



BEDFORD
BOROUGH COUNCIL

Wilden VA Primary School PAY POLICY FOR TEACHING STAFF 2020

Date of Version:	October 2020
Consultation with Bedford Borough trade unions & professional associations:	October 2020
Approved by JCNC:	4 th November 2020

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PREAMBLE

The [School Teachers' Pay and Conditions Document \(STPCD\)](#) requires maintained schools and local authorities to have 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. Schools and local authorities must stay within the legal framework set out in the STPCD and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). It is recommended that Academies who have chosen to continue to use the STPCD, also adopt this model pay policy.

This policy has been written in the context of schools and academies, but the same principles apply to centrally employed or unattached teachers. The Bedford Borough Model Pay Policy has been drawn up following consultation with all Bedford Borough recognised trade unions and professional associations. A separate pay policy applies to support staff in schools (see Chapter 3 Section 2 of the Schools Personnel Handbook).

Unless indicated otherwise references to 'teacher' and 'teaching staff' includes deputy/assistant Head Teachers and Head Teachers.

The term 'Governing Body' has been used throughout this policy. The differing structures of academies mean that the Academy Trust will need to define the 'governing body' for the purposes of pay decisions. For centrally employed or unattached teachers this will be the Local Authority.

If the Governing Body wishes to vary any particular area of this Model Pay Policy it should ensure that the Staffing Committee on Pay, in liaison with the Head Teacher, consults staff and the recognised professional associations/trade unions.

Any Bedford academy that does not buy into pooled trade union facility time, non-Bedford Borough school or academy deciding to adopt this Model Pay Policy should ensure that the Staffing Committee on Pay, in liaison with the Head Teacher, consults staff and the recognised professional associations/trade unions.

1. INTRODUCTION

- 1.1 The Governing Body of Wilden VA Primary School has adopted this policy to take effect from 1st September 2020. Full consultation with representatives of the recognised trade unions and professional associations has taken place and the policy will be reviewed annually following similar consultation. Any variation to the policy will require consultation with staff and the recognised trade unions and professional associations. The policy meets the requirements of the [2020 School Teachers Pay and Conditions Document](#).
- 1.2 The Governing Body will ensure that all employees are made aware of the existence of this policy together with all processes and timescales and have ready access to a copy of it.
- 1.3 Having determined the policies set out below, the Governing Body delegates the implementation of this policy to the Staffing Committee on Pay (the Committee) in consultation with the Head Teacher. The terms of reference for the Staffing Committee are attached at [Appendix 1](#).
- 1.4 In exercising their delegated responsibilities, the Governing Body requires the Committee to have appropriate regard to the budget approved by the Governing Body. The Governing Body expects the Committee to seek advice from the school's HR Adviser(s) where appropriate. The decisions of the Staffing Committee on Pay will be reported to the full Governing Body as an item to note (but not for further debate).

2. STATEMENT OF INTENT

- 2.1 The prime statutory duty of governing bodies of maintained schools 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.
- 2.2 In adopting this pay policy the aim for the school is to:
- Maximise the quality of teaching and learning at the school
 - Support the recruitment and retention of a high quality teacher workforce
 - Enable the school to recognise and reward teachers appropriately for their contribution to the school
 - Ensure that decisions on pay are managed in a fair, just and transparent way
- 2.3 In making pay decisions at the school, the Governing Body will act with integrity, confidentiality, objectivity and honesty in the best interests of the school. It will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

3. EQUALITY

- 3.1 The Governing Body will promote equality in all aspects of school life, particularly with regard to all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.
- 3.2 The Governing Body will comply with relevant equalities legislation as outlined below:

- 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

3.3 With regard to the Equality Act the Governing Body will comply with the Public Sector Equality Duty (PSED) introduced by the Equality Act. In order to discharge the duty schools must have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and people who do not share it.

4. PAY AWARD WITH EFFECT FROM 1 SEPTEMBER 2020

4.1 The Governors recognise that the 2020 STPCD maintains a link between teacher performance and the cost of living award. Pay progression is subject to an annual performance review, however a decision not to pay the cost of living award will be evidenced by the outcome of a formal capability procedure. In light of this link the Governors have adopted the following policy.

4.2 Qualified Teachers

4.2.1 Main Pay Scale

The statutory minimum will be uplifted by 5.5%. It is further recommended that the maximum of the main pay scale together with the STPCD advisory pay points are uplifted by 2.75%. A decision not to pay a cost of living increase would be evidenced by the outcome of a formal capability procedure. The recommended pay levels are attached at [Appendix 2](#).

4.2.2 Upper Pay Scale

The statutory minimum and maximum of the upper pay scale together with the STPCD advisory pay points will be uplifted by 2.75%. A decision not to pay a cost of living increase would be evidenced by the outcome of a formal capability procedure. The recommended pay levels are attached at [Appendix 2](#).

4.3 Teaching and Learning Responsibility Payments (TLR)

All TLR payments (including TLR3) will be uplifted by 2.75%. The allowances are attached at [Appendix 3](#).

4.4 Special Needs Allowance (SEN)

All special needs allowances will be uplifted by 2.75%. The allowances are attached at [Appendix 4](#).

4.5 Unqualified Teachers

The statutory minimum and maximum of the pay scale for unqualified teachers together with the reference points recommended by Bedford Borough Council will be uplifted by 2.75%. A decision not to pay a cost of living increase will be evidenced by the outcome of a formal capability procedure. The recommended pay levels are attached at [Appendix 5](#).

4.6 **Lead Practitioners**

The statutory minimum and maximum of the pay scale for lead practitioners together with the reference points recommended by the by Bedford Borough Council will be uplifted by 2.75%. A decision not to pay a cost of living increase will be evidenced by the outcome of a formal capability procedure. The recommended pay levels are attached at [Appendix 6](#).

4.7 **Leadership Group Pay**

4.7.1 The statutory minimum and maximum of the pay scale for the leadership group will be uplifted by 2.75%.

4.7.2 The Governors have adopted a 36 point pay scale for deputy and assistant Head Teachers and all points on the 36 point pay scale will be uplifted by 2.75%. A decision not to pay a cost of living increase will be evidenced by the outcome of a formal capability procedure. The recommended pay levels are attached at [Appendix 7](#).

4.7.3 With regard to the Head Teacher, a separate pay scale applies which has been produced in accordance with the group size of the school. (see paragraph 7.8 below). All points within the pay scale have been uplifted by 2.75%. A decision not to pay a cost of living increase will be evidenced by the outcome of a formal capability procedure. The recommended pay levels are attached at [Appendix 8](#).

5. **PAY REVIEWS**

5.1 The Governing Body will ensure that each teacher's salary is reviewed annually and that they will receive a written statement setting out their pay position within one month of the date of the relevant meeting of the Staffing Committee on Pay in accordance with [paragraph 3.4 of the STPCD](#). It is the policy of the Governing Body that all teachers should be notified of their pay position from 1st September before 31st October. With regard to the Head Teacher the date of notification is 31st December. Model salary letters for this purpose are attached at [Appendix 9](#). The timetable for the annual review of staff pay will ensure that information regarding appraisal review outcomes, in accordance with the appraisal policy of the school, can be taken into account.

5.2 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. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

6. **SALARY SAFEGUARDING FOR TEACHERS**

6.1 Where a pay determination leads to the start of a period of pay protection the Governing Body will determine the application of safeguarding arrangements in accordance with [Part 5 of the STPCD](#) and paragraphs [74to 78](#) of Section 3 Guidance to the STPCD.

7. BASIC PAY DETERMINATION ON APPOINTMENT

- 7.1 The Governing Body will determine the pay range for a vacancy prior to advertising it.
- 7.2 On appointment it will determine the starting salary within that range to be offered to the successful candidate having regard to recruitment and retention, the candidate's previous salary and the school's financial resource. Whilst there is no statutory requirement in the STPCD for the Governing Body to match a teachers' previous salary when they are appointed to a post (pay portability), it is free to do so if it chooses. This includes the freedom to pay a teacher more than their previous salary from the start of their new appointment in school. Salary determination should be monitored to ensure that decisions in respect of starting salary/pay portability are not discriminatory.

School to include the following paragraph if it chooses to apply pay portability

On appointment, the Governing Body will maintain the salary of a classroom teacher at the same rate they were paid at their most recent school in accordance with the principle of pay portability.

- 7.3 The Governors will seek the advice of the schools HR Adviser(s) where there is a change in responsibilities and the employee was last employed as a member of the Leadership Group

- 7.4 In making such determinations, the Governing Body will apply the following policy:

7.5 Classroom Teacher

- 7.5.1 The Governing Body has established the pay scales for classroom teacher posts paid on the main pay range and upper pay range as attached at [Appendix 2](#). A teacher on the main pay range or upper pay range must be paid such a salary within the pay scale set out as the Governing Body determines.

- 7.5.2 The starting salary for new entrants to the main pay scale will take account of any relevant experience and points may be awarded by reference to paragraph 7.5.1. As well as teaching experience, this can include non-teaching experience relevant to a teachers work and experience working with children or young people. The discretionary point(s) will be awarded such as the Governing Body determines.

- 7.5.3 The Governors will continue to seek the assistance of the school's HR Adviser(s) to verify teachers' qualifications and previous experience for salary purposes.

School to use 7.5.4(a) if not applying pay portability

- 7.5.4(a) Qualified teachers taking up a new appointment or who re-enter teaching after a break in service will be assessed in accordance with paragraphs 7.5.1 to 7.5.3 above.

School to use 7.5.4(b) if applying pay portability

7.5.4(b) Qualified teachers taking up a new appointment or who re-enter teaching after a break in service will be paid at the same rate as they were paid at their most recent school in accordance with the principle of pay portability.

7.6 **Leading Practitioner Teacher**

7.6.1 The Governing Body has established the pay scales for leading practitioner posts paid on the leading practitioner pay range as attached at [Appendix 6](#).

7.6.2 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.

7.6.3 The Governors may appoint a leading practitioner to a post on the staffing establishment of the school and will determine a range of 5 consecutive points within the relevant pay spine when advertising the post.

7.6.4 In setting the range the Governors will consider the nature of the work (including any work with teachers in other schools) the scale of this challenge, any professional competencies required and any relevant recruitment considerations. The Governors will have due regard to the question of salary differentials with other classroom teachers and staff on the leadership group.

7.6.5 The leading practitioner will commence duties on a point within the 5 point range such as the Governing Body determines by reference to paragraph 7.6.3 and 7.6.4 above.

7.7 **Unqualified Teachers**

7.7.1 The Governing Body has established the pay scale for unqualified teachers employed in classroom teacher posts attached at [Appendix 5](#).

7.7.2 The starting salary for unqualified teachers will be determined by the Governing Body and will take account of any relevant experience and points may be awarded by reference to paragraph 7.7.1. Relevant experience can include non-teaching experience relevant to a teachers work and experience working with children or young people.

7.8 **Leadership Group (Head Teacher, Deputy and Assistant Head Teachers)**

7.8.1 Salaries for members of the leadership group will be assessed:

- annually, to take effect from 1 September
- upon appointment to the school
- upon any adjustment to the Head Teacher group or pay range.
- at any other time provided for within the STPCD.

7.8.2 Determining the Head Teacher Group

Members of the Leadership Group are paid within the statutory pay range for members of the leadership group as detailed in the STPCD.

The school will be assigned to a 'Head Teacher group' by calculating the total unit score in accordance with [paragraphs 5 and 6](#) of the STPCD for ordinary schools and [paragraph 7](#) of the STPCD for special schools.

[Paragraph 8](#) of the STPCD provides guidance on assigning a Head Teacher

group to a school where there is an expected change in the number of registered pupils and teaching establishments and assigning a Head Teacher group to a new school.

The Head Teacher group for the school will be reviewed whenever the Governing Body determines it is necessary.

7.8.3 Width of Individual Pay Ranges

- The Governing Body has determined the Head Teacher group for the school as being (*insert Group*) and has selected the Bedford Borough recommended individual pay range consisting of seven consecutive points on the Bedford Borough Council recommended pay scale for the Head Teacher
- five consecutive points on the Bedford Borough Council recommended pay scale for the deputy Head Teacher.
- five consecutive points on the Bedford Borough Council recommended pay scale for the assistant Head Teacher.

The Governing Body will ensure that there is appropriate scope within an individual's pay range to allow for performance related progress over time.

7.8.4 Setting the Starting Salary and Individual Pay Range

New leaders will be appointed onto the pay level for the role such as the Governing Body determines by reference to paragraph 7.8.3 above.

In determining the individual leadership pay ranges, all the permanent responsibilities of the roles, any challenges that are specific to the roles, and all other relevant considerations have been taken into account as set out at [paragraph 9](#) of the STPCD.

7.8.4.1 *Head Teacher*

The Head Teacher's individual pay scale will not normally exceed the maximum of the Head Teacher group. However, the Head Teacher's pay scale may exceed the maximum where the Governing Body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The maximum of the Head Teacher's pay scale and any additional payments made will not exceed the maximum of the Head Teacher group by more than 25% unless in exceptional circumstances. The Governing Body must produce a business case and seek external independent advice before providing such agreement and there must be a clear audit trail and a full and accurate record of all decisions made by the Governing Body including the reasons for the decisions.

Where it is proposed that the pay scale exceeds the maximum of the Head Teacher group but it is 25% or less, the Governors may still wish to seek external independent advice to validate the use of public money and to ensure probity.

7.8.4.2 *Deputy or assistant Head Teacher*

The maximum of the deputy or assistant Head Teacher's pay scale will not exceed the maximum of the Head Teacher group for the school and will only overlap the Head Teacher's pay scale in exceptional circumstances.

The Governing Body will pay teachers as deputy or assistant Head Teachers only where it is satisfied that, in the context of the teacher's duties the role includes a significant responsibility that is not required of all classroom teachers or covered by a TLR payment. The professional responsibilities required of the role are set

out at [paragraph 48](#) of the STPCD.

7.8.5 Determination of Temporary Payments to Head Teachers

Temporary payments to the Head Teacher will be determined in accordance with [paragraph 10](#) of the STPCD.

8. PAY PROGRESSION BASED ON PERFORMANCE

- 8.1 Movement on the relevant pay level is not automatic and will be subject to an annual performance review as set out at [paragraph 19](#) of the STPCD. The arrangements for teacher appraisal are set out in the school's appraisal policy.
- 8.2 Decisions regarding pay will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.
- 8.3 Where teachers have joined the school part way through an appraisal cycle, the Staffing Committee will, where necessary, seek evidence from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.
- 8.4 The Staffing Committee on Pay will consider the recommendations of the appraisal and moderation procedures and satisfy itself that a fair process has been followed in dealing with matters relating to performance pay progression. Should an issue arise, the Staffing Committee is expected to seek advice from the schools HR Adviser as pay progression for staff must not be denied or delayed.
- 8.5 Classroom Teachers on the Main Pay Range**
- 8.5.1 Movement on the main pay scale will depend on the performance of the teacher as set out at [paragraph 19](#) of the STPCD.
- 8.5.2 Classroom teachers will be awarded pay progression on the main pay range following a successful appraisal review. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the annual appraisal cycle and the required improvements have not been met through the relevant support provided by the school.
- 8.5.3 NQTs have no automatic entitlement to pay progression on completion of induction. The evidence from induction should inform decisions about their pay progression. The Governing Body can determine where within the pay range their annual salary will be fixed.
- 8.6 Classroom Teachers on the Upper Pay Range**
- 8.6.1 Movement on the upper pay scale will depend on the performance of the teacher as set out at [paragraph 19](#) of the STPCD.
- 8.6.2 Classroom teachers will be awarded pay progression on the upper pay range following a successful appraisal review. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the annual appraisal cycle and the required improvements have not been met through the relevant support provided by the school.

8.7 Leading Practitioner Teacher

8.7.1 Movement on the lead practitioner pay range will depend on the performance of the teacher as set out at [paragraph 19](#) of the STPCD.

8.7.2 Leading Practitioner teachers will be awarded pay progression on their pay scales following a successful appraisal reviews. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the annual appraisal cycle and the required improvements have not been met through the relevant support provided by the school.

8.8 Unqualified Classroom Teachers

8.8.1 Movement on the unqualified teacher pay scale will depend on the performance of the unqualified teacher as set out at [paragraph 19](#) of the STPCD.

8.8.2 Unqualified classroom teachers will follow a programme of CPD and will be awarded pay progression on their pay scale following a successful appraisal review. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the annual appraisal cycle and the required improvements have not been met through the relevant support provided by the school

8.9 Leadership Group (Head Teacher, Deputy and Assistant Head Teachers)

8.9.1 The annual review of the pay of the head, deputy or assistant Head Teacher will depend on performance and will be in accordance with [paragraph 11](#) of the STPCD. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the annual appraisal cycle and the required improvements have not been met through the relevant support provided by the school.

9. MOVEMENT TO THE UPPER PAY RANGE

9.1 Application to be paid on the Upper Pay Range

9.1.1 Any qualified teacher may apply to be paid on the upper pay range. . Applications will only be considered taking into account two successful appraisals. At the performance management meeting this should be discussed and guidance given to the teacher”

9.1.2 If successful the teacher will move to the upper pay range from 1 September following the years’ appraisal reviews submitted.

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

9.1.4 All applications should include the results of the two most recent appraisals, under the appraisal regulations 2012, including any recommendation on pay. In order for the assessment to be robust and transparent, it will be based only on

the appraisal review covering the two year period. Where such information is not applicable or available, eg those returning from maternity leave or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

9.2 **Process**

- 9.2.1 One application may be submitted annually. The closing date for applications is normally 30 June each year. The Governing Body will ensure employees are made aware of the application process and timescale.
- 9.2.2 The application should be made on the proforma available at Appendix 10 and once completed submitted to the Head Teacher.
- 9.2.3 The assessment will normally be made within 15 working days of receiving the application.
- 9.2.4 When successful, the teacher will move to the upper pay scale on 1 September and start at UPS1.
- 9.2.5 Where the application is unsuccessful the teacher will receive feedback from the Head Teacher (or other relevant senior colleague) normally within 5 working days. The teacher has 15 working days in which to submit an appeal from the receipt of the written feedback. Appeals will be heard in accordance with the pay appeals procedure set out at [Appendix 13](#)

9.3 **Assessment**

- 9.3.1 The teacher will be required to meet the criteria set out in [paragraph 15](#) of the STPCD.
- 9.3.2 An application from a qualified teacher will be successful where the Governing Body is satisfied that:
 - (a) the teacher is highly competent in all elements of the relevant standards; and
 - (b) the teacher's achievements and contribution are substantial and sustained.

For the purpose of this pay policy:

- 'highly competent' means one or more of:
 - coaching and mentoring to other teachers
 - giving teachers advice
 - the ability to demonstrate effective teaching practice
 - assist colleagues to make a wide contribution to the work of the school
 - assist colleagues to achieve the relevant standards and develop their teaching practice
- 'substantial' means one or more of:-
 - matters of validity and value to the school
 - playing a key part in the life of the school
 - a distinctive contribution to raising pupil achievement using a range of information
 - professional development offered is used effectively to improve the learning of pupils.

- 'sustained' means continuously maintained over a minimum of two school years.

10. PART-TIME TEACHERS

10.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.

11. SHORT NOTICE/SUPPLY TEACHERS

11.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days and on the notion of a 5 hour day. Periods of employment for less than a day being calculated pro rata. The rate of pay for supply teachers is attached at [Appendix 11](#).

11.2 Holiday pay for supply teachers is based on the statutory entitlement under the Working Time Regulations. It should be noted that to be eligible for the maximum holiday entitlement of 28 days a teacher would need to work 195 days. The total number of days worked per annum plus holidays is taken to be $195 + 28 = 223$.

12. ALLOWANCES AND OTHER PAYMENTS FOR CLASSROOM TEACHERS

12.1 Teaching & Learning Responsibility Payments (TLRs)

12.1.1 The Governing Body will award TLRs in accordance with [paragraph 20](#) of the STPCD and [paragraphs 47 to 54](#) of the Section 3 Guidance to the STPCD. (*Attach the school's staffing structure at Appendix 14*).

12.1.2 The criteria for the award of TLR 1 and TLR 2 payments are as follows:

Before awarding any TLR 1 or TLR 2 payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility in relation to the size of the school 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 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.

12.1.3 In addition, before awarding a TLR 1 payment, the Governing Body must be satisfied that the sustained, additional responsibility referred to above includes line management responsibility for a significant number of people relevant to the size of the school..

- 12.1.4 All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded.
- 12.1.5 Temporary TLRs will be awarded where a teacher is appointed to cover a different post in the staffing structure to which a TLR payment is attached (for example, to cover maternity or sick leave or where there is a vacancy pending a permanent appointment). The period for award of a temporary TLR will be set out in the pay statement given to the teacher.
- 12.1.6 Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.
- 12.1.7 A TLR awarded to a part time teacher will be paid pro rata at the same proportion as the teacher's part time contract.
- 12.1.8 The Governing Body may award a teacher a TLR3 for a one off time limited responsibility agreed in advance. In determining the TLR 3 payment to a classroom teacher, 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 one-off externally driven responsibilities. The Governors will also determine the period over which the payment is to be made. Payment will be made in equal monthly instalments. In accordance with the principles set out in the School Teachers' Pay and Conditions Document TLR3 payments awarded to part time teachers will be paid in full (not pro rata).

12.2 Special Educational Needs (SEN) Allowances

- 12.2.1 The Governing Body will award a SEN allowance to a classroom teacher who meets the criteria as set out in [paragraph 21](#) of the STPCD.
- 12.2.2 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 STPCD). 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 [55 to 58](#) of the Section 3 Guidance to the STPCD.
- 12.2.3 SEN allowances may be held at the same time as TLRs. However the Governing Body, when keeping their staffing structures under review, must consider the general principles set out at [paragraph 55](#) of the Section 3 Guidance to the STPCD.

12.3 Acting Allowance

- 12.3.1 The payment of an acting allowance to a teacher will be in accordance with [paragraph 23](#) of the STPCD.

12.4 Allowance Payable to Unqualified Teachers

- 12.4.1 The payment of an allowance to an unqualified teacher will be in accordance with [paragraph 22](#) of the STPCD.

12.5 Performance Payments to Seconded Teachers

12.5.1 Where a teacher is temporarily seconded to a post as Head Teacher in a school causing concern which is not the teacher's normal place of work and the Governing Body of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment, a lump sum may be paid to the teacher accordingly. Subject to [paragraph 10.4](#) of the STPCD, the total value of the additional payment and any annual salary and other payments paid to the teacher during the secondment must not exceed 25% above the maximum of the Head Teacher group for the school to which the teacher is seconded.

13. ADDITIONAL PAYMENTS

13.1 Continuing Professional Development (CPD)

13.1.1 Payments may be made to teachers other than a Head Teacher in accordance with [paragraph 26](#) of the STPCD in respect of CPD undertaken outside of either the 1265 hours of directed time for full-time teacher or for the appropriate proportion of the 1265 hours of directed time for part-time teachers.

13.1.2 The Governors have determined that payment will be made:

- On a point up to M6 but not below the level at which the teacher is paid for their main professional duties, or
- Point M6 of the main pay scale, or
- At the appropriate hourly rate for teachers who are above the main pay scale

13.2 Initial Teacher Training (ITT) Activities

13.2.1 In accordance with [paragraph 26](#) of the STPCD teachers other than a Head Teacher should receive an additional payment for activities related to ITT as part of the ordinary conduct of the school and which is over and above the teacher's timetabled responsibilities. In circumstances where leading practitioners are required to undertake activities related to providing ITT as part of their role no additional payment will be made.

13.2.2 The Governors have determined that payment will be made:

- On a point up to M6 but not below the level at which the teacher is paid for their main professional duties, or
- Point M6 of the main pay scale, or
- At the appropriate hourly rate for teachers who are above the main pay scale

13.3 Out of School Learning Activities

13.3.1 Participation will not be required of any employee in respect of out of school learning:

- Participation will be by agreement only.
- The agreement will stipulate the minimum number of days or hours to be worked.

13.3.2 The Governors have determined that payment will be made:

- On a point up to M6 but not below the level at which the teacher is paid for their main professional duties, or
- Point M6 of the main pay scale, or
- At the appropriate hourly rate for teachers who are above the main pay scale

13.3.3 In contracting tutors to provide 1:1 tuition the Staffing Committee on Pay recognises that since the contract will be separate to the employee's 'regular' contract then, in accordance with the STPCD, the Committee can exercise discretion with regard to the amount payable. In order to achieve consistency however, the Committee has decided to adopt the policy in paragraph 13.3.2 above. The rate of pay for Out of School Learning is attached at [Appendix 12](#).

13.4 Recruitment and Retention

13.4.1 All new payments for recruitment and retention will be made in accordance with [paragraph 27](#) of the STPCD. Head Teachers, deputy Head Teachers and assistant Head Teachers may not be awarded recruitment or retention payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to leadership group posts must be taken into account when determining the pay range.

13.4.2 The Staffing Committee on pay will determine:

- The level of any award
- The duration of any award (and the timescale for review)
- Whether awards for retention purposes should be renewed

13.4.3 Where an award is agreed the teacher will receive a letter which will indicate:

- Whether the award is for recruitment or retention
- The nature of the award
- When and how the award will be paid
- Whether it is a 'one off' award or if not the start date and duration of the award
- The basis of any uplifts that might be applied

13.4.4 In considering the award of allowances for recruitment and retention, the Committee will have regard to fluctuations in the supply of suitably qualified and experienced teachers. Decisions on the allocation of allowances for recruitment and retention measures will be based on objective evidence collected during the recruitment process. The school will maintain appropriate records in this area.

13.5 Service Provision

13.5.1 Where a Head Teacher in one school is providing a service to another school for example as a National Leader of Education (NLE), the school will determine how much, if any, additional payment is due to the individual concerned in line with the provisions of [paragraph 26.1](#) of the STPCD and [paragraph 65](#) of the Section 3 Guidance to the STPCD and the pay policy. Consideration should also be given to the remuneration of other teachers who as a result of the Head Teacher's additional role are taking on additional responsibilities and activities. Any increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the Head Teacher's enlarged role.

13.6 Salary Sacrifice Arrangements for Teachers

13.6.1 Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of [paragraph 28](#) of the STPCD.

13.7 Honoraria

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

14. APPEALS

14.1 Where a member of staff has concerns about a decision of the Staffing Committee regarding pay the appeals procedure attached at [Appendix 13](#) to this policy should be followed. Appeals must be on the grounds that the Staffing Committee:

- Incorrectly applied a provision of the STPCD
- Failed to have regard to statutory guidance
- Failed to take account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased, or
- Otherwise unlawfully discriminated against the teacher

14.2 Appeals will be heard as promptly as possible once the Staffing Committee has confirmed their decision having conducted a hearing with the aggrieved member of staff. Wherever possible this will be within 15 working days of receiving written notification of the wish to appeal.

15. REVIEW OF THE POLICY

15.1 The Governing Body will review this policy on an annual basis or on any other occasion when required to do so.

15.2 Where the Governing Body does not adopt or varies the model pay policy, the Staffing Committee on Pay, in liaison with the Head Teacher, will consult the staff and the recognised trade unions and professional associations at the time of the annual review or other review of the policy.

APPENDIX 1

STAFFING COMMITTEE ON PAY - TERMS OF REFERENCE

1. The Staffing Committee on Pay shall consider and decide upon all matters relating to staff pay as part of the annual review process in accordance with the whole school salary policy agreed by the Governing Body in respect of the following staff:-
 - (i) school teachers;
 - (ii) NJC Local Government Services Staff;
 - (iii) any other staff as determined by the Governing Body.
2. The Committee shall be called the Staffing Committee on Pay.
3. The Committee shall consist of three members of the Governing Body. It will be chaired by the Vice Chairperson of the Governors.
4. The Committee shall be quorate only when all three Governors nominated to serve on the Committee are in attendance.
5. The Committee will meet at least once each financial year, usually during the Autumn Term. Additional meetings may be arranged if deemed necessary by the Chairperson of the Committee or the Head Teacher.
6. The Head Teacher has the right to attend all meetings of the Committee but will withdraw when the Committee consider the pay of the Head Teacher. (It may be necessary for the Head Teacher to withdraw if he or she has a pecuniary interest arising from the size of the differential between his or her pay and that of the deputy). The Committee will seek the advice of the Head Teacher in respect of the exercise of any discretionary payments and in particular:-
 - (a) for teaching staff, points awarded on the main pay scale;
 - (b) for teaching staff, the award of teaching and learning responsibility payments, special needs allowances and incentives for recruitment and retention;
 - (c) the award of any points resulting from performance review;
 - (d) for members of the leadership group, any points resulting from performance review, taking into account the advice of the Head Teacher in respect of deputy and assistant Head Teachers and the governors responsible for the performance review of the head;
 - (e) for all teachers, the award of any cost of living pay increase from 1 September;
 - (f) for NJC Local Government Services staff, the award of accelerated increments, honorarium payments and appropriate job evaluation.
7. In reaching decisions in respect of pay, the Committee shall have regard to:-
 - (a) the advice of the Head Teacher and/or the relevant appraiser;

- (b) the advice of the Borough Council;
 - (c) salaries paid in other broadly equivalent schools;
 - (d) the implications of national pay decisions and the relevant legislation (Such as The Employment Relations Act 1999; The Equality Act 2010; the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000; The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and the standards for openness and objectivity in public life).
8. The Committee shall have executive powers within the staffing budget determined by the Governing Body and will take decisions with due regard to the School Teachers' Pay and Conditions Document, the Conditions of Service for School Teachers in England and Wales, the Conditions of Service for Local Government Services staff, and any relevant employment legislation. As indicated in paragraph 1 above, the Committee shall determine pay matters arising as part of the annual review process. The pay of new staff appointed to the school will be determined by the appointment panel in accordance with the school pay policy.
9. Members of the Staffing Committee on Pay shall not serve on any committee appointed by the Governors to hear an appeal from a member of staff against the decisions made by the Committee.
10. The Committee shall review these terms of reference and the whole school salary policy on an annual basis.

APPENDIX 2

**BEDFORD BOROUGH COUNCIL
STPCD ADVISORY PAY POINTS
FROM 1 SEPTEMBER 2020**

Pay Scale for Qualified Teachers (other than leadership group members and lead practitioners)

Spine Point	From 1 September 2020 £pa	
Main Pay Scale		
M1	25,714	Statutory minimum
M2	27,600	Reference point
M3	29,664	Reference point
M4	31,778	Reference point
M5	34,100	Reference point
M6	36,961	Statutory maximum
Upper Pay Scale		
U1	38,690	Statutory minimum
U2	40,124	Reference point
U3	41,604	Statutory maximum

APPENDIX 3

TEACHING AND LEARNING RESPONSIBILITY PAYMENTS FROM 1 SEPTEMBER 2020

Teaching and Learning Responsibility Payments

The relevant body must determine whether to award a first TLR (TLR1) or a second TLR (TLR2) and its value in accordance with the pay policy provided that:-

- (a) The value of a TLR1 shall be no less than £ 8,291 and no greater than £14,030;
- (b) The value of a TLR2 shall be no less than £2,873 and no greater than £7,017; and

The governing body may award a fixed term third TLR (TLR3) for time limited school improvement projects or one off externally driven responsibilities. The annual value of TLR3 must be no less than £571 and no greater than £2,833.

APPENDIX 4

**SEN ALLOWANCE
FROM 1 SEPTEMBER 2020**

Special Needs Allowance for Classroom Teachers

Scale Point	From September 2020
Minimum	£2,270
Maximum	£4,479

APPENDIX 5

**BEDFORD BOROUGH COUNCIL
RECOMMENDED PAY LEVELS
FROM 1 SEPTEMBER 2020
UNQUALIFIED TEACHERS**

Pay Scale for Unqualified Teachers

Spine Point	1 September 2020 £pa	
1	18,169	Statutory minimum
2	20,282	Reference Point
3	22,394	Reference Point
4	24,507	Reference Point
5	26,622	Reference Point
6	28,735	Statutory maximum

APPENDIX 6

**BEDFORD BOROUGH COUNCIL
RECOMMENDED PAY LEVELS
LEAD PRACTITIONERS
FROM 1 SEPTEMBER 2020**

Spine for Lead Practitioners

Spine Point	1 September 2020 £pa	
LP 1	42,402	Statutory minimum
LP 2	43,465	Reference Point
LP 3	44,550	Reference Point
LP 4	45,658	Reference Point
LP 5	46,796	Reference Point
LP 6	47,969	Reference Point
LP 7	49,260	Reference Point
LP 8	50,397	Reference Point
LP 9	51,656	Reference Point
LP 10	52,983	Reference Point
LP 11	54,357	Reference Point
LP 12	55,610	Reference Point
LP 13	57,000	Reference Point
LP 14	58,421	Reference Point
LP 15	59,875	Reference Point
LP 16	61,467	Reference Point
LP 17	62,878	Reference Point
LP 18	64,461	Statutory maximum

APPENDIX 7

**BEDFORD BOROUGH COUNCIL
RECOMMENDED PAY LEVELS FOR
DEPUTY AND ASSISTANT HEAD TEACHERS
FROM 1 SEPTEMBER 2020**

Spine for Deputy and Assistant Head Teachers

Spine	Recommended salary from 1 September 2020 (£)
L1	42,195
L2	43,251
L3	44,329
L4	45,434
L5	46,566
L6	47,735
L7	49,019
L8	50,151
L9	51,402
L10	52,723
L11	54,091
L12	55,338
L13	56,721
L14	58,135
L15	59,581
L16	61,166
L17	62,570
L18	64,143
L19	65,735
L20	67,364
L21	69,031
L22	70,745
L23	72,497
L24	74,295
L25	76,141
L26	78,025
L27	79,958
L28	81,942
L29	83,971
L30	86,061
L31	88,187
L32	90,379
L33	92,624
L34	94,914
L35	97,273
L36	99,681

APPENDIX 8

**HEAD TEACHER
RECOMMENDED PAY LEVELS
FROM 1 SEPTEMBER 2020**

Ranges for Head Teachers

Group	Range of Spine Points	Salary Range 1 September 2020
1	1HT1 to 1HT13	47,735 – 63,508
2	2HT1 to 2HT14	50,151 – 68,347
3	3HT1 to 3HT14	54,091 – 73,559
4	4HT1 to 4HT14	58,135 – 79,167
5	5HT1 to 5HT14	64,143 – 87,313
6	6HT1 to 6HT15	69,031 – 96,310
7	7HT1 to 7HT16	74,295 – 106,176
8	8HT1 to 8HT16	81,942 – 117,197

APPENDIX 8 (I)

**HEAD TEACHER GROUP PAY RANGE AND SALARY SCALE
OPTIONS FROM 1 SEPTEMBER 2020 (AS RECOMMENDED BY
BEDFORD BOROUGH COUNCIL)**

Group 1

	£pa
Range Minimum 1HT1	47,735
1HT2	49,019
1HT3	50,151
1HT4	51,402
1HT5	52,723
1HT6	54,091
1HT7	55,338
1HT8	56,721
1HT9	58,135
1HT10	59,581
1HT11	61,166
1HT12	62,570
Range Maximum 1HT13	63,508

The Governing Body had adopted a policy of a seven point salary scale for the Head teacher. The options for the salary scales are as follows:-

Range Minimum 1HT1 to 1HT7
1HT2 to 1HT8
1HT3 to 1HT9
1HT4 to 1HT10
1HT5 to 1HT11
1HT6 to 1HT12
1HT7 to Range Maximum 1HT13

APPENDIX 8(II)

**HEAD TEACHER GROUP PAY RANGE AND SALARY SCALE
OPTIONS FROM 1 SEPTEMBER 2020 (AS RECOMMENDED BY
BEDFORD BOROUGH COUNCIL)**

Group 2

	£pa
Range Minimum 2HT1	50,151
2HT2	51,402
2HT3	52,723
2HT4	54,091
2HT5	55,338
2HT6	56,721
2HT7	58,135
2HT8	59,581
2HT9	61,166
2HT10	62,570
2HT11	64,143
2HT12	65,735
2HT13	67,364
Range Maximum 2HT14	68,347

The Governing Body had adopted a policy of a seven point salary scale for the Head teacher. The options for the salary scales are as follows:-

Range Minimum 2HT1 to 2HT7
2HT2 to 2HT8
2HT3 to 2HT9
2HT4 to 2HT10
2HT5 to 2HT11
2HT6 to 2HT12
2HT7 to 2HT13
2HT8 to Range Maximum 2HT14

APPENDIX 8 (III)

**HEAD TEACHER GROUP PAY RANGE AND SALARY SCALE
OPTIONS FROM 1 SEPTEMBER 2020 (AS RECOMMENDED BY
BEDFORD BOROUGH COUNCIL)**

Group 3

	£pa
Range Minimum 3HT1	54,091
3HT2	55,338
3HT3	56,721
3HT4	58,135
3HT5	59,581
3HT6	61,166
3HT7	62,570
3HT8	64,143
3HT9	65,735
3HT10	67,364
3HT11	69,031
3HT12	70,745
3HT13	72,497
Range Maximum 3HT14	73,559

The Governing Body has adopted a policy of a seven point salary scale for the Head teacher. The options for the salary scales are as follows:-

Range Minimum 3HT1 to 3HT7
3H2 to 3HT8
3H3 to 3HT9
3H4 to 3HT10
3H5 to 3HT11
3H6 to 3HT12
3H7 to 3HT13
3HT8 to Range Maximum 3HT14

APPENDIX 8 (IV)

**HEAD TEACHER GROUP PAY RANGE AND SALARY SCALE
OPTIONS FROM 1 SEPTEMBER 2020 (AS RECOMMENDED BY
BEDFORD BOROUGH COUNCIL)**

Group 4

	£pa
Range Minimum 4HT1	58,135
4HT2	59,581
4HT3	61,166
4HT4	62,570
4HT5	64,143
4HT6	65,735
4HT7	67,364
4HT8	69,031
4HT9	70,745
4HT10	72,497
4HT11	74,295
4HT12	76,141
4HT13	78,025
Range Maximum 4HT14	79,167

The Governing Body had adopted a policy of a seven point salary scale for the Head teacher. The options for the salary scales are as follows:-

Range Minimum 4HT1 to 4HT7
4HT2 to 4HT8
4HT3 to 4HT9
4HT4 to 4HT10
4HT5 to 4HT11
4HT6 to 4HT12
4HT7 to 4HT13
4HT8 to Range Maximum 4HT14

APPENDIX 8 (V)

**HEAD TEACHER GROUP PAY RANGE AND SALARY SCALE
OPTIONS FROM 1 SEPTEMBER 2020 (AS RECOMMENDED BY
BEDFORD BOROUGH COUNCIL)**

**Group 5
£pa**

Range Minimum 5HT1	64,143
5HT2	65,735
5HT3	67,364
5HT4	69,031
5HT5	70,745
5HT6	72,497
5HT7	74,295
5HT8	76,141
5HT9	78,025
5HT10	79,958
5HT11	81,942
5HT12	83,971
5HT13	86,061
Range Maximum 5HT14	87,313

The Governing Body has adopted a policy of a seven point salary scale for the Head teacher. The options for the salary scales are as follows:-

Range Minimum 5HT1 to 5HT7
5HT2 to 5HT8
5HT3 to 5HT9
5HT4 to 5HT10
5HT5 to 5HT11
5HT6 to 5HT12
5HT7 to 5HT13
5HT8 to Range Maximum 5HT14

APPENDIX 8 (VI)

**HEAD TEACHER GROUP PAY RANGE AND SALARY SCALE
OPTIONS FROM 1 SEPTEMBER 2020 (AS RECOMMENDED BY
BEDFORD BOROUGH COUNCIL)**

Group 6

	£pa
Range Minimum 6HT1	69,031
6HT2	70,745
6HT3	72,497
6HT4	74,295
6HT5	76,141
6HT6	78,025
6HT7	79,958
6HT8	81,942
6HT9	83,971
6HT10	86,061
6HT11	88,187
6HT12	90,379
6HT13	92,624
6HT14	94,914
Range Maximum 6HT15	96,310

The Governing Body has adopted a policy of a seven point salary scale for the Head teacher. The options for the salary scales are as follows:-

Range Minimum 6HT1 to 6HT7
6HT2 to 6HT8
6HT3 to 6HT9
6HT4 to 6HT10
6HT5 to 6HT11
6HT6 to 6HT12
6HT7 to 6HT13
6HT8 to 6HT14
6HT9 to Range Maximum 6HT15

APPENDIX 8 (VII)

**HEAD TEACHER GROUP PAY RANGE AND SALARY SCALE
OPTIONS FROM 1 SEPTEMBER 2020 (AS RECOMMENDED BY
BEDFORD BOROUGH COUNCIL)**

Group 7

	£pa
Range Minimum 7HT1	74,295
7HT2	76,141
7HT3	78,025
7HT4	79,958
7HT5	81,942
7HT6	83,971
7HT7	86,061
7HT8	88,187
7HT9	90,379
7HT10	92,624
7HT11	94,914
7HT12	97,273
7HT13	99,681
7HT14	102,159
7HT15	104,687
Range Maximum 7 HT16	106,176

The Governing Body has adopted a policy of a seven point salary scale for the Head teacher. The options for the salary scales are as follows:-

Range Minimum 7HT1 to 7HT7
7HT2 to 7HT8
7HT3 to 7HT9
7HT4 to 7HT10
7HT5 to 7HT11
7HT6 to 7HT12
7HT7 to 7HT13
7HT8 to 7HT14
7HT9 to 7HT15
7HT10 to Range Maximum 7HT16

APPENDIX 8 (VIII)

**HEAD TEACHER GROUP PAY RANGE AND SALARY SCALE
OPTIONS FROM 1 SEPTEMBER 2020 (AS RECOMMENDED BY
BEDFORD BOROUGH COUNCIL)**

Group 8

	£pa
Range Minimum 8HT1	81,942
8HT2	83,971
8HT3	86,061
8HT4	88,187
8HT5	90,379
8HT6	92,624
8HT7	94,914
8HT8	97,273
8HT9	99,681
8HT10	102,159
8HT11	104,687
8HT12	107,239
8HT13	109,914
8HT14	112,660
8HT15	115,483
Range Maximum 8HT16	117,197

The Governing Body has adopted a policy of a seven point salary scale for the Head teacher. The options for the salary scales are as follows:-

Range Minimum 8HT1 to 8HT7
8HT2 to 8HT8
8HT3 to 8HT9
8HT4 to 8HT10
8HT5 to 8HT11
8HT6 to 8HT12
8HT7 to 8HT13
8HT8 to 8HT14
8HT9 to 8HT15
8HT10 to Range Maximum 8HT16

APPENDIX 9(I)

Dear Name

Model Salary Letter – Leadership Group

In accordance with the School Teachers' Pay and Conditions Document and in line with the whole school salary policy adopted by the Governing Body, I write to inform you that it is necessary to review the salary of all staff on the leadership group on an annual basis.

For the September 2020 review, the [Staffing Committee on Pay] has given consideration to the outcome of the performance review against the agreed objectives for 2019/2020. Set out below is the decision of the Committee:-

Pay point until 31 August 2020	:	(see Note 1)
Points awarded as a result of performance review	:	(see Note 1)
Salary on Leadership Group	:	£
Salary Range on Leadership Group	:	

(If necessary, any change in points required as a result of a change to the salary range should be made clear. Any pay increase will be backdated to 1 September 2020).

The agreement of objectives for 2020/2021 will be subject to separate correspondence from the Autumn of 2020 since objectives will be considered [with the assistance of the School Improvement Partner] and will be agreed with you as part of the appraisal process. Performance against the agreed objectives will be taken into account in considering your pay from September 2021.

Once the [Staffing Committee on Pay] has considered the performance related criteria, priority will continue to be given to the responsibilities of the post, the principles outlined in the whole school salary policy and the School's delegated budget.

If you have any queries or wish to appeal in respect of this determination please contact the Chair of the [Staffing Committee on Pay] in the first instance. In accordance with the School Pay Policy any appeal must be on the grounds that the Governors Committee on Pay:-

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

Yours sincerely

Chairperson of [Staffing Committee on Pay]

NOTE: 1 For staff newly appointed to the Leadership Group, these factors may not be relevant and can be omitted from the letter.

APPENDIX 9(II)

Dear Name

Model Salary Letter – Head teacher Group

In accordance with the School Teachers' Pay and Conditions Document and in line with the whole school salary policy adopted by the Governing Body, I write to inform you that it is necessary to review the salary of staff on the Head teacher group on an annual basis.

For the September 2020 review, the [Staffing Committee on Pay] has given consideration to the outcome of the performance review against the agreed objectives for 2019/2020. Set out below is the decision of the Committee :-

Pay point until 31 August 2020	:	(see Note 1)
Points awarded as a result of performance review	:	(see Note 1)
Salary on Leadership Group	:	£
Salary Range on Leadership Group	:	(see Note 2)

(If necessary, any change in points required as a result of a change to the salary range should be made clear. Any pay increase will be backdated to 1 September 2020).

The agreement of objectives for 2020/2021 will be subject to separate correspondence from the Autumn of 2020 since objectives will be considered [with the assistance of the School Improvement Partner] and will be agreed with you as part of the appraisal process. Performance against the agreed objectives will be taken into account in considering your pay from September 2021.

Once the [Staffing Committee on Pay] has considered the performance related criteria, priority will continue to be given to the responsibilities of the post, the principles outlined in the whole school salary policy and the School's delegated budget.

If you have any queries or wish to appeal in respect of this determination please contact the Chair of the [Staffing Committee on Pay] in the first instance. In accordance with the School Pay Policy any appeal must be on the grounds that the Governors Committee on Pay:-

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

Yours sincerely

Chairperson of [Staffing Committee on Pay]

NOTE: 1 For staff newly appointed to the Head teacher Group, these factors may not be relevant and can be omitted from the letter.

NOTE: 2 It might be helpful to clarify the factors considered by the Staffing Committee on Pay in determining a change to the salary range for Head teachers. This decision must be recorded so an extract from the minute of the meeting should be sufficient.

APPENDIX 9(III)

Model Salary Letter – Classroom Teachers

Dear

Teachers' Salaries – Main Pay Scale

In accordance with the School Teachers' Pay and Conditions Document, I write to inform you that your salary, with effect from 1 September 2020, has been determined as set out below.

The policy of the Governors is set out in the School's Pay Policy and copies are available on request. The Governors have adopted the salary scale attached to the School's Pay Policy. (In completing the table below it will be necessary to indicate how many, if any, of the allowances have been awarded on a temporary basis).

Points awarded on the main pay scale for : Point(s)
classroom teachers, the unqualified teacher
pay scale or the Lead Practitioner pay scale

OR

**THRESHOLD ASSESSMENT
SUCCESSFUL – POINT ON UPPER
SPINE**

Salary

£

PLUS

**TEACHING AND LEARNING
RESPONSIBILITY PAYMENTS
(WHERE RELEVANT).**

either
or
and/or

TLR

1

TLR

2

TLR 3

Value

£

Value

£

Value

£

SPECIAL NEEDS ALLOWANCES

Value

£

**RECRUITMENT AND RETENTION
(WHERE APPROPRIATE)**

(Value

£)

**ANY OTHER ALLOWANCE OR
SAFEGUARDING
(IF APPROPRIATE)**

Value

£

Total salary from 1 September 2020 £

Movements on the main pay scale for classroom teachers, the upper pay spine, the lead practitioner payscale and the unqualified teacher pay scale will be subject to a review of performance against agreed objectives in accordance with the School Teachers' Pay and Conditions Document and the School policy on performance pay progression. The Governors reserve the right to withhold the normal pay progression where service is deemed to be unsatisfactory in accordance with the School's Pay Policy.

If you have any queries on this salary determination, please raise the matter with the head teacher in the first instance. Any appeals arising from this letter must be pursued in accordance

with the School's Pay Policy. Any appeal must be on the grounds that the Pay Committee of the Governors:-

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

Yours sincerely

Chairperson of [Staffing Committee on Pay]

APPENDIX 10

UPPER PAY RANGE APPLICATION FORM

Eligibility Criteria

In order to be assessed you must be a qualified teacher and need to be able to evidence that you are:

- highly competent in all elements of the relevant standards; and
- that your achievements and contribution to the school have been substantial and sustained.

As detailed at paragraph 9.3. of the School's Pay Policy.

Teacher's Details:

Name	Post

Appraisal Details:

Years Covered by Review statements	Schools Covered by Review Statements

Declaration:

I confirm that at the date of this request for assessment to be paid on the upper pay range I meet the eligibility criteria and I submit appraisal review statements covering the relevant period.

Signature of Teacher	Date

APPENDIX 11

PAY RATES FOR SUPPLY TEACHERS FROM 1 SEPTEMBER 2020

	Salary	195/223	28/223	Daily rate	Daily rate holiday pay	Hourly rate	Hourly rate holiday
M1	25,714	22,485.34	3,228.66	115.31	16.56	23.06	3.31
M2	27,600	24,134.53	3,465.47	123.77	17.77	24.75	3.55
M3	29,664	25,939.37	3,724.63	133.02	19.10	26.60	3.82
M4	31,778	27,787.94	3,990.06	142.50	20.46	28.50	4.09
M5	34,100	29,818.39	4,281.61	152.91	21.96	30.58	4.39
M6	36,961	32,320.16	4,640.84	165.74	23.80	33.15	4.76
UPS1	38,690	33,832.06	4,857.94	173.50	24.91	34.70	4.98
UPS2	40,124	35,086.01	5,037.99	179.93	25.84	35.99	5.17
UPS3	41,604	36,380.18	5,223.82	186.57	26.79	37.31	5.36
U1	18,169	15,887.69	2,281.31	81.48	11.70	16.30	2.34
U2	20,282	17,735.38	2,546.62	90.95	13.06	18.19	2.61
U3	22,394	19,582.20	2,811.80	100.42	14.42	20.08	2.88
U4	24,507	21,429.89	3,077.11	109.90	15.78	21.98	3.16
U5	26,622	23,279.33	3,342.67	119.38	17.14	23.88	3.43
U6	28,735	25,127.02	3,607.98	128.86	18.50	25.77	3.70

APPENDIX 12

HOURLY RATES (OUT OF SCHOOL LEARNING) FROM 1 SEPTEMBER 2020

Point	Salary Spine £ per hour
Range Minimum	19.80
Reference Point 1	21.37
Reference Point 2	23.08
Reference Point 3	24.86
Reference Point 4	26.82
Range Maximum	29.23

APPENDIX 13

APPEALS PROCEDURE FOR PAY RELATED MATTERS

1. The Governing Body have adopted an appeals procedure in respect of pay which will operate outside the normal grievance arrangements but which will ensure a fair hearing to all parties concerned. A full written note should be made of the hearing and the Appeal Panel's decision.
2. In operating this appeal procedure, the Governing Body recognises that in most cases the employee will raise the concern in the first instance with the Head Teacher and, if the matter remains unresolved, with the Staffing Committee on Pay. When these two mechanisms have been exhausted the Appeal Panel will be convened to consider the case in accordance with this procedure. (Note: Appeals by the Head Teacher can be considered directly by the Staffing Committee on Pay: the procedure at meetings of the Staffing Committee should follow the appeal procedure unless mutually agreed otherwise).
3. A panel of governors (the Appeal Panel) shall be constituted for the purpose of hearing appeals relating to the pay of members of staff. It shall exclude members of the Governing Body's Staffing Committee on Pay.
4. The member of staff with the grievance (or his or her representative) shall make an opening address explaining his or her case and may then be questioned by the Chair of the Staffing Committee on Pay (or their representative) or by the Appeal Panel.
5. The member of staff (or his or her representative) shall call on any witnesses who may be questioned by the other parties involved (or their representatives) or by the Appeal Panel. The witnesses shall withdraw once they have given their evidence.
6. The Chairperson of the Staffing Committee on Pay (or his or her representative) shall then have the right to make an opening address and may then be questioned by the other parties involved (or their representatives) or by the Appeal Panel.
7. The Chairman of the Staffing Committee on Pay (or their representative) may call any witnesses who may be questioned by the member of staff (or his or her representative) or by the Appeal Panel. The witnesses shall withdraw once they have given their evidence.
8. Each party (or their representative) shall then have an opportunity to sum up his or her case, the member of staff making the appeal to do so last.
9. The parties involved, their representatives (and any witnesses) shall then withdraw.
10. The Appeal Panel, together with a representative of the school's HR Adviser who may be present for the purposes of giving advice only, shall deliberate in private, only recalling the parties involved (and their representatives) to clear points of uncertainty on evidence already given. If recall is necessary, all parties must return even if only one party is concerned with the point giving rise to doubt.
11. The Appeal Panel shall announce the decision to the parties involved at the end of the hearing where possible and, subsequently, confirm it in writing. The decision of the Appeal Panel is final and binding on all parties and shall be reported to the next full meeting of the Governing Body.

APPENDIX 14

STAFFING STRUCTURE (*School to add*)