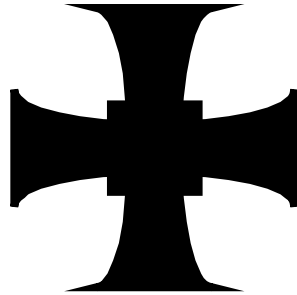


TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

PAY POLICY FOR TEACHERS 2023-2024

Staffing HR Policy

Reviewed: October 2023

Approved by the Curriculum & Staffing Committee: October 2023

Ratified by the Full Governing Body: December 2023

Next review: 2024/2025 academic year

Trinity School has adopted this CCC policy, almost in its entirety, with inclusion of the school's TLR payments. In its use we will substitute 'school' for 'council where appropriate and 'manager' for either line manager, senior leader or Headteacher as appropriate. We will apply the policy as appropriate within a school setting, following the advice of our HR provider, as appropriate.

Purpose of the Model Pay Policy

All Professional Associations and the Local Authority (LA) believe that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination. It is entirely consistent and compliant with the revised statutory provisions for teachers' pay effective from 1 September 2023.

All Professional Associations and the LA are committed to securing a national pay structure in England which applies statutorily to all maintained schools and academies. This model policy has been updated to reflect the 2023 pay recommendations. It will be kept under review in the light of future School Teachers' Review Body (STRB) reports. It is recommended by the Council that this policy is adopted by all schools.

Interpretation

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated.

Pay Progression

Decisions about teachers' pay progression are linked to performance. Further information regarding this is provided in Section 3.

Model policy for determining teachers' pay

The Governing Body of Trinity School adopted this policy on 6th December 2023.

Introduction

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school/LA.

In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at the school/LA;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Pay decisions at this school/LA are made by the Governing Body/Centrally Employed Teachers (CET) Management Group which has delegated certain responsibilities and decision-making powers to the Pay Committee as set out in **Appendix One**. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body/LA, and shall have full authority to take pay decisions on behalf of the Governing Body/LA in accordance with this policy. The Head/CET Line Manager shall be responsible for advising the Pay Committee on its decisions.

To avoid potential equal pay claims the Council strongly recommends use of the pay points in the appendices for determining teacher pay. If a school does not adopt the pay points in the appendices which are in line with joint union recommended pay scales and the advisory scales for MPR/UPR/UNQ in STPCD, they will need to consult as individual employers.

1. Pay Reviews

The Governing Body/CET Management Group will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (31 December for headteachers) each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year. If there is a delay in the publication of the final STPCD, these timescales may need to be adjusted accordingly.

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 where this is appropriate. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of Safeguarding (pay protection), the Governing Body/LA will give the required notification as soon as possible and no later than one month after the date of the determination.

2. Basic Pay Determination On Appointment

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

In making such determinations, the Governing Body/LA will take into account the following factors:

- the nature of the post
- the level of qualifications, skills and experience required
- recruitment and retention benefits if applicable (see section 16) the wider school context

A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that range that is not detrimental to them unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

For positions on the leadership range this must be done with regard to the guidelines contained within the STPCD.

3. Pay Progression Based On Performance

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

Decisions regarding pay progression must be made with reference to the teachers' appraisal reports and the pay recommendations they contain. All appraisals must result in a pay recommendation being made, including recognition that a teacher is already at the top of their pay range (i.e. progression / no progression / top of range). It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. In all such eventualities the teacher will have been made aware of this possibility as outlined in the appraisal policy.

In the case of Early Career Teachers (ECTs) pay decisions will be made by means of the statutory induction process. From 1 September 2021, all Early Career Teachers who start induction will be required to follow a 2 year induction period (this has increased from the previous 1 year induction period and the term 'Early Career Teacher' replaces 'Newly Qualified Teacher'). This school/LA will ensure that ECTs are not negatively affected by the increase in the induction period to 2 years. All ECTs will be eligible for pay progression at the end of the first year in line with this Pay Policy and the Appraisal Policy.

To be fair and transparent, assessments of performance will be properly rooted in evidence that should be routinely available as part of the appraisal cycle. In this school/LA we will ensure fairness by headteachers undertaking a process of moderation for each appraisal cycle. This will be quality assured by the schools pay committee and will form part of a headteachers annual report to the governing body on appraisal.

The evidence used should be that from the appraisal cycle.

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body/ Centrally Employed Management Group, having regard to the appraisal report and taking into account advice from the Headteacher/ CET Line Manager.

The Governing Body/LA will ensure that appropriate funding is allocated for pay progression at all levels when setting its budget.

For headteachers / teachers on the Leadership Pay Range, judgements of performance will be assessed against objectives relating to school leadership and management and pupil progress. This must be done with regard to the guidelines contained within the STPCD.

For teachers on all other pay ranges, judgements of performance will be assessed against objectives and the national teacher standards and teachers will be eligible for pay progression if they are effectively fulfilling the teacher standards and meeting the objectives they are set.

A teacher who is assessed as exceeding the Teachers' standards and their appraisal objectives may receive enhanced progression.

For a teacher who has an extended period of absence due to maternity or sickness the agreed appraisal objectives may be revised when the teacher returns to work or the length and impact of the absence on the teacher's ability to achieve their objectives will be taken into account in the assessment at the end of the appraisal cycle.

In either case, where the teacher cannot provide evidence to support their pay progression from the appraisal year they may submit evidence from a longer period, normally a period immediately prior to the start date of their absence.

4. Main Pay Range from 1st September 2023 (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims the Council strongly recommends use of the pay points in **Appendix Two** for determining teacher pay]*

Main Pay Range	
Minimum	£30,000
Maximum	£41,333

5. Upper Pay Range from 1st September 2023 (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

[To avoid potential equal pay claims the Council strongly recommends use of the pay points in Appendix Three for determining teacher pay.]

The appendix shows the recommended pay points within the pay ranges that schools can use for determining teacher pay.

Upper Pay Range	
Minimum	£43,266
Maximum	£46,525

The Governing Body will pay a teacher on the upper pay range if:

- The teacher is employed in the school as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the school
- The teacher was previously employed as a member of the leadership group at the school, has continued to be employed without a break in their continuity of employment at the school, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the governors will determine where within the UPR range the teacher's annual salary will be fixed.

6. Movement to and on the Upper Pay Range

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

The Head/CET Line Manager should remind all teachers on the Qualified Teacher Pay Range (the Main Pay range) at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the Headteacher/Line manager in writing using the application form (as at **Appendix Four**) which should be submitted by the teacher to the Headteacher/Line manager prior to the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

The evidence to be used will be only that available through the performance management / appraisal process in accordance with the conditions outlined in the Council's Teachers

Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the expectation should be for the teacher to provide the evidence which was agreed at the outset of the appraisal cycle before the pay decision is made by the appraiser – the appraisal document should then summarise the decision not then duplicate a process).

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. All applications should include evidence from the most recent two appraisal cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

If performance remains satisfactory, progression through the Upper Pay Scale will continue without the need for further applications to be made.

The Assessment

An application from a qualified teacher will be successful as evidenced by two successful and consecutive performance management/appraisal reviews and where the Governing Body/LA is satisfied that:

- a) the teacher continues to be competent in meeting the national teachers' standards;
- b) the teacher's achievements and contribution to the school are substantial and sustained.

In making its decision, the Governing Body/LA will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in the Council's Appraisal Policy for progression to the Upper Pay Range.

- competency may be evidenced through appraisal outcomes
- 'substantial and sustained' will be evidenced by two successful performance reviews as documented on the application form (referenced within **Appendix Four**).

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

If successful, applicants will move to the Upper Pay Range and will be placed at the relevant point of that pay range with the award backdated to the 1st September of that school year.

If unsuccessful, supportive and developmental feedback will be provided by the Head/CET Line Manager as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

The Pay Committee will decide where on the upper pay range a successful teacher is placed. This would normally be at UPR1 dependent on assessment of evidence provided. If the Pay Committee decides that a teacher should start further up the range, their position on the upper pay range will be decided in a fair and consistent way based on:

- outcome of performance management
- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the model pay policy appeals procedure (see **Appendix Five**).

Progression through the Upper Pay Range will be in accordance with section 3.

7. Part-Time Teachers

Teachers employed on an ongoing basis at the school/LA but who work less than a full working week are deemed to be part-time. The Governing Body/LA will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay (in line with the STPCD paragraphs 40-41), 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.

8. Short Notice/Supply Teachers

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; periods of employment for less than a day being calculated pro-rata as outlined in paragraph 42 of the STPCD.

(*the number of days in a full working year may be reduced when there are e.g. additional Bank / Public Holidays – the calculation of the daily amount should be adjusted accordingly, in line with the STPCD.)

9. Leadership Teachers (Head Teacher, Deputy & Assistant Head Teachers) appointed on or after 1st September 2014 or whose responsibilities have significantly changed after that date

The Governing Body will set the pay level needed to attract a head teacher, deputy head teacher or assistant head teacher. Prior to advertising the post the following stages will be undertaken:

Stage 1: Define the role and determine the Headteacher Group (using the pupil unit calculations within the STPCD – paragraphs 5 - 9).

Stage 2: Set an indicative pay range within the statutory minimum and statutory maximum;

Leadership Pay Range	
Minimum	£47,185
Maximum	£131,056

then, when in a position to make an appointment:

Stage 3: Decide the starting salary and individual pay range for the appointee.

The governors have decided that this school is currently a Group 8 school, based on the statutory requirements of the STPCD.

Recommended Leadership pay points within the Leadership pay range are shown in **Appendix Six**. Recommended Headteacher pay points within the Headteacher Group pay ranges are shown in **Appendix Seven**.

10. Lead Practitioner Pay Range

Teachers paid as Lead Practitioners should be paid at a point as determined by the school within the Lead Practitioner Pay Range. Such appointments should be made with regard to the STPCD.

*[To avoid potential equal pay claims the Council strongly recommends use of the pay points in **Appendix Eight** for determining teacher pay]*

Lead Practitioner Pay Range	
Minimum	£47,417
Maximum	£72,085

11. Unqualified Teacher Pay Range

The Governing Body/LA has established a pay range for unqualified teachers employed in classroom teacher posts. Unqualified Teachers should be paid at a point as determined by the school within the Unqualified Teacher Pay Range. Such appointments should be made with regard to the STPCD.

*[To avoid potential equal pay claims the Council strongly recommend use of the pay points in **Appendix Nine** for determining teacher pay]*

Unqualified Teacher Pay Range	
Minimum	£20,598
Maximum	£32,134

12. Discretionary Allowances And Payments

Teaching and Learning Responsibility Payments – TLR 1, 2 &3

The Governing Body may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time (TLR 1 and 2 can be pro-rata, however TLR3 should be paid in full):

STPCD 2023 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£9,272	£15,690
TLR Band 2	£3,214	£7,847
TLR Band 3	£639	£3,169

The Governing Body of Trinity School will pay TLR payments within these ranges as follows (these amounts will increase in line with STPCD increases to allowances):

Point	Amount
TLR 1a	£9,272
TLR 1b	£11,406
TLR1c	£15,690
TLR 2a	£3,214
TLR 2b	£5,526
TLR2c	£7,847

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 it:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgment;
- 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.

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.

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 one-off 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. [the Council would expect governing bodies to appropriately consult with professional associations if they choose to use this mechanism.] TLR3s should not be awarded consecutively for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic

A teacher cannot be awarded a TLR1 and TLR2 simultaneously but may hold a concurrent TLR3.

13. Special Education Needs (SEN) Allowance

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the STPCD (paragraph 21).

The value of SEN allowances to be paid at the school will be:

SEN Allowance	
SEN 1	£2,539
SEN 2	£5,009

14. Allowance Payable to Unqualified Teachers

The Governing Body/CET Management Group will pay an additional allowance of an amount between the minimum and maximum if an unqualified teacher (for example someone who has not yet obtained qualified teacher status, but could be qualified as a lecturer, coach or instructor) takes on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgment, or qualifications or experience which bring added value to the role being undertaken.

The number of unqualified posts needs to be identified in the school / LA staffing structure.

Unqualified Teacher Allowance	
Minimum	£639
Maximum	£7,847

15. Other Payments

The Governing Body may make such payments as they see fit to a teacher, in respect of:

- a) continuing professional development undertaken outside the school day which has been approved by the Headteacher.
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- c) participation in out-of-school hours learning activities agreed between the teacher and the Headteacher.
- d) additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

16. Recruitment and Retention Incentives and Benefits

The Governing Body will make a payment which it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. The duration/review date/end date of such payment will be clearly defined.

One benefit that a Governing Body may consider is paying a salary advance for a rental deposit in appropriate cases.

Headteachers and others on the Leadership range may not be awarded payments under this category except for reimbursement of reasonably incurred housing or relocation costs on appointment.

Such payments will be reviewed annually and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to the guidance within the STPCD.

17. Salary Sacrifice Arrangements

Trinity School makes provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- a) childcare vouchers (existing arrangements)
- b) cycle scheme

18. Safeguarding (Pay Protection)

The Governing Body/LA will operate salary safeguarding arrangements in line with the provisions of the current STPCD. Please note that as a structural change, the relevant consultation will be required when removing permanent allowances.

19. Appeals

The arrangements for considering appeals on pay determination are set out in **Appendix Five** of this policy.

20. Other Payments

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Governing Body/LA may make discretionary additional payments to teachers (other than a headteacher) who agree to undertake such activities. Additional payments 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.

The Governing Body/LA recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Residential duties

The Governing Body/LA will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

The Governing Body/LA 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 STPCD for the payment of bonuses or honoraria in any circumstances.

21. Monitoring The Impact Of The Policy

The Governing Body/LA (for CET) will monitor the outcomes and impact of this policy on an annual basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's/LA's continued compliance with equalities legislation. Further guidance in relation to this can be found at the following link:

<https://www.nasuwt.org.uk/uploads/assets/uploaded/94fa82ae-4d8f-47f5-a7d15b11c69326a7.pdf>

In addition, Schools can consider providing a copy of the School staffing structure as an appendix to this policy.

Appendix One

REMIT FOR THE PAY COMMITTEE/ Centrally Employed Teachers Management Group OF THE GOVERNING BODY/LA

The Pay Committee will comprise at least three governors/members of the CET Management Group. All governors/members of the CET Management Group, including those employed at the school/LA, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school/LA.

Establishment of the policy

The Pay Committee/CET Management Group is responsible for:

- establishing the policy, in consultation with the head teacher/CET Line Managers, staff and trade union representatives, and submitting it to the Governing Body/CET Management Group for approval.

The Governing Body/CET Management Group is responsible for:

- formal approval of the policy.

[The Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Monitoring and review of the policy

The Pay Committee/CET Management Group is responsible for:

- reviewing the policy annually, in consultation with the head teacher/CET Line Managers, staff and trade union representatives; and submitting it to the Governing Body/CET Management Group for approval.

The Governing Body/CET Management Group is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

[The Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Application of the policy

The Head/CET Line Manager is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee/CET Management Group in accordance with the terms of the policy;
- advising the Pay Committee/CET Management Group on these decisions
- ensuring that staff are informed of the outcome of the decisions, the opportunity to make representation to the Pay Committee/CET Management Group and the right of appeal.

The Pay Committee/CET Management Group is responsible for:

- reviewing recommendations and making a decision regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers, the advice of the head teacher/CET Line Manager and any representations from a teacher

- reviewing recommendations and making a decision regarding the pay of the head teacher following consideration of the recommendations of the governors /LA Senior Managers responsible for head teachers' performance reviews;
- receiving reports of these decisions from the Governing Body/CET Line Managers; and
- ensuring that head teachers are informed of the outcome of the decision and of the right of appeal.

The Appeals Committee of the Governing Body/CET Management Group is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

Appendix Two

Main Pay Range - 2023

Pay Point	Salary
1	£30,000
2	£31,737
3	£33,814
4	£36,051
5	£38,330
6	£41,333

Appendix Three

Upper Pay Range - 2023

Pay Point	Salary
1	£43,266
2	£44,870
3	£46,525

Appendix Four

Application to be paid on the Upper Pay Range - Academic Year 2023 / 2024

This form should be handled in confidence at all times

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - be able to demonstrate that you are competent in the relevant standards; and
 - be able to demonstrate that your achievements and contribution to the school are substantial and sustained.
 - In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
 - Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
 - Print, sign and date the form, keeping a copy and pass it to your head teacher / line manager by **31 October in the year of application.**
-

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number (this must be seven digits including zeros)

 /

Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment to be paid on the Upper Pay Range.

Signed

Date

<input type="text"/>
<input type="text"/>

Part 2: Actions for the head teacher/ CET Line Manager

- Before carrying out the assessment the head teacher/ CET Line Manager must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards to a competent level as stated in section 6 a and b. If these conditions are not met, you must not proceed with the assessment, and must write to the teacher setting out the rationale for the judgement.
- Complete the head teacher's / CET Line Manager statement
- Sign, date and copy the form.
- Promptly inform the governing body of this decision, or the LA / People Management Service in the case of a centrally employed teacher, and inform the teacher, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome as soon as possible but no later than 10 working days of informing the governing body/LA service of this decision.
- Notify the teacher in writing of the outcome of the assessment, provide written feedback and a copy of the attached form

To be completed by the head teacher / CET Line Manager

Name of teacher

School/LA service

Please record your overall judgements below.

Assessment

Please provide a detailed explanation why, in your judgement, the relevant standards have been met / not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher if required.

Teachers' Standards met / not met (delete as applicable).

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name / LA Setting

Date

NB This page should be passed back to the teacher

PART 3: Acknowledgement of receipt of application to be paid on the Upper Pay Range

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your application to be paid on the Upper Pay Range and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and will be provided with written feedback within 10 working days of informing the Governing Body / CET Management Group of the decision.

Signed

Head teacher / CET Line Manager

Appendix Five

Pay Appeals Procedure

The Governing Body/CET Management Group is committed to ensuring that the process for hearing appeals against pay decisions is in accordance with the Department for Education guidance. A key aspect of the process is the opportunity for a teacher to discuss a pay recommendation prior to it being confirmed by the Governing Body/CET Management Group. This stage in the process will help to ensure that pay decisions and pay policies are seen as transparent and fair. The opportunity to discuss a pay decision may also mitigate the need for the more formal process.

The process set out below is consistent with the DfE guidance and may be adopted by the school/LA as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body/CET Management Group (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the STPCD;
- b) Incorrectly applied any provision of the pay policy;
- c) failed to have proper regard for statutory guidance;
- d) failed to take proper account of relevant evidence;
- e) took account of irrelevant or inaccurate evidence;
- f) was biased; or
- g) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay recommendation and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied the **first stage** in the process is to seek to resolve this by discussing the matter informally with the appraiser or headteacher within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, the **second stage** is for the teacher to make a formal representation to the Governing Body/CET Management Group who will make the pay decision, **before** the decision is taken.
 - The teacher should formally set down in writing the grounds for questioning the pay decision within ten working days of the first stage and send it to the chair of governors or Assistant Director – Education and Skills for centrally employed teachers (or committee).
 - The teacher should be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the Governing Body/CET Management Group. Following this meeting the pay determination will be communicated to the teacher in writing.
4. If the teacher does not agree with the pay determination the **third stage** is that they may submit a further appeal in writing and an appeal hearing should be arranged.
 - Any third stage appeal should be heard by a panel of three governors/ LA Senior Managers who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. There is no further right of appeal.

For any formal meeting the teacher is entitled to be accompanied by a colleague or trade union representative and must be given 10 working days' notice of the meeting to help facilitate this. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Introductions will be made, the purpose of the meeting will be explained and an explanation will be given as to how the meeting will be conducted.

The approach will be formal but polite and the meeting will be a two way process with the objective of ascertaining the true facts of the case.

The employee will be given the opportunity to state his/her case.

- what is the evidence that supports their case
- introduces any witnesses/refers to witness statements

There will then be the opportunity for questions to be asked related to the evidence presented.

Management representative will then respond to the points raised and present evidence.

- what is the evidence that supports the disputed pay decision
- introduces any witnesses/refers to witness statements

There will then be the opportunity for questions to be asked related to the evidence presented.

Both parties will be given the opportunity to summarise their case with the employee summing up last.

End of hearing

The meeting will adjourn and a decision will be reached by the panel of Governors or LA Senior Managers.

Following the adjournment the employee will then be recalled and will be informed of the decision. The decision will be confirmed in writing within 5 working days.

There is no further right of appeal.

Appendix Six

Leadership Pay Range – 2023

Pay Point	Salary
1	£47,185
2	£48,366
3	£49,574
4	£50,807
5	£52,074
6	£53,380
7	£54,816
8	£56,082
9	£57,482
10	£58,959
11	£60,488
12	£61,882
13	£63,430
14	£65,010
15	£66,628
16	£68,400
17	£69,970
18	£71,729
19	£73,509
20	£75,331
21	£77,195
22	£79,112
23	£81,070
24	£83,081
25	£85,146
26	£87,253
27	£89,414
28	£91,633
29	£93,902
30	£96,239
31	£98,616
32	£101,067
33	£103,578
34	£106,138
35	£108,776
36	£111,470
37	£114,240
38	£117,067
39	£119,921
40	£122,912
41	£125,983
42	£129,140
43	£131,056

Appendix Eight

Lead Practitioner Pay Range 2023

Pay Point	Salary
1	£47,417
2	£48,606
3	£49,819
4	£51,058
5	£52,330
6	£53,642
7	£55,088
8	£56,357
9	£57,765
10	£59,250
11	£60,785
12	£62,187
13	£63,741
14	£65,331
15	£66,956
16	£68,737
17	£70,314
18	£72,085

Appendix Nine

Unqualified Teachers Pay Range - 2023

Pay Point	Salary
1	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
6	£32,134