



CHOLLERTON CHURCH OF ENGLAND AIDED FIRST SCHOOL

Be the best you can be through:

*challenge, nurture, inspiration, respect, happiness, inclusion, in a safe,
loving Christian family.*

PAY POLICY – TEACHERS - 2022-2023

In keeping with Chollerton First School's other policies, this policy is issued for guidance and is not intended to have contractual effect. Chollerton First School reserves the right to vary, amend or depart from the contents of this policy and procedure from time to time in appropriate circumstances.

1.0 Policy Statement

In adopting this pay policy Chollerton First School will:

- 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;
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

Chollerton First School will pay all teachers in accordance with current legislation including, the Equality Act 2010 and the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000. Chollerton First School understands its obligations under equality pay legislation and will ensure that these are met.

Chollerton First School will pay all teachers in accordance with the current edition of the School Teachers' Pay and Conditions STPCD (STPCD).

2.0 Scope

The pay policy applies to all full time, part time permanent and temporary teacher employees.

This pay policy covers the period 1 September 2022 to 31 August 2023.

3.0 Definitions

Employee: full time, part time, permanent and temporary teachers who undertake to do work under an employment contract for Chollerton First School, personally. Employees are entitled to a wide range of employment rights.

Determination: a decision relation to pay.

Salary safeguarding: retaining the current level of salary after particular changes to the teacher's role have been implemented which effect a reduction in salary.

Remuneration: salary plus any allowances, unless otherwise stated.

The STPCD: The current version of the School Teachers' Pay and Condition STPCD.

Teacher: unless indicated otherwise, all references include the Headteacher and early career teachers (ECTs).

Year of employment: the teacher has completed at least 26 weeks' service in aggregate within the previous school year. This includes any holiday periods, absence due to sickness, pregnancy, adoption maternity leave, parental leave, paternity leave or leave.

4.0 Principles

In operating the policy the Governing Body will take account of the priorities outlined in the school development plan, the views of staff, local and national guidance and legislation and limitations imposed by the school's budget.

Any individual increase in pay for teachers will be on the basis of individual performance and the criteria for pay progression set out in this policy and will not be automatic to any relevant uplifts to the School Teachers' Pay and Conditions STPCD.

Sustained good performance will result in a teacher's progression to the top of the respective pay range. Progression will be differentiated, allowing exceptional performance to be recognised and rewarded accordingly.

Where the Board of Governors decides that a teacher's performance has been exceptional, that s/he has exceeded the majority or all of his/her objectives and where the teacher has a teaching role, his/her teaching is outstanding, it may award more pay progression than that awarded to a teacher meeting his/her objectives and the relevant teachers' standards.

Pay decisions will take into account, and be fully compliant with, all aspects of the Equality Act, including equal pay implications.

Decisions about awarding discretionary pay awards and progression will be considered during budget setting each year. It is acknowledged that performance pay progression for eligible teachers cannot be refused due to financial restraints.

The Board of Governors will not make professional judgments about a teacher's performance. This is the responsibility of the appraiser(s).

5.0 Responsibility

5.1 Governing Body

The Governing Body:

- has responsibility for adopting, developing and reviewing this policy and for ensuring that effective monitoring systems and procedures are in place;

- has delegated authority to the Board of Governors, and the Headteacher's Performance Management Group to make decisions in relation to teachers' pay;
- will assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified;
- monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly; and
- identify and consider budgetary implications of pay decisions and consider these in the school's financial plan.

5.2 Finance, Property and Staffing Committee

Pay decisions at this school are made by the Finance, Property and Staffing Committee, which will:

- review and develop arrangements for linking appraisal to pay progression and changes to pay and appraisal policies, consulting staff and union representatives, as appropriate;
- set the appropriate levels of pay for the different roles, and ensure that pay decisions can be objectively justified;
- consider recommendations from the Headteacher and the Headteacher's Performance Management Group on whether to award performance pay to teachers in line with this pay policy and make a decision on these recommendations;
- keep teachers informed about the process, recommendations and decisions made regarding their pay;
- maintain records of pay recommendations and decisions made, demonstrating that all decisions are made objectively, fairly and in compliance with equalities legislation; and
- ensure all teachers are informed of this policy and that they, and appraisers, have the knowledge and skills to apply procedures fairly.

5.3 Headteacher's Performance Management Group

The Headteacher's Performance Management Group will consist of three members of the Governing Body and will:

- consider whether to award the Headteacher performance pay progression in line with this pay policy and make a recommendation to the Chair of Governors;
- keep the Headteacher informed about the process, recommendations and decisions made regarding his/her pay; and
- maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively, fairly and in compliance with equalities legislation.

5.4 The Headteacher

The Headteacher will:

- consider whether to award teachers (excluding the Headteacher) performance pay progression in line with this pay policy and make a recommendation to the Chair of Governors; and
- keep teachers (excluding the Headteacher) informed about the process, recommendations made and decisions reached regarding their pay; and
- maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively, fairly and in compliance with equalities legislation.

5.5 Employee

The employee will:

- fully understand and comply with this pay policy; and
- decide whether they wish to apply for access to the upper pay range and provide the appropriate evidence.

5.6 Responsibility for this policy lies with the Headteacher, Hazel Davey.

6.0 **Pay Ranges**

6.1 Leadership Pay Range

The Chair of Governors will review and decide on a leadership pay range in line with the changing needs of the school, including a change in the responsibilities of members of the senior leadership team.

The Chair of Governors will take into account the level of responsibility and accountability of the post, whether the senior leaders are responsible for more than one school and whether there are difficulties in recruiting to the school. The range will be in accordance with the school's unit total.

7.0 **Pay Reviews**

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (31 December for leadership group) each year. Each teacher will be given a written statement setting out their salary and any other financial benefits to which they are entitled no later than one month after the date of the determination.

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 a teacher'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 will give the required notification as soon as possible and no later than one month after the date of the determination.

8.0 **Pay Determination on Appointment**

The Chair of Governors will determine the pay range for a vacancy prior to advertising it.

On appointment, the Chair of Governors will determine the starting salary within that range to be offered to the successful candidate. On making such determinations, the Chair of Governors must have given consideration to this pay policy and to the teacher's particular post and will take into account the following factors, as relevant to the post:

- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context.

There is no assumption that individual teacher salaries are portable and that the successful applicant will be paid the same salary, as that applicant was receiving as a teacher in a previous school, when newly appointed to this school. This includes where teachers, who are currently in receipt of upper pay school salaries, are newly appointed to this school.

However, the successful applicant's current teacher salary will be considered during the determination of starting salaries for new appointments.

9.0 Pay Progression Based on Performance

In this school, all 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 appraisal policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain from appraisers. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Chair of Governors will consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the relevant pay ranges.

Where during the appraisal year, a teacher has a long term absence from work, the Chair of Governors will consider each individual case and apply discretion in deciding whether the teacher is eligible for consideration for pay progression. Where the absence is connected to a protected characteristic under the Equality Act 2010 e.g. disability or maternity, the school will consider its duties and obligations under the legislation, before any decision is taken.

Any pay progression determination made for teachers, will be effective from 1 September and will be backdated to that date.

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school, we will ensure fairness by *setting objectives for each teacher, which are Specific, Measurable, Achievable, Realistic and Time-bound*

(SMART), appropriate to the teacher's role and level of experience and linked to the school development plan. Sample appraisals will be reviewed, monitored, moderated and quality-assured by the Board of Governors to ensure consistency and for quality assurance purposes.

The evidence we will use will include *self-assessment, tracking pupil progress, lesson observations, and the views of pupils and parents. The teacher's experience, the responsibilities, demands, complexity and challenge of the role will also be considered.*

In this school, judgments of performance will be made against *individual objectives and the professional standards* and teachers will be eligible for pay progression where s/he has met:

- his/her objectives, or has made significant progress towards these. It will be recognised that a teacher may have been prevented from achieving all of his/her objectives due to unplanned circumstances; and
- the teachers' standards appropriate to the role undertaken.

Evidence used for senior leaders will include the sustained performance and leadership of the school and pupil progress.

Teachers' appraisal reports will contain pay recommendations.

The Headteacher will make recommendations to the Chair of Governors in relation to performance related pay progression for both his/her own appraisees and for appraisals undertaken by other appraisers.

The Headteacher Performance Management Panel will make recommendations to the Chair of Governors in relation to performance related pay progression the Headteacher.

The Chair of Governors will determine a performance related pay progression award in line with appendix 1, where a teacher's appraisal confirms that the teacher has met:

- his/her objectives, or has made significant progress towards these. It will be recognised that a teacher may have been prevented from achieving all of his/her objectives due to unplanned circumstances; and
- the teachers' standards appropriate to the role undertaken.

Where the Chair of Governors decides that a teacher's performance has been exceptional, that s/he has exceeded the majority or all of his/her objectives and where the teacher has a teaching role, his/her teaching is outstanding, it may award more pay progression than that awarded to a teacher meeting his/her objectives and the relevant teachers' standards.

10.0 Posts

10.1 Deputy, Head of School, Assistant Head Teachers

The Governing Body will not establish a *Deputy Headteacher post* at this time. However, this decision will be reviewed at the time when the needs of the school are reconsidered.

10.2 Leading Practitioners

The Finance, Property and Staffing Committee has decided not to establish individual leading practitioner posts at this time. However, the decision will be reviewed at the time when the needs of the school are reconsidered.

10.3 Early Career Teachers (ECT)'s

Chollerton First School does not employ ECTs at this time. However, this will be reviewed at the time when the needs of the school are re-considered.

10.4 Unqualified Teachers

Chollerton First School does not employ any unqualified teachers at this time. However, this will be reviewed at the time when the needs of the school are re-considered.

11.0 Movement to the Upper Pay Range

11.1 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 or not they wish to apply to be paid in the upper pay range. Teachers must have Qualified Teacher Status (QTS) to be eligible to be assessed. There is no assessment criteria linked to length of service or the teacher's current salary position within the main pay range.

Applications may be made at least once a year by 31 October , applying particular attention to ensuring every teacher is treated fairly.

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(s). This school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the School Teachers' Appraisal Regulations 2011/2012, including any recommendation on pay (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). Applications should contain evidence from the previous two years, applications should be made to the Finance, Property and Staffing Committee via the Head teacher. A standard form will be provided.

11.2 The Assessment

An application from a qualified teacher will be successful where the Finance, Property and Staffing Committee are satisfied that:

1. the teacher is highly competent in all elements of the relevant standards; and
2. the teacher's achievements and contributions are substantial and sustained.

For the purposes of this pay policy:

'highly competent' means *performance which is not only good, but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice*]; and

'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 e.g. 2 number of school year(s)*.

The application will be assessed robustly, transparently and equitably, through an initial assessment by the Headteacher. The Chair of Governors will make the final determination on the application].

11.3 Processes and Procedures

The assessment will be made within 10 working days before the applicant will receive a response to their application. If there is a single deadline for applications, whether there will be a single date for applicants to be informed of the outcome.

If successful, applicants will move to the upper pay range from start of academic year, Finance, Property and Staffing Committee decides where on the upper pay range a successful teacher is placed, and, if teachers can start further up the range, decided in a fair and consistent way based on considerations including:

- *the nature of the post and the responsibilities it entails;*
- *the level of qualifications, skills, and experience of the teacher.*

If unsuccessful, feedback will be provided by the Chair of Governors within 10 working days of a decision.

12.0 **Appeal Procedure**

Teachers may appeal against pay determinations. The procedure is included at appendix 3.

13.0 Allowances and Other Payments

13.1 Headteacher Temporary Payment

The Chair of Governors may determine that payments are made to a headteacher for clearly temporary responsibilities or duties which are in addition to the post for which their salary has been determined. The Chair of Governors will not have taken these responsibilities into account when determining the Headteacher's pay range.

The total sum of the Headteacher temporary payments will not normally exceed 25% of the Headteacher's annual salary and the total sum of salary and other payments made to a Headteacher will not exceed 25% above the maximum of the Headteacher Group. (These limits exclude payments in respect of Headteacher residential duties and housing or relocation expenses.)

In exceptional circumstances, the Chair of Governors may seek the approval of the Governing Body to award payments over these limits. Where approval is sought, the Governing Body must seek appropriate external independent advice before producing a business case for approval. The business case should include the justification for exceeding the limit(s), a clear audit trail of the advice received, the decisions made and the rationale behind these.

13.2 Teaching and Learning Payments

The Chair of Governors awards a TLR payment(s) to a teacher(s), in line with the STPCD:

- for undertaking a significant, sustained additional responsibility, and
- for the purpose of ensuring the continued delivery of high-quality teaching and learning; and
- which the teacher is made accountable for; and
- where that significant responsibility is not that required of all classroom teachers; and
- where the teacher's additional responsibility meets the essential criteria for the relevant TLR, as defined in the STPCD.

A TLR3 is a fixed-term award. TLR3s may be awarded only for clearly time-limited school improvement projects, one-off externally driven responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The fixed term for which they are to be awarded must be established at the outset of the award. The Chair of Governors will not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above. TLR3s are not subject to safeguarding.

A part-time teacher awarded a TLR, will be paid this on a pro-rata basis.

The rates for TLRs can be seen in Appendix 1.

13.3 Special Education Needs (SEN) Allowance

The Chair of Governors awards a SEN allowance to a teacher(s), in considering the job description for the post and in line with the statutory criteria within the STPCD;

- in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- who teaches pupils in one or more designated special classes or units;
- in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:
 - involves a substantial element of working directly with children with SEN;
 - requires the exercise of a teacher's professional skills and judgement in
 - the teaching of children with SEN; and
- has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

The rates for SEN payments can be seen in Appendix 1.

13.4 Allowance Payable to Unqualified Teachers

The Chair of Governors will determine such allowance as it considers appropriate to be paid to an unqualified teacher, where it considers, in the context of its staffing structure and pay policy, that the teacher has:

taken on a sustained additional responsibility which is:

- focused on teaching and learning; and
- requires the exercise of a teacher's professional skills and judgement; or
- qualifications or experience which bring added value to the role being undertaken.

13.5 Acting Allowance

Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher or assistant headteacher, but has not been appointed formally to the role, the Finance, Property and Staffing Committee will, within four weeks from the day on which the duties were first assigned and carried out, determine whether or not an allowance ("acting allowance") will be paid in accordance with the STPCD.

If the Finance, Property and Staffing Committee determines not to pay an allowance, the Chair of Governors will review this determination during the time the teacher continues to be assigned to and carry out such duties, and will make a further determination(s) as to whether or not an acting allowance will be made.

If the Board of Governors determines that an allowance will be paid, the amount will be such as is necessary to ensure that the teacher receives remuneration equivalent to the salary, which the Finance, Property and Staffing Committee considers to be appropriate.

13.6 Performance Payments to Seconded Teachers

The Chair of Governors acknowledges that where a teacher is temporarily seconded to a post as headteacher in a school causing concern, which is not the teacher's normal place of work and the Chair of Governors of the host school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment, the Chair of Governors of the host school may pay the teacher a lump sum accordingly. The total value of the additional payment and any salary and other payments paid to the teacher during the secondment must not exceed 25% above the maximum of the headteacher group for the host school.

In exceptional circumstances, the Chair of Governors may seek the approval of the Governing Body to award payments over this limit. Where approval is sought, the Governing Body must seek appropriate external independent advice before producing a business case for approval. The business case should include the justification for exceeding the limit, a clear audit trail of the advice received, the decisions made and the rationale behind these.

13.7 Additional Payments

The Chair of Governors does not award additional payments to any teachers, other than the Headteacher, at this time. However, this will be reviewed at the time when the needs of the school are re-considered.

The Chair of Governors will review the award of the above payment annually from the date of receipt of the payment and will confirm the outcome of each review to the teacher, within one month of the determination.

The rates for additional payments can be seen in Appendix 1.

13.8 Recruitment and Retention Incentives and Benefits

The Board of Governors does not award recruitment and retention incentives and benefits to any teacher. However, this will be reviewed at the time when the needs of the school are re-considered.

14.0 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. 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.

15.0 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.

16.0 Pay Increases from Changes to the STPCD 2022 (effective from 01.09.22)

Chair of Governors has applied the statutory requirements of the STPCD 2022 to the pay policy as follows:

- M1: 8.9% increase; M2: 8.0% increase; M3: 7.0% increase; M4: 6.5% increase; M5: 5.5% increase.
- 5% increase on all other allowance ranges and advisory points.

Appendix 1 shows full details.

17.0 Safeguarding

Safeguarding arrangements in relation to teachers can be found in the Salary Safeguarding and pay Protection Policy and Procedure.

18.0 Confidentiality

The pay process will be treated with confidentiality and information relating to individuals will be shared with only those who are legitimately involved in the operation of the process.

The The Governing Body, Headteacher's Performance Management Group and the Headteacher will maintain confidentiality at all times whilst reviewing, monitoring, moderating and quality-assuring the effectiveness of the pay system and the links between pay and performance.

19.0 Monitor and Review

This policy will be monitored and reviewed annually by The Governing Body including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve their effectiveness.

Pay Ranges – 2022/2023**Leadership Range – For reference only**

This table provides the detail of the full leadership range and is for reference only. It should be deleted once the rows relating to the school's Headteacher Group (and reference points, if applicable) are cut and paste into the Headteacher section below.

The committee may choose these reference points below, or determine a reference point within the statutory minima and maxima of each range.

Reference Point	Headteacher Group	Wef 1 September 2022
1 (statutory minimum)		£44,305
2		£45,415
3		£46,548
4		£47,706
5		£48,895
6	1	£50,122
7	1	£51,470
8	1	£52,659
9	1	£53,973
10	1	£55,360
11	1	£56,796
12	1	£58,105
13	1	£59,558
14	1	£61,042
15	1	£62,561
16	1	£64,225
17	1	£65,699

Headteacher Pay Range

The Finance, Property and Staffing Committee has set the Headteacher pay range, including reference points, with effect from 1 September 2022, as:

Leadership Range Reference Point	wef 1 September 2022
11	£55,360

Upper Pay Range

The Finance, Property and Staffing Committee has set the upper pay range, including reference points, with effect from 1 September 2021, as:

Reference Point	wef 1 September 2022
1 statutory minimum	£40,625
3 statutory maximum	£43,685

Main Pay Range

The Finance, Property and Staffing Committee has set the main pay range, including reference points, with effect from 1 September 2022, as:

Reference Point	wef 1 September 2022
1 (statutory minimum)	£28,000
2	£29,800
3	£31,750
4	£33,850
5	£35,990
6 (statutory maximum)	£38,810

Allowances and Other Payments for Classroom Teachers - 2022

Teaching and Learning Responsibility (TLR) payments

	TLR 1	TLR 2	TLR 3
1 (statutory minimum)	£8,706	£3,017	£600
2 (statutory maximum)	£14,732	£7,368	£2,975

APPEAL PROCEDURE

Teachers may appeal against pay determination, including a determination not to progress a teacher to the upper pay range, if for example, they believe that the appraiser/Headteacher has:

1. incorrectly applied the pay policy;
2. incorrectly applied any provision of the STPCD;
3. failed to have proper regard to statutory guidance;
4. failed to take proper account of relevant evidence ;
5. took account of irrelevant or inaccurate evidence;
6. was biased; or
7. unlawfully discriminated against the teacher.

Appeal Hearing

If the teacher does not agree with the pay determination decision of the Board of Governors, the teacher may appeal the decision and request an appeal hearing before an appeals panel.

Three governors who are not members of the Headteacher's Performance Management Group and who have not previously been involved in discussions regarding pay will form the appeal panel.

Within five working days of receiving the written pay determination decision of the Chair of Governors, the teacher should submit a formal written statement to the appeals panel outlining, in writing, the grounds for not agreeing with the pay determination.

The appeal hearing should be held within ten working days of receipt of the letter of appeal.

The teacher may be accompanied at the appeal hearing by a colleague or trade union representative.

Both the teacher and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions. Notes will be taken during the appeal hearing.

Following the appeal, the panel will reach a decision, which will be communicated to the teacher in writing, including the appeal panel's rationale for the decision, within five working days of the appeal hearing. The appeal panel's decision is final and there is no recourse to the grievance procedure.

Date approved by the Governing Body:

Signed by -

Ummu Feeley.....

This policy was reviewed: OCTOBER 2023

Date of next review: OCTOBER 2024