



Staff Pay Policy

BEDWELL PRIMARY SCHOOL

**Bedwell Crescent,
Stevenage, Herts, SG1 1NJ**

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1. Introduction

This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and for Support Staff in the National Joint Council for local government services National Agreement on Pay and Conditions of Service', (commonly known as the 'Green Book').

2. Scope and Objectives

The aim of this policy is to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high-quality workforce
- enable the recognition and reward of employees appropriately for their contribution to the organisation
- help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.

Most pay decisions will be made by the school leader in keeping with the ranges, and structures approved by the governing body. Recommendations for progression to the upper pay range, appointment to leadership roles, and any review of leadership ranges will involve or be reviewed by a committee of governors.

3. Pay Reviews

3.1. Support Staff

The terms and conditions for support staff provide for cost-of-living awards to be applied annually. These will be applied automatically in accordance with national agreements once they are reached. They usually apply from 1st April each year but have in rare instances varied historically.

Salaries will be reviewed annually to consider the ability to increment within the applicable grade range subject to performance. Where successful, they will be applied with effect from 1 June. The review will be completed annually, where possible by 31 October each year, but no later than 31 December.

3.2. Teaching Staff

The governing body will ensure that each teacher's salary is reviewed annually, with effect from 1 September, where possible by 31 October each year, but no later than 31 December, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. Delays in the publication of the STPCD may result in a delay in figures being confirmed.

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.

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body or school leader will give the required notification as soon as possible and no later than one month after the date of the determination.

Once set leadership pay ranges will not usually change save where:

- the accountability and responsibility of the post significantly increase since it was last reviewed; or
- in order to maintain a suitable pay differential following appointment to a different leadership group position.

4. Basic Pay Determination on Appointment

The governing body/relevant committee will determine the pay range for a vacancy prior to advertising it.

On appointment the school leader will determine the starting salary within that range to be offered to the successful candidate. For senior leader appointments this determination will be made by governors delegated with responsibility to oversee the recruitment process.

In making such determinations, the governing body and school leaders may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions

- the wider organisation context
- There is no assumption that an employee will be paid at the same rate as they were being paid in a previous school.
- Pay will be set in line with any specific restrictions set out in the relevant terms and conditions and this policy.

The pay range for a school leader will be kept within the range attributed to the school group size in the STPCD. Any other leadership group post will not overlap with the pay range of a school leader.

5. Pay Progression

All employees can expect to receive regular, constructive feedback on their performance and development 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 appraisal are set out in our appraisal policy.

5.1. Support Staff

Employee performance is recognised via pay progression on an annual basis using performance related increments (PRI) within the pay range for the employee's grade. This is in addition to any cost-of-living award applied. Pay progression is awarded based on the overall rating from each employee's annual appraisal review.

Pay progression is applied from 01 June each year.

The ratings available are Not Met, Partially Met, and Fully Achieved.

Employees who receive an overall 'Fully Achieved' rating in their annual performance appraisal will be awarded incremental pay progression to the next spinal column point of their grade.

Pay progression is limited to the top of an employee's grade save for cost-of-living awards.

Employees who receive a 'Partially Met' rating will not be eligible for a PRI unless there is clear evidence to demonstrate that the cause relates entirely to factors beyond their control. Employees who receive a 'Not Met' rating will not be eligible for a PRI.

5.2. Teachers

Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression, at the rate of one point per annum, within the maximum of their pay range unless they are subject to capability procedures.

Progression through the upper pay range will be considered biennially.

6. Movement to the Upper Pay Range

6.1. 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 they wish to apply to be paid on the upper pay range.

Applications may be made once a year. A request to be considered for progression should be submitted to the teacher's line manager by email copying in the school leader so that these may be logged. The application must be submitted by the end of September to be considered for progression the following September. This allows the review to be integrated into the appraisal process and reduce workload for both the teacher making the request and the appraiser (consideration will be given to accepting late applications where exceptional circumstances exist).

Wherever possible evidence will be drawn from the appraisal process, however there may be some instances where it is necessary for appraisers to seek additional evidence from the teacher. The evidence sought will be communicated to ensure only that which is needed is provided, the collation and sharing of portfolios of evidence is not encouraged as this does not support the positive reduction of workload for those submitting requests or those reviewing them.

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.

We will not be bound by any pay decision made by another school.

All applications include the results of reviews or appraisals under the 2011 or 2012 regulations, or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria.

The review of applications will consider the year in which the application is made and the year immediately prior. Adjustments will be considered where reasonable to ensure that those that are absent due to maternity, adoption, shared parental leave or ill health as examples are not disadvantaged.

6.2. The Assessment

An application from a qualified teacher will be successful where the governance board 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 purposes of this pay policy:

- 'highly competent' means practice which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- 'substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning;

and

- 'sustained' means maintained continuously over a long period of at least 2 school year(s).

The application will be assessed by the school leader or other assigned member of the senior leadership team to provide a recommendation ahead of being reviewed by the pay committee to make a final determination.

6.3. Processes and procedures

The assessment will be made by 31 October, sooner where possible, and confirmation given within 15 working days of that date.

If successful, all applicants will move to the upper pay range from the start of the academic year (01 September), that follows their application. Successful applications will be placed at the bottom of the upper pay range.

If unsuccessful, feedback will be provided by the school leader or an assigned member of the senior leadership team in writing within 15 working days of the decision, sooner where possible.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the arrangements for pay appeals.

7. Honoraria and Bonus Payments

There is no provision within the STPCD for the payment of bonuses or honoraria payments to teachers, therefore these will not be awarded in any circumstance.

Such awards may, in exceptional circumstances, be made to support staff. Honoraria payments can be used when an individual is undertaking work that is part, but not all, of a higher graded position for a period of four weeks or more.

Honoraria payments may also be used to reward support staff for additional or onerous tasks or a specific piece of project work at the same grade or lower, for a specific period over four weeks or more. Consideration will be given to the difference in monthly salary of the post holder and the level of work they are undertaking.

Where the full duties of a higher grade are undertaken this will be treated as acting up.

8. Part-time teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. They will be provided with 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.

9. 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.

10. Appeals

Pay recommendations will be contained within appraisal statements and these will be discussed with employees at appraisal review meetings. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.

An employee may make a formal appeal against a decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision setting out the grounds for their appeal in full.

Appeals will be heard by the Pay Appeals Committee.

Appeals will be heard at a meeting, normally within twenty working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a Professional Association or Trade Union.

Any written submissions relevant to the appeal must be circulated to all parties at least three working days prior to the meeting.

The appeal will be heard as a review of the decision. The employee will usually present first and the original decision maker will present second to respond to the points made.

11. Monitoring the impact of the policy

The governing board will monitor the outcomes and impact of this policy on a regular basis (biennially), including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

APPENDIX 1 : TEACHING SALARY RANGES AND VALUES

The Governing Body agreed to use the advisory pay reference points published to support the School Teachers' Pay and Conditions Document. The specific pay ranges and bands for leadership posts in this school are:

Headteacher

Paid on the Leadership Scale, within the range L17-23: £73,819-£85,529

Deputy Headteacher

Paid on the Leadership Scale, within the range L8-13: £59,167-£66,919

Assistant Headteacher

Paid on the Leadership Scale, within the range L2-6: £51,027-£56,316

Teaching and Learning Responsibility Payments

Paid within the following ranges:

TLR 3 - £675 - £3344

TLR 2 - £3391 - £8279

TLR 1 - £9782 - £16,553

SEN Allowances

Paid within the range: £2679 - £5285

We have adopted the Advisory Pay Points for the Unqualified, Main and Upper Pay Ranges which, for 2024/25, are as follows:

Unqualified range	Main pay range	Upper pay range
Unq1 - £21,731	M1 - £31,650	U1 - £45,646
Unq2 - £24,224	M2 - £33,484	U2 - £47,338
Unq3 - £26,716	M3 - £35,674	U3 - £49,084
Unq4 - £28,914	M4 - £38,034	
Unq5 - £31,410	M5 - £40,439	
Unq6 - £33,902	M6 - £43,607	

APPENDIX 2 : PROFESSIONAL SKILLS LEVEL DESCRIPTORS

Professional Area	Professional Practice	Professional Outcomes	Professional Relationships	Professional Development	Professional Conduct
Relevant Standards	1.1(1);1.2(2,3,5) 1.3(1,3); 1.4(1,2,3); 1.5 all; 1.6 (1); 1.7(1,2,3); 1.8 (3); 2.1 (2,4); Preamble	1.1(2) 1.2(1,2,3) 1.5(1) 1.6 (3,4) Preamble	1.1(1) 1.6(4) 1.7(4) 1.8(2,3,5) 2.1(1,3,4) Preamble	1.2(4,5) 1.3(1,2,4,5) 1.4(5) 1.5(2,3,4) 1.6(1) 1.8(4) 2.1(2) 2.3 Preamble	1.1(3); 1.7(1); 1.8(1); 2.1(all); 2.2; 2.3; Preamble
Band 1: Teacher M1	Many, but not all, aspects of teaching over time are of a high standard	With appropriate additional support, most pupils progress in line with school expectations	Positive working relationships established with pupils, colleagues and parents	Develops professional practice in line with advice from more experienced colleagues	Meets the standards for professional conduct set out in the Teachers' Standards
M2					
M3					
Band 2: Accomplished Teacher M4	All aspects of teaching over time are of a high standard	Most pupils progress in line with school expectations without additional support	These working relationships result in good progress by all groups of pupils and productive sharing of professional practice with others.	Most pupils progress in line with school expectations without additional support	Meets the standards for professional conduct set out in the Teachers' Standards
M5					
M6					
Band 3: Expert Teacher U1	Many aspects of teaching over time are exceptional	Significant numbers of pupils exceed school expectations	Working relationships with colleagues are characterised by an enthusiastic commitment to helping them overcome professional challenges	Proactively leads the professional development of others in a way which leads to improved outcomes for pupils	Meets the standards for professional conduct set out in the Teachers' Standards
U2					
U3					

APPENDIX 3 : APPLICATION TO MOVE TO UPPER PAY RANGE

In order to move to the Upper Pay Range, applicants must complete the form below. Any qualified teacher on the Main Pay Range may apply once per year. It is each applicants decision whether or not to apply, based around the our definition of 'Expert Teacher', as defined in Appendix 3 of the Staff Pay and Performance Appraisal Policy.

Applicants must collate evidence to show that they meet the criteria described in each of the five areas listed below - links are given to relevant Teacher Standards (see Appendix 4) to provide more detail on our expectations. Applications should be submitted to the Headteacher, along with any accompanying evidence by the end of the Summer Term, and will then be reviewed by the Resources Committee.

Name:

Professional Practice: Many aspects of teaching over time are exceptional

[see Teacher Standards 1.1(1);1.2(2,3,5) 1.3(1,3); 1.4(1,2,3); 1.5 all; 1.6 (1); 1.7(1,2,3); 1.8 (3); 2.1 (2,4)]

Evidence:

Professional Outcomes: Significant numbers of pupils exceed school expectations

[see Teacher Standards 1.1(2) 1.2(1,2,3) 1.5(1) 1.6 (3,4)]

Evidence:

Professional Relationships: Working relationships with colleagues are characterised by an enthusiastic commitment to helping them to overcome professional challenges

[see Teacher Standards 1.1(1) 1.6(4) 1.7(4) 1.8(2,3,5) 2.1(1,3,4)]

Evidence:

Professional Development: Proactively leads the professional development of others in a way which leads to improved outcomes for pupils

[see Teacher Standards 1.2(4,5) 1.3(1,2,4,5) 1.4(5) 1.5(2,3,4) 1.6(1) 1.8(4) 2.1(2) 2.3]

Evidence:

Professional Conduct: Meets the standards for professional conduct set out in the Teacher Standards'

[see Teacher Standards 1.1(3); 1.7(1); 1.8(1); 2.1(all); 2.2; 2.3]

Evidence:

Signed:

Date: