Pay Policy

Penpych Community Primary School
Ysgol Gynradd Gymunedol Penpych

Policy Leader	**: Mr T lewis**
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Chair of Governors	**: Mr M Cude**

Policy applies to Academic Year 2026 -27

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Signed CoG: **Date: September 2026**

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MODEL WHOLE SCHOOL PAY POLICY

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This Pay Policy is recommended by each of the five Local Authorities that constitute the CSC.

Formally adopted by the Governing Body of:

Penpych Community Primary School on 12th November 2024.

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1. INTRODUCTION

1.1 This policy sets out the framework for making decisions on teachers and support staff pay. For teaching staff, it has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions (Wales) Document (the Document) and has been consulted on with staff and the recognised trade unions. For support staff, pay will be determined by the relevant Local Authority's pay and grading structure with reference to the associated job evaluation process.

2. STATEMENT OF INTENT

2.1 The prime statutory duty of Governing Bodies in Wales, as set out in paragraph 21(2) of the Education Act 2002 is to "…conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy and related Performance Management Policy is intended to support that statutory duty.

2.2 The Governing Body of Penpych Community Primary School School 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. It's procedures for determining pay will be consistent with the principles of public life: objectivity, openness, transparency, accountability and equality of opportunity to support recruitment and retention and reward teachers and Head Teachers appropriately.

2.3 Whilst the Governing Body are ultimately responsible for the application of this policy, the Head Teacher will manage the day to day functions of this policy. It is the responsibility of the Pay Committee to make decisions on pay.

3. EQUALITIES LEGISLATION

3.1 The Governing Body will comply with relevant equalities 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; and
- The Agency Workers Regulations 2010.

3.2 The Governing Body 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.

4. EQUALITIES AND PERFORMANCE RELATED PAY

4.1 The Governing Body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual staff member's circumstances and the school's circumstances.

5. JOB DESCRIPTIONS

5.1 The Head Teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure (See Appendix 1) agreed by the Governing Body. Job descriptions will identify key areas of responsibility and may be reviewed from time to time, in

consultation and agreement with the individual employee concerned. This is in order to make reasonable adjustments in the light of the changing needs of the school. If significant changes are proposed the Governing Body would have regard for the Schools' agreed process for the Review of School Staffing Structures.

6. ACCESS TO RECORDS

6.1 The Governing Body will ensure that the Head Teacher allows access for individual members of staff to their own employment records. Requests will be accommodated within a reasonable time frame.

7. APPRAISAL

7.1 The responsibility for the appraisal of teachers is devolved to the Welsh Government. The responsibility for teachers' pay is devolved, and decisions concerning pay for teachers in Wales is the responsibility of the Welsh Government. The School Teachers Pay and Conditions (Wales) Document "The Document", is reviewed annually and sets out the relevant provisions in relation to pay.

7.2 The Governing Body will comply with School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of the Head Teacher and teachers through the application of the School's Performance Management Policy.

7.3 Head Teachers and Teachers will comply with the requirements of the School Teachers Appraisal (Wales) Regulations 2011.

8. PAY RELATIVITES

8.1 Appropriate pay relativities will be created and maintained between posts within the school, recognising accountability and job weight, and the Governing Body's need to recruit, retain and reward employees of the required quality at all levels. However, in so doing so, the Governing Body will bear in mind pay equalities where posts are equally as onerous and fair pay relativities between posts of differing levels of responsibility.

8.2 The Head Teacher will moderate initial pay recommendations to ensure consistency and fairness.

9. SAFEGUARDING

9.1 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will comply with the relevant provisions of the Document (Part 5) and will give the required notification as soon as possible and no later than one month after the determination.

10. PROCEDURES

10.1 The Governing Body will determine the annual pay budget on the recommendation of the Pay Committee, taking into account paragraph 11.1 of the Policy and any leadership payments.

10.2 The Governing Body has delegated its pay powers to the Pay Committee. Any person employed to work at the school, other than the Head Teacher (who will attend in an advisory capacity), must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially. The Head Teacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. Where the Pay Committee has invited a representative of the LA to attend in order to offer advice on the determination of the Head Teacher's

pay, that person will withdraw when the Committee deliberate.

10.3 It is recommended that members of the Governing Body who are employed to work in the school shall not be eligible for membership of this Committee.[1] Associate pupil governors are not eligible for membership of this Committee.[2]

10.4 The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the Whole School Pay Policy in a fair and equal manner;
- to apply the criteria set by the Whole School Pay Policy in determining the pay of each member of staff at the annual review;
- to ensure that the Whole School Pay Policy is reviewed annually and is fit for purpose, consulting with staff and trade union representatives where any changes are deemed necessary.
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions (maintaining confidentiality) to the next meeting of the full Governing Body;
- to recommend to the Governing Body the likely annual budget needed for pay, bearing in mind the need to ensure the availability of sufficient monies to support any pay progression for all eligible teachers and to exercise any determinations of pay discretion;
- to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised;
- to work with the Head Teacher in ensuring that the Governing Body complies with the Appraisal Regulations 2011 (Teachers).

10.5 The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

10.6 The Governing Body will monitor and record the outcomes of pay decisions, ensuring the school's continued compliance with equalities and other relevant legislation. This information will be provided, on request, to staff, subject to any restrictions in relation to Data Protection Act 1998.

11. ANNUAL DETERMINATION OF PAY

11.1 All teaching staff salaries, including those of the Head Teacher, Deputy Head(s) and Assistant Head(s) will be reviewed annually to take effect from 1 September. The Governing Body must complete teachers' annual pay reviews by 31 October and the Head Teacher's annual pay review by 31 December, except where there are exceptional circumstances, which will be communicated to the staff member concerned. They will, however, complete the process without undue delay and all teachers, including the Head Teacher, will be given a written statement setting out their salary and other financial benefits to which they are entitled.

11.2 Reviews may take place at other times of the year to reflect any changes in circumstances or agreed changes to job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made within one month of the determination in accordance with paragraph 3.4 of the Document.

12. NOTIFICATION OF PAY DETERMINATION

12.1 Decisions will be communicated to each member of staff by the Pay Committee in writing in

[1] In accordance with The Government of Maintained Schools (Wales) Regulations 2005, Part 10 para 63 (2) and Schedule 7 (3)
[2] In accordance with The School Councils (Wales) Regulation 2005 Section 8

accordance with paragraph 3.4 of the Document by the 31st October for teachers and 31st December for Head Teachers and will set out the reasons why decisions have been taken (Appendix 2). An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

13. APPEALS PROCEDURE

13.1 The Governing Body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). of the document. The procedure is included in this policy at Appendix 5.

14. LEADERSHIP GROUP PAY ARRANGEMENTS

14.1 PAY RANGES

In accordance with Part 2 of the Document, the Governing Body has to determine the group of the school. In line with this policy the Governing Body will then determine the ranges for all leadership group employees. Leadership Group meaning Head teacher, Deputy Head teacher or Assistant Head teacher. A 7 point range will be set for the Headteacher (Headteacher Salary Range or HSR) using the relevant school group in accordance with para 5,6,7 and 8 of the document (see 14.2.1 and 2 below) and a 5 point range for the Deputy Head (s) or Assistant Head (s) will be assigned to each post, as deemed appropriate by the Governing Body. The ranges appropriate for this School, can be found at Appendix 1 of this Policy. Whilst there is no requirement to automatically review the ranges, the Governing Body reserve the right to review the ranges in accordance with para 4.2 of the Document, if and when members of the Leadership group's responsibilities significantly change.

In accordance with the Document, the Headteacher group will be determined based on the number of pupils, registered at the School and their key stages. Although the document only proposed a minimum and maximum salary for the leadership scale and for each group, the Governing Body will use the Pay Ranges below:

Pay Ranges for Head teachers

Group	**Annual Pay Range**	
	From	**To**
1	L6	L18
2	L8	L21
3	L11	L24
4	L14	L27
5	L18	L31
6	L21	L35
7	L24	L39
8	L28	L43

The pay spine for members of the leadership group is provided in Appendix 8

14.2 LEADERSHIP PAY

14.2.1 Pay on appointment

– The Pay Committee may review the Headteacher Salary Range or HSR in accordance with paragraphs 5, 6, 8, 9 and 10 of the Document (ordinary school), or paragraphs 5, 7,8, 9 and 10 of the Document (special school);

– if the Head Teacher takes on permanent accountability for one or more additional schools, the Pay Committee will set an ISR in accordance with the provisions of paragraph 6.6 of the Document;

– the Pay Committee will have regard to the provisions of paragraphs 9.2 to 9.4 of the Document and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;

– The Pay Committee may exercise its discretion under paragraph 10 to make a temporary payment to a Head Teacher for clearly temporary responsibilities or duties that are additional to the post for which the salary was determined.

– Pay ranges for Head Teachers should not normally exceed the maximum for the Head Teacher group. However, in accordance with para 9.3 of the Document, the Head teacher's pay range may exceed the maximum of the group, by no more than 25%, other than in exceptional circumstances. In such circumstances, the Governing Body must seek external independent advice before making such a decision and will support its decision with a business case.

– The maximum of the Deputy or Assistant Head Teacher pay range must not exceed the maximum of the Head Teacher group for the School. The pay range for the Deputy or Assistant Head Teacher should only overlap the Head Teacher pay range in exceptional circumstances.

14.2.2 Serving Leadership Group members

The Governing Body will determine the salary of a serving leadership group in accordance with paragraph 11 of the Document.

– The Pay Committee must consider annually whether or not to increase the salary of members of the leadership group under paragraph 11.1 of the Document.

– The Pay Committee must decide how pay progression will be determined subject to paragraphs 11.2 of the Document.

(a) the decision whether or not to award pay progression must be related to the individual's performance, as assessed through the school or authority's appraisal arrangements in accordance with the 2011 regulations in Wales;

(b) a recommendation on pay must be made in writing as part of the individual's appraisal report, and in making their decision the relevant body must have regard to this recommendation;

(c) where the individual is not subject to the 2011 regulations, in order to reach a decision whether or not to award pay progression the relevant body must seek to agree objectives with the individual relating to school leadership and management and pupil progress and, in the absence of such agreement, must set such objectives, and must appraise the performance of the individual taking account of those objectives;

(d) pay decisions must be clearly attributable to the performance of the individual;

(e) sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the 2011 regulations or the objectives agreed or set under paragraph

11.2(c) (as the case may be) should give the individual an expectation of progression up the pay range;

(f) where in accordance with the provisions of an earlier Document the relevant body has determined a pay range the maximum of which exceeds the highest salary payable under this Document it must continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of this Document.

14.3 ACTING ALLOWANCES

14.3.1 Acting allowances are payable to teachers who are assigned and carry out the duties of Head Teacher, Deputy Head Teacher or Assistant Head Teacher and will also apply to teachers in receipts of a TLR or SEN allowance, in accordance with paragraph 23 of the Document. 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. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence. Acting allowances awarded to teachers employed under a fixed term contract whilst they occupy another fixed term post in the absence of the post holder must not be safeguarded after the fixed-tem contract expires or after the date or the circumstances notified to the teacher.

14.3.2 Any teacher who carries out the duties of Head Teacher, Deputy Head Teacher or Assistant Head Teacher, for a period of four weeks or more, will be paid at an appropriate point of the Head Teacher's HSR, Deputy Head Teacher range or Assistant Head Teacher range, as determined by the Pay Committee. Payment will be backdated to the commencement of the duties.

15. TEACHERS

15.1 The Pay Committee will use a six point pay range for Teachers' salaries. Therefore the pay spine for main pay range teachers in this school is attached Appendix 8:

15.2 Pay on appointment

15.2.1 The Governing Body will determine the starting salary of a vacant classroom teacher post. The governing body is committed to the principle of pay portability for teachers who are currently paid under the Document and will apply this principle in practice when making new appointments. The governing body will not restrict the pay range advertised for, or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

15.2.2 When determining the starting pay for an existing classroom teacher who has worked in an LA maintained school or academy in England and Wales and paid under the Document, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.

15.2.3 In addition, if the successful applicant is a teacher who has had a break in service, then the Governing Body may determine their scale point based on their previous final salary paid under the Document..

15.2.4 If the successful applicant is an NQT, the teacher will ordinarily commence on point 1 of the teachers main pay range. However, the Governing Body will also consider allocating one point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school,

and experience with children/young people;

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

15.3 **Pay progression**

15.3.1 The Pay Committee must consider annually whether or not to increase the salary of teachers in accordance paragraph 19 of the Document.

15.3.2 Teachers will move up the main pay range, annually, where they have made good progress towards their objectives in line with the Performance Management Policy of the School.

15.3.3 The Pay Committee will be advised by the Head Teacher in making all such decisions. Any decision will be clearly attributable to the performance of the teacher in question. In order for the assessment to be robust and transparent the evidence used will be only that available through the performance management/appraisal process.

15.3.4 A decision not to award progression may be made where the teacher is subject to capability proceedings. This will be communicated to the staff member concerned in accordance with paragraph 19.2 (f) of the Document. The pay committee must be able to justify its decisions.

15.3.5 Teachers commencing employment at a new School, or with a new LA will be required to have evidence of a successful performance management review, if it will be needed for the purposes of confirming their salary point on commencement. This will be of particular relevance if a teacher is able to progress to the next Upper Pay Range point. (see 19 below)

15.4 **PAY PROGRESSION FOR NEWLY QUALIFIED TEACHERS**

Following successful completion of their induction period a newly qualified teacher will be awarded pay progression, once they have completed a 'year of employment' as defined within the Document.

16. CONSIDERATION TO BE PAID ON THE UPPER PAY RANGE

16.1 The School Teachers Terms and Conditions Wales Document allows for any main scale teacher to apply for UPR progression. It is each teacher's responsibility to decide whether to apply for progression. One application may be submitted annually. The closing date for applications is normally 31 August each year

16.2 The UPR for this school is identified in appendix 8

16.3 All submissions should include the results of the most recent appraisal, under the Appraisal Regulations 2011, in this school. In order for the assessment to be robust and transparent the evidence used will be only that available through the performance management/appraisal process. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, along with those who are not subject to the Appraisal Regulations 2011 (i.e. a teacher who is employed on a short term contract of less than one term), a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. They may cite written evidence from a 3 year period before the date of application in support of their application. Personal objectives for the forthcoming appraisal cycle should be appropriate and allow for assessment against the criteria included in the STPCD for progression to the Upper Pay Range to be met, including that the teacher is highly competent in all elements of the relevant standards and the outcome of this assessment will inform pay determination.

16.4 Should an application for UPR be unsuccessful teachers will be assessed against progression in the mainscale in accordance with 15.3.2

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

17. PROCESS TO MOVE THROUGH THRESHOLD TO UPR

17.1 The process for applications is shown at Appendix 3:

18. ASSESSMENT:

18.1 The teacher will be required to meet the criteria set out in paragraph 15.2 of the Document, namely that:

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

18.2 In this school, this means:

"highly competent": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the particular role they are fulfilling and the context in which they are working.

substantial": the teacher's achievements and contribution to the school are significant by contributing, where appropriate, to implementing workplace policies and practice, working effectively as a team member, promoting collaboration, being able to give advice on the development and wellbeing of children and young people and demonstrating effective practice that contributes to the professional development of colleagues.

"sustained": the teacher must have had a successful appraisal report in this school and have made good progress towards their objectives during this period (see exceptions in the introduction to this section).

Further information, including information on sources of evidence is contained within the school's Performance Management Policy.

19. PROGRESS THROUGH UPPER PAY RANGE

19.1 Pay determinations effective from 1 September 2016

19.1.1 Teachers will be eligible to progress up the UPR provided they have had successful performance review following appointment on the first step of the UPR.
19.1.2 In the case of teachers who are already on the Upper Pay Range, the Pay Committee will also take account of whether:

the teacher has maintained the criteria for assessment to the Upper Pay Range set out in 18.1 and 18.2

the teacher continues to be highly competent in all elements of the relevant standards.

19.1.3 In making its decision regarding pay progression, the Governing Body's Pay Committee will consider the appraiser's recommendation regarding pay progression, as outlined on the teacher's performance management appraisal statement. In order for the assessment to be robust and transparent the evidence used will be only that available through the performance management/appraisal process. The Pay Committee will be advised by the Headteacher in making all such decisions.

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

19.1.5 Where it is clear that the performance reviews shows that the teacher has continued to maintain the criteria set out above and have made good progress towards their objectives, the teacher will move to mid-point on the Upper Pay Range; or if already on the mid-point, will move to the maximum of the Upper Pay Range.

19.1.6 Further information, including sources of evidence is contained within the school's Performance Management Policy.

19.1.7 The Pay Committee will be advised by the Head Teacher in making all such decisions. This meeting will be recorded appropriately.

20. LEADING PRACTITIONER ROLE

20.1 Teachers on the Leading practitioner pay range have the same professional responsibilities and benefit from the same rights conferred as all other teachers, other than a Head teacher. However, additional duties relevant to their role in the modelling and leading improvement of teaching skills may be included in their job descriptions.

20.2 Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure. Any additional posts that are created will be subject to consultation with the school staff and trade union representatives.

20.3 When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.

20.4 The policy of the Governing Body would be to appoint any new Leading Practitioner teacher to a 5 point range, as deemed appropriate by the Governing Body. The full pay range for Leading Practitioners is in accordance with paragraph 16.3 of the Document. The Leading Practitioner pay range is detailed in appendix 8

20.5 **Pay progression**

20.5.1 The Pay Committee must consider annually whether or not to increase the salary of teachers under paragraph 19 of the Document. Teachers will move up the main pay range, annually, where they have made good progress towards their objectives in line with the Performance Management Policy

of the School.

20.5.2 The Pay Committee will be advised by the Head Teacher in making all such decisions. Any decision will be clearly attributable to the performance of the teacher in question. A decision not to award progression may be made where the teacher is subject to capability proceedings. This will be communicated to the staff member concerned in accordance with paragraph 19.2 (f). The pay committee will be able to justify its decisions.

(or)

20.5.3 The Governing Body has decided not to appoint Teachers to leading practitioner posts. The Governing Body will review this position on an annual basis. *

* *Please delete as appropriate*

21. UNQUALIFIED TEACHERS

21.1 Pay on appointment

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

21.1.2 The pay range for unqualified teachers in this school is attached in appendix 8

21.1.3 The Pay Committee must consider annually whether or not to increase the salary of teachers.. Unqualified teachers will be able to show that they have made good progress towards their objectives in order to progress up the unqualified teachers pay range. Judgments will be properly rooted in evidence.

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

21.1.5 The Pay Committee will be advised by the Head Teacher in making all such decisions. Any decision (i.e. no movement, one point) will be clearly attributable to the performance of the unqualified teacher in question. A decision not to award progression may be made where the teacher is subject to capability proceedings, which will be communicated to the staff member concerned in accordance with paragraph 19.2 (f) of the Document. The Pay Committee will be able to objectively justify its decisions.

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

22. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

22.1 In this school the levels and values will apply in accordance with Appendix 8

22.2 In accordance with paragraph 20.4 of the Document, the criteria for the award of TLR 1 and 2 payments are as follows:

22.2.1 Before awarding any TLR 1 or 2 payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

22.2.2 In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

22.3 The pay committee may award a TLR3 of values in Appendix 8

22.3.1 Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment

22.3.2 Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly following a two week consultation period with staff and trade union representatives.

22.3.3 Once agreed, the Governing Body will advertise the position internally setting out in writing the duration of the fixed term (maximum 2 years), and the amount of the award will be paid in monthly instalments.

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

22.3.5 TLR3 payments are not subject to the pro-rata principle for part-time teachers.

23. SPECIAL EDUCATIONAL NEEDS ALLOWANCE

23.1 The pay committee will award an SEN spot value allowance on a range of identified in appendix 8 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document, please refer to Appendix 7.

23.2 When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.3 of the Document).

23.3 The Governing Body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Governing Body will take account of paragraphs 56 to 60 of the section 3 guidance of the Document.

24. SUPPORT STAFF

24.1 The Pay Committee notes its powers to determine the pay of support staff in accordance with paragraph 15 [or 27] of the Staffing of Maintained Schools (Wales) Regulations 2006 but acknowledge that it has to be in line with the RCT Local Authority pay and grading processes (inclusive of job evaluation) including the associated terms and conditions of employment.

24.2 Other provisions in this Pay Policy, other than the Appeal process, are not applicable to support staff.

25. PART-TIME EMPLOYEES

25.1 Teachers: The Governing Body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraph 39 and 40 of the Document, and then paragraphs 40-45 and 79-86 of the section 3 guidance.

25.2 All staff: The Governing Body will ensure that all part-time employees are treated no less favourably than a full-time comparator, in accordance with their legal obligations.

25.3 If teachers are employed on a continuous basis at the school but work less than a full working day or less than a full working week, they are known as part-time workers. The Governing Body will issue them with a written statement setting out their obligations as regards working time and the procedure used to set their pay.

25.4 Statement of Working Time for Teachers – please see Appendix 6.

26. TEACHERS EMPLOYED ON A SHORT NOTICE BASIS

The governing body recognises that teachers employed day to day or otherwise at short notice by the local authority or the school are entitled to annual pay determination and consideration for pay progression in the same way as other teachers. The governing body will ensure that, where they are informed by a supply teacher that they have worked most frequently within this school, decisions on pay progression will be undertaken by the pay committee, subject to the school's performance management policy. This provision does not apply to supply teachers employed by agencies as they are not covered by the provisions of the STPCWD

27. RESIDENTIAL DUTIES

27.1 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.(Part 25 of the Document)

28. ADDITIONAL PAYMENTS

28.1 In accordance with paragraph 26 of the Document and paragraphs 61-68 of the section 3 guidance, the relevant body may make payments to a teacher, including a Head Teacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the Head Teacher relating to the raising of educational standards to one or more additional schools.
- participation in out-of-school hours learning activity agreed between the teacher and the Head Teacher or, in the case of the Head Teacher, between the Head Teacher and the relevant body;

28.2 The Pay Committee will make additional payments to teachers in accordance with the provisions of paragraph 26 of the Document where advised by the head.

28.3 Payment will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

28.4 The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the Document for the payment of bonuses or honoraria in any circumstances.

29. RECRUITMENT AND RETENTION INCENTIVE BENEFITS

29.1 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 27of the Document and paragraphs 70-72 of the section 3 guidance).

29.2 The Pay Committee will consider exercising its powers under paragraph 27 of the Document 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 they may be withdrawn.

29.3 The Governing Body will, nevertheless, conduct an annual formal review of all such awards in consultation with the individual and their trade union representative.

29.4 Headteachers may not be awarded payments under paragraphs 27.1 to 27.2 of the Document other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a headteacher must be taken into account when determining the headteacher's pay range.

30.0 SALARY SACRIFICE ARRANGEMENTS

30.1 Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the Document.

31 MONITORING AND REVIEW

31.1 The Governing Body will monitor the outcomes and impact of this policy on a regular basis. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives on request. It may include information relation to trends in progression across specific groups of teachers to assess it's effect and the School's continued compliance with equalities legislation.

APPENDICIES

APPENDIX 1

Please insert your most recent staffing structure here:

Group for the School :		
Head Teacher's HSR:	L-- to L--	Please refer to staffing structure which can be found at Appendix @
Deputy Head Teacher's Range:	L-- to L--	
Assistant Head Teacher's Range:	L-- to L—	

APPENDIX 2

PAY RECOMMENDATION

Name		
Post:		
Head Teachers recommendation to Pay Committee taking into account the Appraisal Review statement I recommend the following pay progression for above named employee *(e.g. O point, 1 point UPR etc)* -		
Reason for recommendation		
Head Teacher signature		
Date		
Decision of Pay Committee We have taken into account the recommendation on pay progression and confirm our agreement.		
Chair of Committee		
Date		

Notes

Pay Committee – must provide written confirmation of outcome to Teacher and advice of right of appeal in line with the School Pay Policy.

Head Teacher to ensure *HR / Payroll are advised in event that progression to the next reference point is **not** applicable (i.e. if there is no progression or additional point awarded).

Notification will be in line with each Local Authority pay notification arrangements.

APPENDIX 3

UPPER PAY RANGE APPLICATION PROCESS

- complete the school's application form (Appendix 4);
- submit the application form and, if necessary, any supporting evidence to the Head Teacher by the cut-off date of 31 August;

Following completion of the relevant appraisal period:

- The appraiser will complete the assessment pro-forma (Appendix 4) setting out the appraiser's recommendation in relation to progression to the Upper Pay Range, following completion of the relevant appraisal period;
- The Headteacher will consider the appraiser's recommendation and will make a recommendation to the Pay Committee;
- the Pay Committee will make the final decision, advised by the Head Teacher;
- teachers will receive written notification of the outcome of their application by 30 September.
- 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
- the written notification will include the fact that they have the right to make representation to the Pay Committee
- if still unsuccessful applicants can appeal the decision.
- The full appeals process is set out at the back of this pay policy.
- 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 1st September in the academic year following date of application (e.g. application received by 31 August 2016 – move to UPR in September 2016).

NB - these dates are subject to change in accordance with the individual school's annual performance management cycle, which is contained within the School's Performance Management Policy.

APPENDIX 4

UPPER PAY RANGE

To be submitted by: 31 AUGUST

Teachers details:

Name: -

Post: -

Date of appointment at this school -

Date placed on point 6 of main scale -

1. Outcome of the most recent appraisal in this school (staff who are unable to provide this because of sickness absence or maternity leave may provide a written statement and summary of evidence to demonstrate they have met the assessment criteria)	
2. I am highly competent* in all elements of the relevant standards	
3. My achievements and contribution to the school are substantial* and sustained*	
SIGNED:	
Date	
I wish to apply for access to the UPR and confirm the following: (*please refer to the Schools Pay Policy)	

Appraisers Recommendation (if not the Head Teacher form will need to be passed to Head Teacher for consideration in terms of equality and fairness)	
Signed:	
Date:	
Headteachers Recommendation	
Signed:	

Date:	
Pay Committee Decision and reasons for outcome:	
Chair of Panel Signature	

NOTES:

- Teacher must be given written notification of outcome.
- If application is not successful, the teacher must be advised of areas where performance did not satisfy the relevant criteria.
- The Teacher may request oral feedback from the appraiser. This should be provided within 10 school working days of notification of outcome.
- Successful applicants will move to minimum of UPR in September of next academic year.
- Unsuccessful applicants may make representation and appeal the decision in line with the process in the Schools Pay Policy.
- Head teacher must arrange to notify *HR / Payroll of any pay determinations.

* depending on LA arrangements

APPENDIX 5

APPEALS PROCEDURE

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

APPEAL HEARING PROCEDURE

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Stage 1 – Right to make Representations

As part of the pay determination process, the Head Teacher will make a recommendation to the Pay Committee responsible for approving the pay recommendation supported by relevant assessment evidence. Where the headteacher does not accept the recommendation of the appraiser, the teacher will be provided with the opportunity to make direct representations to the Pay Committee and will be entitled to call the appraiser as a witness. Thereafter, the appeals process will apply, if necessary.

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 their right to appeal the decision to "Pay Committee".

If the teacher wishes to make representations in relation to the decision, they must do so in writing to the Pay Committee, normally with 10 school working days or within a mutually agreed alternative timescale. This must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial request to make representations is raised, the Pay Committee must then arrange to meet the teacher (who will have the right to be accompanied by their trade union) to discuss the matter. The Head Teacher should also be invited to the meeting to clarify the basis for the original recommendation.

The Pay Committee will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke Stage 2 - the Appeal Procedure.

Stage 2 - Appeal Procedure

On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both "the Head Teacher" and "Pay Committee" will be required to attend the meeting to clarify the basis for their original recommendation/ decision.

The Chair of the Appeal Committee will invite the employee (who will have the right to be accompanied by their trade union) to set out their case. Both “Head teacher” and “Pay Committee (Chair)” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

APPENDIX 6

Statement of Working Time for Teachers

Name of School/Service: ……

School STTW: ……

Name of employee: ……

a) Hours of STTW worked: …… FTE: ……..

b) 1265 per year /FTE = …… /39 weeks = …… hours per wk

Directed time = …….. (i.e. b-a)

Days of week worked: ……

Activity	Times	Day of week/ date	Frequency
Teaching			
‘’			
‘’			
‘’			
‘’			
‘’			
PPA			
Leadership & Mgt			
Registration			
Assembly			
Break duties			
Pastoral duties			
Staff meetings			
Parent consultations			
Other, please specify			

Dates of School Inset days: ……

……

Inset days to attend: ……

……

The above applies from …….. to ……..……

Head Teacher signature: ..…… Date: ……
/Head of Dept or Service

Employee signature: …… Date: ……

APPENDIX 7

CRITERIA FOR AWARDING SEN ALLOWANCES

The criteria will determine that a SEN allowance must be awarded to a classroom teacher:

a) In any SEN post that requires a mandatory qualification.
b) In a Special School.
c) Who teaches pupils in one or more designated special classes or units.
d) In any non-designated setting (including any PRU) that is equivalent 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 or unit within a school, or in the case of an unattached teacher, the unit or service.

The school's structure of SEN provision will inform the rational for decisions made regarding the appropriate allowances values.

The value of allowances should take into account whether:

1. any mandatory qualifications are required
2. the qualifications and expertise of the teacher relevant to the post; and / or
3. the relative demands of the post

This will require a judgement to be made about the nature and challenge of a teacher's work with pupils with SEN compared and related to that of other teachers in the school.

PAY SCALES AND ALLOWANCES

The pay spine for members of the leadership group from 01.09.19 is:

	2019								
1	£41,065								
2	**£42,093**								
3	£43,144								
4	**£44,218**								
5	£45,319								
6	**£46,457**								
7	£47,707								
8	**£48,808**								
9	£50,026								
10	**£51,311**								
11	£52,643								
12	**£53,856**								
13	£55,202								
14	**£56,579**								
15	£57,986								
16	**£59,528**								
17	£60,895								
18*	**£61,808**								
18	**£62,426**								
19	£63,975								
20	**£65,561**								
21*	**£66,517**								
21	£67,183								
22	£68,851								
23	£70,556								
24*	**£71,590**								
24	£72,306								
25	£74,103								
26	£75,936								
27*	**£77,048**								
27	£77,818								
28	£79,748								
29	£81,723								
30	£83,757								
31*	**£84,976**								
31	£85,826								
32	£87,960								
33	£90,145								
34	£92,373								
35*	**£93,732**								
35	£94,669								
36	£97,013								
37	£99,424								
38	£101,885								
39*	**£103,334**								
39	£104,368								
40	£106,972								

Group 1

Group 2

Group 3

Group 4

Group 5

Group 6

Group 7

Group 8

41	£109,644								
42	£112,392								
43	£114,060								

** Scale points to be applied **only** to head teachers at the top of the school group range in line with the STPCD 2016*

MAIN RANGE 2019/20

	2019
M1 (MIN)	£24,906
M2	£26,041
M3	£28,133
M4	£30,299
M5	£32,686
M6 (MAX)	£35,971

UPPER PAY RANGE

	2019
U1 (MAX)	£37,654
U2	£39,050
U3 (MAX)	£40,490

LEADING PRACTITIONER PAY RANGE

	2019
LP1	£41,267
LP2	**£42,301**
LP3	£43,357
LP4	**£44,436**
LP5	£45,543
LP6	**£46,685**
LP7	£47,942
LP8	**£49,048**
LP9	£50,273
LP10	**£51,564**
LP11	£52,902
LP12	**£54,121**
LP13	£55,474
LP14	**£56,857**
LP15	£58,272
LP16	**£59,821**
LP17	£61,195
LP18	**£62,735**

UNQUALIFIED TEACHER RANGE

	2019
1	£17,682
2	£19,739
3	£21,794

4	£23,851
5	£25,909
6	£27,965

TLR Range

TLR 1 minimum £8,069 TLR1 maximum £13,654

TLR2 minimum £2,796
TLR2 maximum £6,829

The pay committee may award a TLR3 of between £555 and £2,757

SEN Allowance

The pay committee will award an SEN spot value allowance on a range of between £2,209 and £4,359