out in this Policy at paragraph 8.1.3 "The Assessment" and have met or made significant progress towards their objectives, the Teacher will move to the mid-point on the Upper Pay Range; or if already on the mid-point, will move to the maximum point of the Upper Pay Range.

9.0 LEADING PRACTITIONER POSTS

9.1 Establishment of Posts

The Governing Board has the discretion to create posts for qualified teachers whose primary purpose is the modelling and leading improvement of teaching skills.

It is not the intention of the Governing Board to create a Leading Practitioner post during academic year 2024/25, but the Governing Board will review its position from time to time.

9.2 The role of Leading Practitioner posts

The Governing Board will take account of paragraphs 33-37 in Section 3 Guidance of the STCPD 2024 when determining the role of leading practitioner

in this School. Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the School that contribute to school improvement.
- the improvement of teaching skills within the School [and within the wider school community] which impact significantly on pupil progress.
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as teaching and learning.

9.3 Pay on Appointment

The Pay Committee will use reference points. Therefore, the pay scale for teachers on the Leading Practitioner Pay Range in the School is:

LPR 1	£50,025
LPR 2	£[insert salary]
LPR 3	£[insert salary]
LPR 4	£[insert salary]
LPR 5	£76,050*

**minimum and maximum salary value as in STPCD 2024.*

Note: the minimum of the Leading Practitioners Pay Range in 2024 is higher than the minimum of the Leadership Group Range as a result of the decision to apply different percentage increases in previous years.

The Governing Board will identify a five-point range. The range may start and end at any point between the minimum or maximum values.

9.4 Pay determinations with effect from 1 September 2024, in accordance with paragraph 16 of the STPCD 2024.

9.5 The Pay Committee will take account of other evidence. The evidence should show the Leading Practitioner:

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

* “Highly competent” and “substantial” are defined in this Policy at paragraph 8.1.3. “The Assessment”

9.6 The Pay Committee will be advised by the Headteacher in making all such decisions. The Pay Committee will objectively justify and record its decision.

9.7 Where it is clear from the evidence that the Teacher’s performance is exceptional, the Pay Committee may award enhanced pay progression of 1-2 points.

10.0 UNQUALIFIED TEACHERS

10.1 Pay on appointment

The Pay Committee will pay any unqualified teacher in accordance with the provisions of the STPCD 2024. The Pay Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The Pay Committee will consider whether it wishes to pay an additional allowance outlined in paragraph 22 of the STPCD 2024.

10.2 Pay determinations effective from 1 September 2024

The Pay Committee will use reference points. Therefore, the pay scale for teachers on the Unqualified Teachers’ pay range in the School is:

	Annual - £	Monthly - £	Per Hour - £
MIN 1	21,731	1,810.92	17.18
RP 2	24,224	2,018.67	19.15
RP 3	26,716	2,226.33	21.12
RP 4	28,914	2,409.50	22.86
RP 5	31,410	2,617.50	24.83
MAX 6	33,902	2,825.17	26.80

10.3 Pay Progression on the Unqualified Teachers’ Range

10.3.1 In order to progress through the unqualified teachers’ pay range, unqualified teachers will need to show that they have met or made significant progress towards their objectives.

10.3.2 If the evidence shows that a teacher has exceptional performance, the Governing Board will award enhanced pay progression of 1-2 points.

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

- an improvement in teaching skills
- an increasing positive impact on pupil progress

- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the School/Academy
- an increasing impact on the effectiveness of staff and colleagues

10.3.4 The Pay Committee will be advised by the Headteacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Pay Committee will be able to objectively justify its decisions.

11.0 DISCRETIONARY ALLOWANCES

11.1 Teaching and Learning Responsibility Payments (TLRs) – TLR1 and TLR2

11.1.1 TLRs are awarded to holders of the posts indicated in the School Staffing Structure as attached at Appendix G. Unqualified teachers and teachers on the Leadership Pay Range will not be awarded TLRs.

11.1.2 The Pay Committee may award a TLR to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure for the School/Academy and for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is accountable.

11.1.3 Pay Determination of TLR1 or TLR2 payment

The Pay Committee has determined the value of TLRs in this School as follows:

- The annual value of a TLR1 is £ 9,782
- The annual value of a TLR2 is £ 3,391
- If the Pay Committee awards TLRs of different annual values to two or more teachers the minimum difference in the annual value between each award of a TLR1 is £1500, and between each award of a TLR2 is £1500.

11.1.4 Criteria for awarding TLR1 or TLR2 payment

Before awarding any TLR1 or TLR2 payment, the Pay Committee must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the Teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the Teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Pay Committee must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR1 or TLR2 is awarded, taking into account the criterion and factors set out in this paragraph.

11.1.5 **TLR3 Payments**

After appropriate consultation, the Pay Committee may award a fixed term TLR3 payment to a classroom teacher for clearly time-limited School/Academy improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 of STPCD 2024. The annual value of a TLR3 must be no less than £675 and no greater than £3,344. Where a TLR3 is awarded with a fixed term of less than one year then the total value should be determined proportionately to the annual value. TLR3 payments will not be used to replace or limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

The Pay Committee must be satisfied that the responsibilities meet a. b. and d. of the criteria in paragraph 11.1.4 of this Policy.

The Governing Board will set out in writing to the Teacher the duration of the fixed term, and the amount of the award which be paid in monthly instalments. If a TLR3 payment is awarded to a part-time teacher, the pro-rata principle will **not** apply. TLR3s are not subject to safeguarding.

Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

11.2 **Special Needs Allowance**

11.2.1 The Pay Committee will award an SEN spot value allowance on a range of between £2,679 and £5,285 to any classroom teacher meeting the following criteria:

- a. in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- b. in a special school/academy;
- c. who teaches pupils in one or more designated special classes or units in a school/academy or, in the case of an unattached teacher, in a local authority unit or service;
- d. in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post:

- i involves a substantial element of working directly with children with special educational needs;
- ii requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
- iii has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the School/Academy or unit within the School/Academy or, in the case of an unattached teacher, the unit or service.

11.2.2 When deciding on the amount of the allowance to be paid, the Governing Board will take into account the structure of the School's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the Teacher relevant to the post; and the relative demands of the post (paragraph 21.3 of the STPCD 2024). The Governing Board will also establish differential values in relation to SEN roles in the School/Academy in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Governing Board will take account of paragraphs 55 to 59 of Section 3 Guidance within the STPCD 2024.

11.3 Allowance Payable to Unqualified Teachers

11.3.1 The Pay Committee may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of its staffing structure and Pay Policy that the Teacher has:

- a. taken a sustained additional responsibility which is:
 - i. focused on teaching and learning and
 - ii. requires the exercise of a teacher's professional skills or judgement or
- b. qualifications or experience which bring added value to the role being undertaken.

11.4 Safeguarding Allowances

If, as a result of a change in pay policy or to the School's staffing structure the Relevant Body determines e.g. a teacher's duties will no longer attract a TLR1 or TLR2, SEN payments, unqualified teachers' allowance, safeguarding principles will apply as outlined in paragraphs 30-37 of the STPCD 2024.

11.5 Acting Allowances

Where a teacher is assigned and carries out the duties of Head, Deputy Head or Assistant Head in accordance with paragraph 23 of the STPCD 2024, the Pay Committee 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.

The remuneration for a teacher who carries out the duties of Head, Deputy Head, or Assistant Head, for a period of four weeks or more, must not be lower than the minimum of the respective ranges applicable to these posts. The Pay Committee will determine the appropriate payment which will be backdated to the commencement date of the duties.

12.0 PART-TIME EMPLOYEES

The Governing Board will apply the provisions of the STPCD 2024 in relation to part-time teachers' pay and working time, in accordance with paragraph 40 and 41 and onwards, and in Section 3 Guidance, Paragraphs 39-44 and 79-86.

13.0 TEACHERS EMPLOYED ON A SHORT NOTICE BASIS

Such teachers will be paid in accordance with paragraph 42 of the STPCD 2024.

14.0 RESIDENTIAL DUTIES

The Pay Committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

15.0 ADDITIONAL PAYMENTS

15.1.1 In accordance with Paragraph 26 of the STPCD 2024 and Paragraphs 60-68 of the Section 3 Guidance, the Relevant Body may make payments as they see fit to a teacher (other than a Headteacher) 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/academy hours learning activity agreed between the teacher and the Headteacher;
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional School(s)/Academies.

15.1.2 The Pay Committee will make additional payments to teachers in accordance with the provisions of Paragraph 26 of the STPCD 2024 where advised by the Headteacher.

Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary for the academic year 2024/25.

16.0 RECRUITMENT AND RETENTION INCENTIVE BENEFITS

16.1.1 The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or

retention incentive (Paragraph 27 of the STPCD 2024 and Paragraphs 70-72 of the Section 3 Guidance).

- 16.1.2 The Pay Committee will consider exercising its powers under Paragraph 27 of the STPCD 2024 where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn.
- 16.1.3 The Governing Board will, nevertheless, conduct an annual formal review of all such awards.
- 16.1.4 Renewal or new awards of recruitment and retention payments will **not** be made to a Headteacher, Deputy Headteacher and Assistant Headteacher other than reimbursement of reasonably incurred housing or relocation costs. All recruitment and retention considerations must be taken into account when determining the respective pay ranges.

17.0 SALARY SACRIFICE ARRANGEMENTS

Where the employer operates a “salary sacrifice arrangement” (e.g. a childcare voucher scheme), a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, as outlined in the provisions in Section 3, Paragraph 73 of the STPCD 2024.

18.0 HONORARIA

The Governing Board will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

There is no provision within the STPCD for the payment of honoraria. Any such award to a teacher for their teaching work would be unlawful.

19.0 PAY APPEAL ARRANGEMENTS

The arrangements for considering appeals on pay determination are set out in Appendix F.

20.0 REVIEW OF PAY POLICY

Headteachers and Governing boards must consult staff and unions on their Pay Policy. The Pay Policy should comply with the current STPCD and its statutory guidance. It should be used in conjunction with them, but if there are any inadvertent contradictions, then the STPCD and Guidance take precedence. The Pay Policy should be reviewed each year or when changes occur to the STPCD to ensure it reflects the latest legal position.

Under the Freedom of Information Act 2000, relevant bodies should publish their Pay Policy through their Publication Schemes and those pay policies must be available on demand.

21.0 MONITORING THE IMPACT OF THE POLICY

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

Appendix A The Pay Committee – Terms of Reference

The Terms of Reference for the Pay Committee will be determined from time to time by the Governing Board (usually the Relevant Body). The role of the Relevant Body is each year to:

- Agree the Pay Policy, after consultation has taken place with staff and their union representatives in the School/Academy and amendments considered in the light of comments received.
- Inform staff of the policy adopted.
- Establish procedures for determining appeals by teachers against pay decisions and related matters (e.g. performance, threshold assessment).
- To recommend to the Governing/Trust Board the annual budget needed for pay, bearing in mind the need to ensure availability of monies to support any exercise of discretion. The Pay Committee may recommend that the Governing/Trust Board makes application for any additional funding available to support this process.
- Consider recommendations from the Headteacher about pay awards on the basis of the Policy and budget.
- Appoint governors to determine the pay of the Headteacher.
- Ensure that awards are made without unlawful discrimination.
- Monitor the overall distribution of awards and the impact of the Pay Policy.

The Governing Board may ask the Headteacher to:

- Formulate a draft pay policy for consultation with staff and unions in the School/Academy and consideration by the Governing Board or adopt a model pay policy upon which consultation has taken place.
- With the help of other senior staff as appropriate, review relevant information for teachers and make recommendations.
- Monitor the impact of the arrangements for pay determinations on teachers and teaching at the School, and report to the Governing Board.

Where the Governing Board is the Relevant Body, it may delegate pay decisions to a committee. Regulations require that a Headteacher must withdraw from any discussions on their pay and may not vote on it. Other employees must withdraw from any meeting during consideration of the pay of any other employee and may not vote on related matters. The Regulations do not prevent governors from hearing representations from the interested party. For example, a Headteacher could present their views in a note or make a presentation, so long as he or she withdraws during the decision-making process.

No payments or conditions other than those provided for in the STPCD 2024 may be applied to headteachers or teachers' pay/employment.

Appendix B

Obligations of the Governing/Trust Board, Headteachers and Teachers

1.0 The Governing/Trust Board will fulfil its obligations to:

Teachers: as set out in the STPCD and the Conditions of Service for School/Academy Teachers in England and Wales (commonly known as the 'Burgundy Book').

1.1 The Governing Board will need to consider any updated Pay Policy and assure themselves that appropriate arrangements are in place, can be applied consistently and that their pay decisions can be objectively justified.

1.2 The Governing Board will ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy (see 'Processes and Procedures') and the School's spending plan.

1.3 The Governing Board will monitor 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.

1.4 The Governing Board must decide how pay progression will be determined.

2.0 Headteacher Obligations

2.1 The Headteacher will:

- Develop clear arrangements to consult with staff and School union representatives on the Pay Policy;
- Submit any updated Pay Policy to the Governing Board for approval;
- Submit pay recommendations to the Governing Board and ensure the Governing Board has sufficient information upon which to make pay decisions;
- Ensure that teachers are informed about decisions reached and that records are kept of recommendations and decisions made.

3.0 Teachers Obligations

3.1 Teachers will:

- Share any evidence they consider relevant with their appraiser.

DfE guidance can be found at the following link:

[Managing Teachers' and Leaders' Pay - July 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

New appointments – the three-stage process

You should adopt the following three-stage process when setting the pay for **new appointments** to a headship or the wider leadership team.

The pay of those in post will only need to be reviewed when there are **significant** changes to responsibilities. The definition of a 'significant change' will vary according to the circumstances and context of an individual school.

The three-stage process offers Governing/Trust Boards substantial flexibility to set pay at the level needed to attract Headteachers and other members of the leadership team by systematically considering the circumstances of the role before advertising the post.

The three stages are:

Stage 1 – Defining the role and determining the Headteacher group

Stage 2 – Setting the indicative pay range

Stage 3 – Deciding the starting salary and individual pay range

You should ensure that all decisions and the reasons for them are well documented at every stage. All pay decisions must be made on objective criteria so that there is no discriminatory effect on any group of teachers with a particular protected characteristic under the Equality Act 2010.

Stage 1 – Defining the role and determining the Headteacher group

You should use this stage to define the job and identify the broad pay range as a provisional guide to determining an appropriate level of pay.

You will need to define and set out the specific role, **responsibilities and accountabilities** of the post as well as the **skills and relevant competences** required.

For Headteacher posts you should assign the School to a Headteacher group which will determine the appropriate broad pay range. This should be done by calculating the total unit score for the School in accordance with paragraphs 5-8 of the STPCD 2024.

For other leadership group posts, you should consider how the role fits within the wider leadership structure of the School. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

Stage 2 – Setting the indicative pay range

At this stage you will need to consider the complexity and challenge of the role in the particular context of the School and make a judgement on pay in the light of this.

You should note that current discretionary payments, such as allowances for recruitment and retention, permanent additional responsibilities (e.g. the provision of initial teacher training (ITT)) and long-term provision to other schools/academies, should be captured at this stage.

For Headteacher posts it is expected that normally you will conclude that the total unit score fully captures the complexity of the Headteacher role and that the relevant broad pay range accommodates appropriate levels of reward. You will wish to consider whether the indicative pay range should start at the minimum of the Headteacher group or whether you wish it to start at a higher level because of the level of challenge of the post.

There may, however, be circumstances in which there are additional factors that suggest the indicative pay range should be higher than would be provided by the basic calculation in Stage 1. The following represent some examples of the additional factors that you may wish to consider, but these are for *guidance only and are not intended to provide an exhaustive list*:

- **the context and challenge arising from pupils needs** e.g. if there is a high level of deprivation in the community (Free School/Academy Meal (FSM) entitlement and/or English as an Additional Language indicators may be relevant) or there are high numbers of looked after children or children with special needs or there is a high level of in-year churn/pupil mobility, and this affects the challenge in relation to improving outcomes.
- **a high degree of complexity and challenge** e.g. accountability for multiple schools/academies or managing across several dispersed sites, which goes significantly beyond that expected of any Headteacher of similar-sized schools/academies and is not already reflected in the total unit score used at Stage 1.
- **additional accountability not reflected in stage 1** e.g. leading a teaching school/academy alliance.
- **factors that may impede the Schools/Academy's ability to attract a field of appropriately qualified and experienced leadership candidates**, e.g. location; specialism; level of support from the wider leadership team.

If you consider that circumstances warrant it, you can set the indicative pay range with a **maximum of up to 25%** above the top of the relevant Headteacher group range. Above that limit, external independent advice must be sought and, should the advice suggest additional payment is appropriate, a business case must be made and agreed by the full Governing/Trust Board.

You should ensure that no **double counting** takes place, e.g. of things taken account of in Stage 1, such as responsibility for an additional school/academy

already reflected in the total unit score; or from using overlapping indicators, such as FSM and the pupil premium.

You **should not** increase base pay nor pay an additional allowance for regular local collaboration which is part of the role of all Headteachers.

For other leadership roles the process is broadly the same. You will wish to consider how the other leadership roles should be set in accordance with the level set for the Headteacher and ensure that there is sufficient scope for progression.

At the end of this stage you should decide where in the broad range to position the indicative pay range and set this out clearly when you advertise the job. You should make an **overall judgement** on the position and breadth of range, clearly linked to School/Academy improvement priorities and outcomes.

There should be a clear audit trail for all decisions made and the reasoning behind them.

Stage 3 – Deciding the starting salary and individual pay range

The first two stages provide the means for determining the appropriate pay range. The third stage determines the starting salary for the individual who is to be offered the post.

At this stage you will have a preferred candidate for the role and will wish to set the starting salary in the light of candidate-specific factors, such as the extent to which the candidate meets the specific requirements of the post.

It will be important for you to ensure that there is scope for progression over time.

Establishing a pay range above the School's Headteacher group

The expectation is that in most cases the pay range will be within the limits of the Headteacher group. However, in some cases, e.g. where there may be significant difficulty in making an appointment or there is a need to incentivise a head to take on responsibility for a very large school/academy or to lead multiple large schools/academies, it may be appropriate to consider extending the individual pay range.

The Governing Board can in such cases decide that the maximum of the pay range may be above the maximum of the Headteacher group, **up to** an additional 25%.

It should be wholly exceptional for the maximum of the pay range to be more than an additional 25% higher than the maximum of the Headteacher group. If it is considered that there are exceptional circumstances that warrant an extension beyond that limit, a business case would be required. Independent advice would be needed from an appropriate person or body who can consider whether it is justifiable to exceed the limit in a particular case. There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

Pay progression

It is the responsibility of the Governing Board to consider how school leaders' pay progression is awarded.

Schools should ensure clarity and transparency around pay progression.

Appendix D
Headteacher Group Sizes and Group Ranges

Headteacher Group Sizes and Group Ranges 2024/2025

REFERENCE POINT	GRADE MIN	GRADE MAX	ANNUAL SALARY £	MONTHLY SALARY £	**PER HOUR £
MIN 1			49,781	4,148.42	39.35
RP 2			51,027	4,252.25	40.34
RP 3			52,301	4,358.42	41.34
RP 4			53,602	4,466.83	42.37
RP 5			54,939	4,578.25	43.43
RP 6	GROUP 1 MIN		56,316	4,693.00	44.52
RP 7			57,831	4,819.25	45.72
RP 8	GROUP 2 MIN		59,167	4,930.58	46.77
RP 9			60,644	5,053.67	47.94
RP 10			62,202	5,183.50	49.17
RP 11	GROUP 3 MIN		63,815	5,317.92	50.45
RP 12			65,286	5,440.50	51.61
RP 13			66,919	5,576.58	52.90
RP 14	GROUP 4 MIN		68,586	5,715.50	54.22
RP 15			70,293	5,857.75	55.57
RP 16			72,162	6,013.50	57.05
RP 17			73,819	6,151.58	58.35
RP 18*		GROUP 1 MAX	74,926	6,243.83	59.23
RP 18	GROUP 5 MIN		75,675	6,306.25	59.82
RP 19			77,552	6,462.67	61.31
RP 20			79,475	6,622.92	62.83
RP 21*		GROUP 2 MAX	80,634	6,719.50	63.74
RP 21	GROUP 6 MIN		81,441	6,786.75	64.38
RP 22			83,464	6,955.33	65.98
RP 23			85,529	7,127.42	67.61
RP 24*		GROUP 3 MAX	86,783	7,231.92	68.60
RP 24	GROUP 7 MIN		87,651	7,304.25	69.29
RP 25			89,830	7,485.83	71.01
RP 26			92,052	7,671.00	72.77
RP 27*		GROUP 4 MAX	93,400	7,783.33	73.83
RP 27			94,332	7,861.00	74.57
RP 28	GROUP 8 MIN		96,673	8,056.08	76.42
RP 29			99,067	8,255.58	78.31
RP 30			101,533	8,461.08	80.26
RP 31*		GROUP 5 MAX	103,010	8,584.17	81.43
RP 31			104,040	8,670.00	82.25
RP 32			106,626	8,885.50	84.29
RP 33			109,275	9,106.25	86.38

RP 34			111,976	9,331.33	88.52
RP 35*		GROUP 6 MAX	113,624	9,468.67	89.82
RP 35			114,759	9,563.25	90.72
RP 36			117,601	9,800.08	92.97
RP 37			120,524	10,043.67	95.28
RP 38			123,506	10,292.17	97.63
RP 39*		GROUP 7 MAX	125,263	10,438.58	99.02
RP 39			126,517	10,543.08	100.01
RP 40			129,673	10,806.08	102.51
RP 41			132,913	11,076.08	105.07
RP 42			136,243	11,353.58	107.70
RP 43		GROUP 8 MAX	138,265	11,522.08	109.30

Points RP 18*, RP 21*, RP 24*, RP 27*, RP 31*, RP 35*, RP 39* and RP 43 on the Leadership Pay Range are the salary figures for headteachers at, or moving to, the top of the school/academy group ranges only. These apply unless the Relevant Body has chosen to pay a higher salary in accordance with paragraph 9 of Section 2 of the STPCD.

Appendix E

Withdrawal from Governing/Trust Board Meetings

The School/Academy Governance (Roles, Procedures and Allowances) (England) Regulations 2013 provide regulations on this in the Schedule relating to Regulation 16 as follows:

1. Restrictions on persons taking part in proceedings of the Governing Board or its committees

- (1) A 'relevant person' means a governor, an associate member, the headteacher (whether or not that person is a governor) or any person appointed as clerk to the Governing Board or to a committee.
- (2) Subject to sub paragraph 4 of Regulation 16 where in relation to any matter -
 - (a) there may be a conflict between the interests of a relevant person and the interests of the Governing Board
 - (b) a fair hearing is required and there is any reasonable doubt about a relevant person's ability and there is any reasonable doubt about a relevant person's ability to act impartially or
 - (c) a relevant person has a pecuniary interest

that person, if present at a meeting of the School/Academy at which the matter is the subject of consideration, must disclose their interest, withdraw from the meeting and not vote on the matter in question.

2. Pecuniary Interests

- (1) For the purposes of Regulation 16(b), a pecuniary interest includes an interest in a contract or a proposed contract where—
 - (a) a relevant person was nominated or appointed to office by a person with whom the contract was made or is proposed to be made;
 - (b) a relevant person is a business partner of a person with whom the contract was made; or
 - (c) a relative of a relevant person (including the relevant person's spouse, civil partner or someone living with the relevant person as if the other person were the relevant person's spouse or civil partner), to the knowledge of the relevant person had, or would be treated as having, such an interest.
- (2) For the purposes of Regulation 16(b), a relevant person will not be treated as having a pecuniary interest in any matter—

(a) provided that the value of the relevant person's pecuniary interest is no greater than that of the pecuniary interest commonly held by those paid to work at the school;

(b) by reason only of the fact that the relevant person was nominated or appointed to office by, is a member of, or is employed by, any public authority; or

(c) by reason only of the fact that the relevant person is a member of a corporation or other body if the relevant person has no financial interests in any securities of that corporation or other body.

- (3) For the purposes of this paragraph "public authority" includes any person who performs functions which are of a public nature.
- (4) Governors are not, by reason of their pecuniary interest in the matter, prevented from considering and voting upon proposals for the Governing Board to take out insurance protecting their members against liabilities incurred by them arising out of their office and the Governing Board is not, by reason of the pecuniary interest of their members, prevented from obtaining such insurance and paying the premiums.

3.

EXPLANATORY NOTE

(This note is not part of the Regulations)

Regulation 16 and the Schedule deal with conflicts of interest and the circumstances in which governors and others who are otherwise entitled to attend meetings of the Governing Board or its committees must withdraw and not vote. The general principle is that where there is a conflict between the interests of such a person and the interests of the Governing Board, or where the principles of natural justice require a fair hearing and there is any reasonable doubt about that person's ability to act impartially, they should withdraw from the meeting and not vote.

Appendix F
Pay Appeal Arrangements - Part One
Background and Stages of Appeals Process

1.0 Background

A teacher may seek a review or appeal against any pay determination, if for example, they believe that the person or Committee by whom the decision was made:

- a) incorrectly applied the School's/Academy's Pay Policy;
- b) incorrectly applied any provision of the School Teachers' Pay and Conditions Document;
- c) failed to have proper regard for statutory guidance;
- d) failed to take proper account of relevant evidence;
- e) took account of irrelevant or inaccurate evidence;
- f) was biased; or
- g) unlawfully discriminated against the teacher.

Schools/Academies should ensure that an appeal procedure is in place before any pay determinations are made. The adoption of an appeals procedure after a pay appeal has already been lodged could leave schools/academies open to a legal challenge.

2.0 Informal – Stage One: Informal discussion with appraiser or Headteacher prior to confirmation of pay recommendation

- 2.1 A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or headteacher before the recommendation is actioned and confirmation of the pay decision is made by the school. This stage in the process may also mitigate the need to embark on further stages of the appeals process.

3.0 Formal –Stage Two: Representation to the Governors' Pay Committee making the pay decision.

- 3.1 In the event that the Teacher continues to be of the view that an incorrect recommendation will be made, the Teacher may make representation to the Governors' Pay Committee making the final decision. The Teacher will be required to submit a formal written statement to the Governors' Pay Committee making the determination, setting down in sufficient detail the grounds of their disagreement with the pay recommendation.
- 3.2 The Teacher can elect to attend the meeting with the Governor's Pay Committee who will make the pay determination. The recommendation provider should also be invited to attend the meeting in order to clarify the basis for the original decision. In these circumstances, all parties will be notified at the earliest opportunity of the date and time of the Governors' Pay Committee and the employee will be entitled to be accompanied by a colleague or union representative.

3.3 On determining a teacher's pay, the Pay Committee will write to the Teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm the Teacher's right to appeal against the decision.

4.0 Formal - Stage 3: Formal Appeal Hearing with an Appeal Panel of Governors

4.1 If the Teacher wishes to appeal against the decision, they must do so in writing to the Chair of the Pay Committee, within ten working days of the notification of the pay decision. The appeal must include a statement, in sufficient detail, of the grounds of the appeal on which they will rely.

4.2 On receipt of the written appeal, the Clerk to the Governing/Trust Board will establish an appeal committee that should consist of three governors, none of whom are employees in the School/Academy or have been previously involved in the relevant pay determination process. They will convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 School/Academy working days from the date on which the written appeal was received. The Chair of the Pay Committee will be required to attend the meeting and present the case and they may call a management representative as a witness, who may or may not be the Headteacher.

4.3 The Procedure to be followed is outlined in **Part Two** of this Appendix.

Proceedings for appeal committee hearings

1. Preliminary Matters

- 1.1 Any Member of the Appeal Panel who has been involved in the previous stages of the procedure shall not participate in the proceedings.
- 1.2 The meeting shall take place in private session and all parties shall be reminded that proceedings are confidential.
- 1.3 The Teacher may be accompanied/represented by a fellow worker who may be a Trade Union representative.
- 1.4 It should be established whether the services of an interpreter are required.
- 1.5 Facilities shall be provided for each side to meet separately.
- 1.6 The function of the Appeal Panel is to either uphold the appeal from the Teacher or to uphold the original decision.

2. Outline of the Procedure to be followed

- 2.1 The Clerk to the Panel shall confirm that the Panel is correctly constituted and that the preliminary matters in paragraph 1 above have been carried out.
- 2.2 The parties to the matter, with their representatives, if any, should be invited into the meeting.

3. Opening Remarks by Chair of the Panel

- 3.1 Introducing those present at the appeal.
- 3.2 Advise that an adjournment may be requested at any time during the appeal.
- 3.3 Outline the reason(s) for calling the Appeal Hearing.
- 3.4 Outline the procedure that will be followed so all parties are aware.
- 3.5 Confirm that questions asked by any party should be relevant and necessary. Where this is not the case, the Chair of the Panel can choose to disallow.

4. The Procedure

- 4.1 The Teacher or their representative presents their case.

- 4.2 The Headteacher may ask the Teacher appropriate and relevant questions.
- 4.3 The Appeal Panel may ask the Teacher questions.
- 4.4 The Chair of the Pay Committee may also ask the Teacher questions.
- 4.5 The Chair of the Pay Committee will outline the management response. The Chair of the Pay Committee may elect to call the designated management representative as a witness, who may or may not be the Headteacher.
- 4.6 The Teacher and/or their representative may ask questions of the Chair of the Pay Committee and/or the management representative.
- 4.7 The Appeal Committee may ask the Chair of the Pay Committee and/or the management representative questions.
- 4.8 The witness, will be asked to leave the meeting.
- 4.9 Both parties will be asked to present a closing statement.
- 4.10 Both parties will leave the room whilst the Panel determines the facts. They may seek the advice of any attending officer on questions of law and procedures only. If the Panel decides to recall either side to clarify points, then both parties will be invited to return for that clarification.
- 4.11 The Panel shall reach a decision and inform all parties, in writing, within five School/Academy working days.
- 4.12 In the event that the matter being considered is a complex one that requires more time or investigation, then, with agreement of all parties, including the Teacher and their representative, a new timescale will be agreed in order for the outcome to be communicated to the Teacher.
- 4.13 Where an appeal is not upheld, the decision should also be communicated to the Teacher in writing, including a summary of the evidence considered and the reasons for the decision.
- 4.14 Pay appeal decisions are final and binding on both parties and may not be reopened under grievance procedures. Grievance procedures cannot be used for appeals against pay decisions.

Each committee is required to provide a confidential minute of the record of the decision and of any recommendations of the meeting to the next meeting of the full Governing/Trust Board. This record should refer to "the parties" rather than the named individuals.

Appendix G
School/Academy Staffing Structure

Headteacher (SLT)

Strategic leader. Leader of ethos, values and vision.
Monitoring of standards
Multi-agency working and working with parents/carers
Designated Safeguarding Lead
Senior Mental Health Leader
Health and Safety leader
Assessment Leader
Pupil Premium Leader
Appraisal and Capability Leader
School Improvement Leader
School Council Leader
Educational Visits Co-ordinator

Deputy Headteacher (SLT)

Deputy Designated Safeguarding Lead
Curriculum Leader
Leader of Teaching and Learning
Coaching and Mentoring Leader
English, History and DT Leader
Computing and RE Leader
Appraisal and Capability Leader
School Improvement Leader

Senior Leaders x 3 (SLT and TLR)

SENDCO

Maths Leader

Early Reading Leader