

PAY POLICY FOR ACADEMIC YEAR 2022 - 23

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Headteacher: Mrs Holly Marchand

School No. 935 3111

Date Approved	Approved by	Chair of Committee	Chair Signature
21.3.23	Personnel Committee	Mr Peter Hobbs	

The Personnel Committee in consultation with the Finance Committee of Worlingham CEVC Primary School adopted this policy on 21st, March 2023 following consultation with staff and school representatives of the recognised unions.

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POLICY FOR ALL STAFF

1. STATEMENT OF INTENT

The prime statutory duty of governing bodies 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.

The governing body of Worllingham CEVC Primary School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness, and accountability.

This policy applies to all Worllingham CEVC Primary School staff. Where different arrangements apply to different groups of staff by virtue of their terms and conditions of employment, this is clearly stated.

For all staff, pay progression will be clearly attributable to the individual's performance and the pay committee will be able to objectively justify its decisions.

2. EQUALITIES LEGISLATION

The governing body will comply with relevant equalities legislation, including the following legislation, as amended:

- 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.

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting, and paying staff, training, and staff development. See 'governing body obligations' in relation to monitoring the impact of this policy.

3. EQUALITIES AND PERFORMANCE RELATED PAY

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

4. JOB DESCRIPTIONS

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body (see Appendix 1). Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

5. ACCESS TO RECORDS

The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

6. APPRAISAL

There is a responsibility on the individual and their appraiser to work together. Employees should gather any evidence that they deem is appropriate in relation to their objectives and other relevant criteria (e.g., the Teachers' Standards and criteria to be paid on Upper Pay Range), so that such evidence can be considered at their performance review. For further details regarding how to evidence performance please see the school's Appraisal Policy.

7. GOVERNING BODY OBLIGATIONS

The governing body will fulfil its obligations to:

- Teachers: as set out in the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the Burgundy Book). The governing body will also comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers;
- Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and Suffolk County Council's Single Status Agreement and local pay and grading arrangements, as they apply to schools and where not already amended as described in this policy or the school's Appraisal Policy.

The governing body will consider any updated policies to ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions are properly documented and can be objectively justified. It will at all times assure itself that public money is being used effectively and with propriety, as necessary, seeking appropriate independent advice and complying with audit requirements.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and procedures and the school's spending plan.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of staff may progress at different rates, ensuring the school's continued compliance with equalities legislation.

8. HEADTEACHER AND EMPLOYEE OBLIGATIONS IN RESPECT OF APPRAISAL

In relation to pay progression there are obligations on both the Headteacher and employee to engage with the appraisal process, for details please see Appraisal Policy.

9. DISCRETIONARY PAY AWARDS

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

10. SAFEGUARDING OF PAY

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the STPCD or support staff terms and conditions of employment and will give the required notification as soon as possible and no later than one month after the determination.

11. PROCEDURES

At Worllingham CEVC Primary School the Personnel/Finance committees will be the committees with responsibility for pay decisions. Staff governors will be asked not to attend Personnel committee agenda items.

The governing body will determine the annual pay budget on the recommendation of the Personnel/Finance committees.

The governing body has delegated its pay powers to the Personnel/Finance committees. Any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the school is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is their own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

The Personnel/Finance committees will be attended by the Headteacher in an advisory capacity. Where the Personnel committee has invited either a representative of the Local Authority or the external adviser to attend and offer advice on the determination of the Headteacher's pay, that person will withdraw at the same time as the Headteacher while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Personnel/Finance committees will be determined from time to time by the governing body and can be found in Appendix 5.

Reports of the Personnel committee will be placed in the confidential section of the governing body's agenda, and will either be accepted or referred back if the Personnel committee has exceeded its powers under the policy.

12. ANNUAL DETERMINATION OF PAY

All staff salaries will be reviewed annually to take effect, where headroom is available, from:

- 1 September for all teaching staff, including the Headteacher, Deputy Headteacher(s), Assistant Headteacher(s); or
- 1 April for all support staff.

The Personnel/Finance committees will endeavour to complete support staff annual pay reviews between 1 April and the end of the summer term, teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

Annual pay progression is not automatic. It will only be considered where staff have met the expectations described in this policy, the school's Appraisal Policy and through their appraisal process, and will be subject to the maximums of the employee's relevant pay range/grade/grade mid-point and the Personnel/Finance committees annual decision-making processes.

Pay progression will not be considered during any probationary period. Normal appraisal and pay review arrangements will apply following the successful completion of any probationary period and, for support staff, subject to the "11-month rule" described in paragraph 17.2 of this policy.

13. ABSENCE AND/OR PARTIAL ACHIEVEMENT OF OBJECTIVES

Where any member of staff has been absent for some or all of the appraisal period, for example, as a result of long-term sickness absence or maternity/adoption/shared parental leave, the assessment in relation to pay progression will be based on performance during any period of attendance and/or prior performance.

In exceptional circumstances, for example, where objectives have not been fully met due to factors entirely outside the control of the reviewee, the reviewer may apply discretion in/ recommending pay progression. Such discretion will normally only be applied where:

- For teachers: competency in all elements of the Teachers' Standards and 'good' teaching overall have been demonstrated, as described below.
- For support staff: the standard of work more generally has been of a high level.

14. NOTIFICATION OF PAY DETERMINATIONS

Decisions will be communicated to each member of staff by the Headteacher, in writing, at the earliest opportunity and no later than one month after the pay determination. Decisions on the pay of the Headteacher will be communicated by the Personnel committee, again, in writing. All communication regarding pay determinations will set out the reasons why

decisions have been taken. An instruction to amend pay from the relevant date will be issued as soon as practicable after the pay decision has been made.

In accordance with the STPCD, pay statements given to teachers, as part of the regular review process or when other pay decisions are taken, will state all remuneration, including any allowances, any payments or other financial benefits for recruitment and retention purposes, any safeguarded sums and any fixed term arrangements, as well as where a copy of the school's pay policy and staffing structure can be inspected.

15. SALARY SACRIFICE ARRANGEMENTS

The governing body operates salary sacrifice schemes in relation to Childcare Vouchers (for existing scheme members only)/Cycle to Work/other arrangements. Staff choosing to participate in this scheme will have their gross pay reduced according to the terms of the scheme for the duration of their participation.

16. APPEALS PROCEDURE

The appeals procedure in relation to pay decisions for all staff is set out in Appendix 4 of this policy.

The following sections of the policy cover further pay arrangements as they apply to, firstly, Support Staff and, secondly, Teaching Staff.

PAY ARRANGEMENTS SPECIFIC TO SUPPORT STAFF

17. SUPPORT STAFF PAY

Following the TU side meeting held on 1 November 2022 a pay award increase of £1,925 was agreed across all spinal points on the pay scales and 4.04% on all other points and allowances (special educational needs, sleeping in allowances etc in a school context).

17.1 Salary on appointment

The Personnel committee will determine the pay range to be advertised, taking account of the full responsibilities of the post and, where relevant, the Local Authority's guidance on Single Status benchmark job descriptions and in accordance with the School Staffing (England) Regulations 2009 and chapter 7 of the associated guidance.

Salary on appointment will normally be to the lowest point of the applicable grade for the role. Where the school is satisfied that it is necessary to pay a higher starting salary to attract the best candidate, the appointment may be made at any point up to and including the point below 'the bar' (known as the midpoint). You are not able to appoint or advertise above the midpoint of the grade.

17.2 Serving support staff

In any year in which the Personnel/Finance committees agrees to award incremental progression to support staff, progression within the relevant part of the grade will be by a single increment, which is dependent on successful performance in post, as assessed through the appraisal process. Further information is contained in the school's Appraisal Policy.

Where performance has been assessed as exceptional, the governing body may apply its discretion and award enhanced progression of an additional point, where there is scope for this within the relevant part of the pay grade.

To ensure that an employee who is new in post can benefit from, where available, incremental progression when performance supports this, the school will ensure forward objectives are set as soon as possible upon completion of any probationary period and that an appraisal review is completed within four to six months of this. Provided that this is done, an increment will be paid from the first day of eleventh month after the employee's start date. This is referred to elsewhere as the "eleven-month rule". After that, the employee will fit into the normal appraisal review cycle.

The eleven-month rule will be applied to pay progression following promotion or the re-grading of an employee's post.

17.3 Acting-up Payments and Honoraria

The Personnel/Finance committees may determine to make an acting-up payment or an honorarium.

An acting-up payment may be appropriate where an employee takes on the full duties of a more senior post for a substantial period (usually four weeks or more) in the absence of the

post-holder or where there is a vacancy pending recruitment to a vacant post. Where an acting-up payment is agreed, the employee will receive a salary which is not less than the minimum point of the salary for the “acting-up” post, and at least one incremental point higher than their substantive salary.

An honorarium may be appropriate where an employee takes on additional duties of a higher paid post for a temporary period (for whatever reason), but not the full duties. Where an honorarium payment is agreed, the school will estimate the proportion of the duties at the higher level which the employee has undertaken, the period over which the duties have been undertaken and calculate a payment. Honoraria will normally be paid as a lump sum retrospectively.

17.4 Support Staff Holiday Pay Calculations

Please refer to Support Staff Terms and Conditions Document regarding Holiday Pay Calculations.

17.5 Additional or Second Job

Any employee having a second or additional job has a duty to inform their employer of this and the employee needs to be aware this may result in tax and/or pension implications.

17.6 Apprentices

If the school employs an Apprentice, you must ensure you abide by the Government guidance for minimum pay, however it is at the schools' discretion if they wish to pay above the minimum. Local Authority schools can claim funding for the Apprenticeship course qualification from Suffolk County Council. The relevant link is attached below,

[Employing an apprentice: Pay and conditions for apprentices - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employing-an-apprentice)

For further information please contact rising.high@suffolk.gov.uk

PAY ARRANGEMENTS SPECIFIC TO TEACHING STAFF

18. PAY ARRANGEMENT SPECIFIC TO TEACHING STAFF

Pay decisions relating to performance in the 2021-22 academic year will be made in accordance with the school's Pay and Appraisal Policies for 2021-22. The following paragraphs set out the arrangements for appointments or determinations made on or after 1 September 2022 and for pay decisions relating to performance throughout the 2022-2023 academic year.

There are normally two elements to the teachers' pay review:

- Cost of living percentage increase - generally referred to as 'uplift'
- Pay progression between scales – generally referred to as 'incremental award' this would always be dependent on performance.

18.1 PAY RANGE FOR LEADERSHIP POSTS

Leadership post holders will be paid in accordance with the pay ranges for school leaders set out in Appendix 2. In any determination or re-determination of leadership pay, the pay range for the Headteacher will start no lower than the minimum of the relevant Headteacher Group and the pay range for any Deputy or Assistant Headteacher will start no lower than the Leadership Minimum.

Wider leadership posts will need to meet the basic criterion of 'leadership responsibilities across the whole school' to be paid on the leadership pay ranges.

The Personnel/Finance committees may seek independent advice and/or benchmarking data, as appropriate, when determining leadership pay.

The Personnel/Finance committees will record the rationale for leadership pay determinations and the reasons for any re-determination of pay.

The Personnel/Finance committees has determined that the pay points set out in Appendix 6 will apply to all leadership posts within the school, subject to the individual Leadership Pay Range determined for each post.

The national pay award for teachers for 2022-23

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

18.2 Headteacher, Deputy Headteacher or Assistant Headteacher - Pay on appointment, or following a significant change in responsibilities, or following an associated review of leadership pay.

In accordance with the STPCD, the Personnel/Finance committees will determine leadership pay on appointment and may re-determine leadership pay following any significant change in responsibilities. It may also determine that it is necessary to review the pay of all leadership

posts to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or with pay arrangements for members of the leadership group whose responsibilities have significantly changed after that date.

The Personnel/Finance committees will assign the school to a Headteacher Group (see Appendix 2) by reference to the school's total unit score, calculated in accordance with the STPCD, before determining the Leadership Pay Range for the post.

When determining the Leadership Pay Range, the Personnel/Finance committees will consider:

- All the permanent responsibilities of the role, including any permanent responsibility as the Headteacher of more than one school
- Any challenges that are specific to the role
- All other relevant considerations, for example, any recruitment and retention difficulties, the requirement for a fixed-term appointment or candidate specific factors, including how well the appointee meets the requirements of the post and how much room is appropriate for progression for the individual.

When advertising the Head Teacher role, the Personnel/Finance committees may use its discretion in line with the STPCE to determine the leadership pay range.

18.3 Serving Headteachers, Deputy Headteachers and Assistant Headteachers

The Personnel/Finance committees will review the Headteacher, Deputy Headteacher and Assistant Headteacher's pay, annually in accordance with the STPCD, the school's Appraisal Policy and this policy, having regard to the most recent appraisal report and the recommendation on pay that it contains. It will award one-point progression where there has been a sustained high quality of performance, with particular regard to leadership, management, and pupil progress at the school. The Personnel/Finance committees may consider awarding two-point progression where performance is assessed as having significantly exceeded the sustained and high quality of performance that must be demonstrated for one-point progression.

All incremental pay decisions (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the post holder. The Personnel committee will be able to justify its decisions.

The Personnel/Finance committees may re-determine the pay range for a serving Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with the above arrangements and the STPCD, as of 1 September or at any time if it considers it is necessary to reflect a significant change in the responsibilities of the post.

18.4 Temporary Payments to the Headteacher

Only in very rare and exceptional circumstances can an additional Temporary Payment be considered in accordance with the provisions of the STPCD. A temporary payment will only be considered for additional Headteacher responsibilities that are undertaken on a temporary basis, and which have not already been taken account of when setting base pay. The Personnel/Finance committees must be able to justify the rationale fully and objectively for any such payments, considering any financial impacts to the school budget. No additional

payment will be considered for local collaboration as this forms part of the role of all Headteachers. Further details can be sourced in STPCD Part 2 Section 10.

The Personnel/Finance committees may appoint a Headteacher on a fixed-term contract where it determines that the circumstances of the school require it. In establishing such a contract, the relevant body will consider how reward should be structured and whether achievement of objectives should be assessed over a shorter or longer timescale than would normally be the case.

19. ACTING ALLOWANCES

The Personnel/Finance committees may determine to pay an acting allowance in accordance with the STPCD to any teacher who is assigned and carries out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher. Please see STPCD Part 4 Section 23 for full details.

20. OTHER TEACHERS

20.1 Pay on appointment (Unqualified, Main, Upper and Leading Practitioner pay ranges)

The Personnel/Finance committees will determine the starting salary of any teaching post on the Unqualified, Main, Upper and Leading Practitioner pay ranges, having regard to:

- The requirements of the post
- Any specialist knowledge required for the post
- The experience required to undertake the specific duties of the post
- The wider school context.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, consideration may be given to the above factors to determine the starting salary.

20.2 Supply Teachers

Supply teachers are not required to meet the criteria of teachers on the upper pay scale and, therefore should be paid up to a maximum of a rate equivalent to MP6 only. The rate of pay for a supply teacher will be negotiated on appointment depending on qualifications and experience.

20.3 Teachers Employed on a Short Notice Basis

Teachers who work on a day-to-day or other short notice basis will have their pay determined in accordance with the STPCD Part 6 Section 42.

20.4 NQT and Early Career Teachers (ECT)

Early Career Teachers (ECT's) require a two-year induction period. (ECT will replace the term NQT over the course of time). It is the responsibility of each school to have its own ECT Induction policy. Government guidance states that "during their two-year induction there will

be no adverse impact upon ECT's pay or career progression opportunities. ECT's will still be able to progress on the pay scale as current arrangements allow both during and after induction".

Therefore, we recommend that ECT's are placed on MP1 at the beginning of their induction and move up the Main Pay scale accordingly.

20.5 Tutoring and TLR3

Main pay range teachers and upper pay range teachers can be awarded a fixed-term TLR3 to deliver school-led tutoring. Further details on TLR3 can be found in Paragraph 26. This award would be pensionable in the TPS.

21. PAY PROGRESSION FOR EXISTING MAIN PAY RANGE TEACHERS

The STRB has recommended the following changes for September 2022:

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

September 2022 Main Pay Scale rates for teachers	
	2022-23 rates
Minimum (statutory minimum)	£28,000
Ref point 2	£29,800
Ref point 3	£31,750
Ref point 4	£33,850
Ref point 5	£35,990
Maximum point 6	£38,810

For an incremental increase (pay progression) by one point annually, teachers will need to have met their objectives, shown that they are competent in all elements of the Teachers' Standards and teaching should be 'good' overall (based on successful appraisal and meeting all professional Teachers' Standards:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/208682/Teachers_Standards_2013.pdf)

If the evidence shows that a teacher has performed exceptionally, including overall teaching being consistently outstanding, the Personnel/Finance committees may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of one additional point.

Judgements will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
- An increasing contribution to the work of the school
- An increasing impact on the effectiveness of staff and colleagues.

Further information, including sources of evidence is contained in the school's Appraisal Policy.

The Personnel/Finance committees will be advised by the Headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Personnel/Finance committees will be able to justify its decisions.

22. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

Any qualified teacher can apply to be paid on the Upper Pay Range. However, to be able to demonstrate that they meet the assessment criteria set out in STPCD and Appendix 3 particularly around the teacher's achievements and contribution to the school being substantial and sustained, it is likely that applications will be submitted by teachers with a number of years of classroom teaching experience, typically a minimum of three years and often significantly more. It is the responsibility of the teacher to decide whether they wish, or when to apply to be paid on the Upper Pay Range.

Applications will include the results of the two most recent appraisals in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those newer to teaching or returning from maternity 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.

For the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a sound base of significant and relevant evidence to support their application. It is the individual's responsibility to collect, collate and present the evidence for consideration in support of their application. Those teachers who are not subject to Teachers induction procedures, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

Process:

One application may be submitted annually (see application form in Appendix 3). The closing date for applications is normally 31st October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity/adoption/shared parental leave or who are currently on sick leave. The process for applications is:

- The teacher must complete the school's application form (Appendix 3)

- The teacher should submit the application form and supporting evidence to the Headteacher by the cut-off date of 31st October.
- The teacher will receive notification of the name of the assessor, Headteacher, for their application within 5 working days
- The assessor will review the application and if requested by the employee can provide informal feedback prior to the formal submission of the application. Whilst not guaranteeing a positive recommendation, this feedback can provide the employee with the opportunity to collect, collate and present additional evidence before formal submission of their final application.
- The assessor will then formally assess the application and make a recommendation to the Personnel committee.
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor
- The Personnel committee will make the final decision, considering evidence provided by the assessor or Headteacher
- The teacher will receive written notification of the outcome of their application within 21 days of receipt of their application.

Successful applicants:

- Will move to the minimum of the UPR on 1st September following confirmation of their successful application.

Unsuccessful Applications:

- Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below)
- Following an unsuccessful application, if requested, oral feedback can be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application/request for feedback. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement to meet the relevant criteria for the next potential application
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 4.

Assessment:

The teacher will be required to meet the criteria set out in the STPCD, namely that:

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

At Worlingham CEVC Primary this means:

“Highly competent”: the teacher's performance is assessed as having exceptional depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

“Substantial”: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own

groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“Sustained”: typically, the teacher will have had two consecutive successful appraisal reports in this school and will have met their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will be expected to show that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the school’s Appraisal Policy.

23. PAY PROGRESSION FOR EXISTING UPPER PAY RANGE TEACHERS

The pay scale for Upper Pay Range teachers in this school is

Upper Pay Scale Rates 2022-23	
Pay reference points	2022-23
Minimum point 1	£40,625
Reference point 2	£42,131
Maximum point 3	£43,685

The STRB has recommended the following changes for September 2022:

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

Unlike main pay range teachers, to move up the UPR scale, one point biennially Upper pay range teachers will need to have had two successful performance reviews in which they have met their objectives, maintained the essential criteria, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher’s achievements and contribution to the school are substantial and sustained, as defined above. Teaching should be overall ‘good’ (based on successful appraisal and meeting all professional Teachers’ Standards) and increasingly ‘outstanding’.

Where it is clear from the evidence that the teacher’s performance has been exceptional in relation to the above criteria, teaching is consistently outstanding and the teacher has exceeded some or all of their objectives, the Personnel committee may use its flexibility to decide on enhanced progression from the minimum to the maximum of Upper Pay Range.

Further information, including sources of evidence is contained within the school’s Appraisal Policy.

The Personnel committee will be advised by the Headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable

to the performance of the teacher in question. The pay committee will be able to justify its decisions. See school application form (Appendix 3)

24. LEADING PRACTITIONER ROLES

The Personnel/Finance committees will take account of the STPCD as detailed in Part 3, Paragraph 16, when determining the role and pay range (including pay points) of any future leading practitioner role in this school. Additional duties will be set out in the job description of any leading practitioner and will include:

- A leadership role in developing, implementing, and evaluating policies and practices in the school that contributes to the schools' improvement
- The modelling and leading improvement of teaching skills within school
- Improving the effectiveness of staff and colleagues, within school and other settings as appropriate, defined by the Headteacher.

The Headteacher will agree appraisal objectives for any leading practitioner.

To move up the agreed leading practitioner pay range, one annual point at a time, as detailed in STPCD Part 3, Paragraph 16, the most recent appraisal should show that the leading practitioner:

- Has met their objectives
- Is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant
- Has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement
- Is highly competent in all aspects of the Teachers' Standards
- Has shown strong leadership in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement.

"Highly competent" and "substantial" are defined in the section entitled, "Applications to be paid on the Upper Pay Range".

Where it is clear from the evidence that the teacher's performance is exceptional, the pay committee may award enhanced pay progression of one additional point.

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

The Personnel/Finance committees will be advised by the Headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Personnel/Finance committees will be able to justify its decisions.

25. PAY ON APPOINTMENT AND PROGRESSION FOR UNQUALIFIED TEACHERS

The pay scale for Unqualified Teachers is:

Unqualified Teacher Pay Scale 2022-23	
Minimum	£19,340
Reference point 2	£21,559
Reference point 3	£23,777
Reference point 4	£25,733
Reference point 5	£27,954
Maximum	£30,172

The STRB has recommended the following changes for September 2022:

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

The Personnel/Finance committees will pay any unqualified teacher in accordance with this policy and the STPCD. The Personnel/Finance committees I committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Personnel/Finance committees will also consider whether it wishes to pay an additional allowance, in accordance with the provisions of the STPCD.

To move up the Unqualified pay range, one incremental point at a time, unqualified teachers will need to have met their objectives and demonstrated:

- An improvement in teaching skills
- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher
- An increasing contribution to the work of the school
- An increasing impact on the effectiveness of staff and colleagues.

If the evidence shows that an unqualified teacher has achieved exceptional performance, the Personnel/Finance committees may use its discretion to award enhanced pay progression of one additional point.

Information on sources of evidence is contained within the school's Appraisal Policy.

The Personnel/Finance committees will be advised by the Headteacher in making all such decisions. Any incremental increase (i.e. no movement, one point, more than one point) will

be clearly attributable to the performance of the teacher in question. The Personnel committee will be able to justify its decisions.

26. TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

The Personnel/Finance committees may award a TLR to a classroom teacher in accordance with this policy and the STPCD. A TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure for ensuring the continued delivery of high-quality teaching and learning.

As per STPCD Part 6 Paragraph 41 “the salary and any allowances except for TLR3’s of a Part-Time teacher must be determined in accordance with the Pro-Rata Principle”. It is therefore recommended that an award is made based on a full time equivalent (FTE) and then pro rata based on the number of hours (proportion of FTE) required for the job role that attracts the allowance.

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, considering the criteria and factors set out in the STPCD.

The Personnel/Finance committees may award a TLR3 of between £600 to £2,975 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in, and considering the criteria set out in the STPCD. The Personnel Committee will set out in writing to the teacher the duration of the fixed term, and the amount of the award, which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. In accordance with the STPCD, the Personnel/Finance committees will not award consecutive TLR3 payments for the same responsibility except for main pay range teachers and upper pay range teachers can be awarded a fixed-term TLR3 to deliver school-led tutoring. See additional TLR guidance Appendix 7.

27. SPECIAL EDUCATION NEEDS (SEN) ALLOWANCE

As with TLR payments, any allowance payable for SEN (on any of the options below) to a part-time teacher should be determined in accordance with the pro-rata principle.

The Personnel/Finance committees will award an SEN spot value allowance (FTE) on a range of between £2,384 and £4,703 to any classroom teacher who meets the criteria as set out in the STPCD, where responsibilities are not separately recognised through payment on the leadership pay spine or through a TLR or other allowance.

When deciding on the amount of the allowance to be paid, the Personnel/Finance committees will consider 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. (and Pro-Rata accordingly).

The following factors will be taken into account:

- Additional defined responsibility
- An expectation of very significant experience appropriate to the school's intake
- An appropriate special educational needs qualification e.g. Advance Diploma in Special Educational Needs.

The Personnel/Finance committees will keep SEN allowances and associated responsibilities under regular review and ensure that any additional responsibilities are clearly specified in individual teacher's job descriptions and are clear in the school's published staffing structure. Whilst the Personnel/Finance committees may review SEN allowances at any time, normally, any review will follow recommendations arising from the annual performance review meeting.

28. ADDITIONAL PAYMENTS

The Personnel/Finance committees may make payments as they see fit to a teacher in respect of:

- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher
- Participation in out-of-school hours CPD agreed between the teacher and the Headteacher
- Additional responsibilities and activities due to, or in respect of, the provisions of services by the Headteacher relating to the raising of educational standards to one or more additional schools

In accordance with the STPCD, no such payments will be made to the Headteacher.

The Personnel/Finance committees will make additional payments to teachers in accordance with the STPCD where advised by the Headteacher.

Payment will be as the Personnel/Finance committees see fit.

29. RECRUITMENT AND RETENTION INCENTIVE BENEFITS

The Personnel/Finance committees can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive for teaching staff.

The Personnel/Finance committees will consider exercising its powers under the STPCD where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Personnel/Finance committees will, nevertheless, conduct an annual formal review of all such awards.

In the case of the Headteacher, Deputy Headteachers and Assistant Headteachers, such payments will be limited to reasonably incurred housing/relocation costs where pay has been set under the STPCD (and has already been taken account of when determining base pay).

30. HONORARIA

The Personnel/Finance committees 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.

31. APPLICATION OF NATIONAL PAY FRAMEWORK UPLIFT TO SALARIES AND ALLOWANCES (in respect of Main Pay Scale)– SEPTEMBER 2022

In line with our recommendations moving forward from September 2022, the application of the national pay framework, cost of living uplift and incremental awards (pay progression) is as follows from September 2022:

- The Local Authority recommend schools apply any national cost of living uplift to all teaching staff regardless of performance.
- Any incremental award (pay progression) is subject to good performance.

32. ADDITIONAL OR SECOND JOB

Any employee having a second or additional job has a duty to inform their employer of this and the employee needs to be aware this may result in tax and/or pension implications.

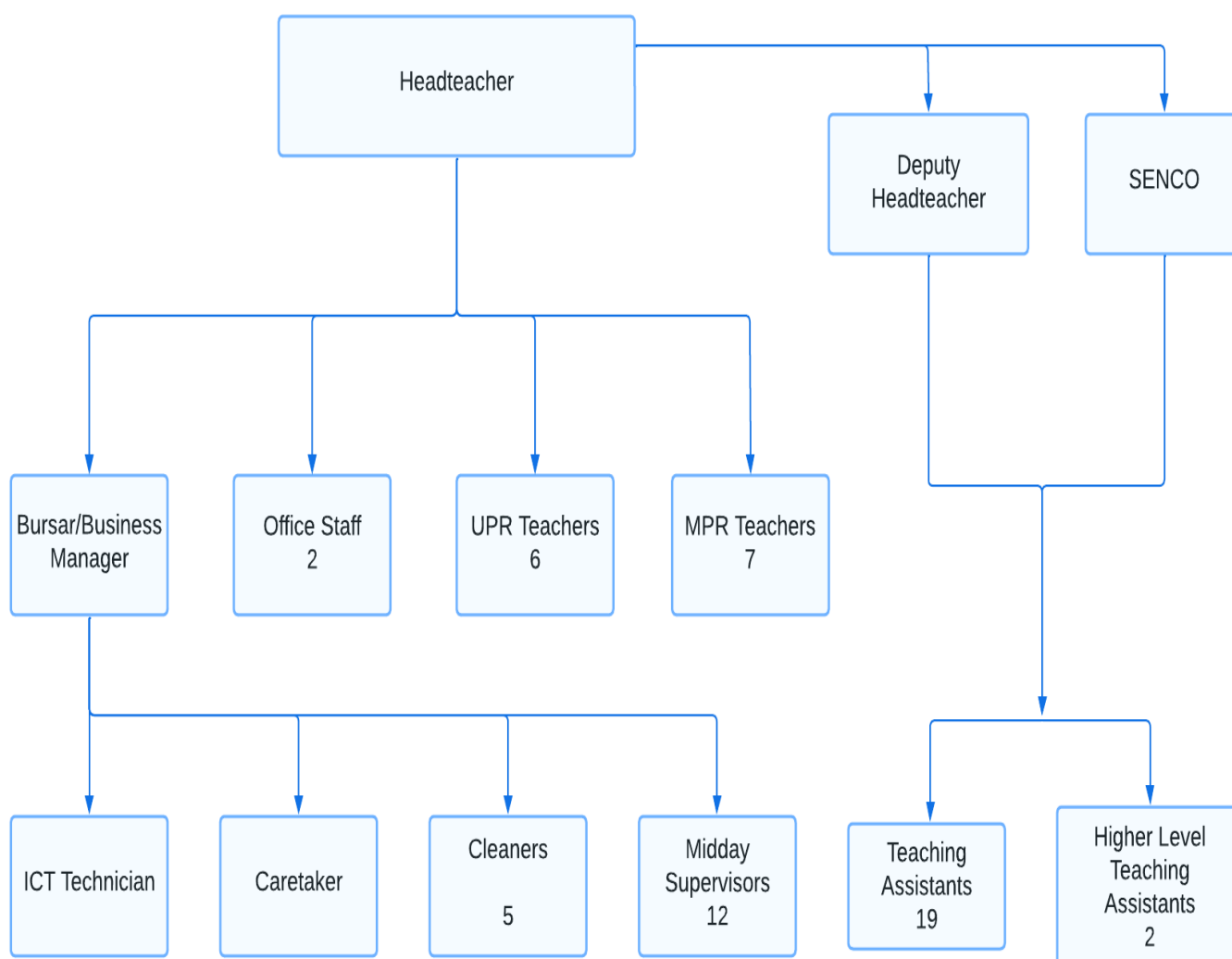
Document Reference	SCC001
Document Title	LA schools pay policy guidance
Description	Policy
Version Number	V1.0
Version Date	September 2022
Last Review Date	September 2022
Next Review	September 2023
Reviewed By	Schools Choice
Document History	V1- Sept-20, V2-Sept-21

APPENDICES

APPENDIX 1 – SCHOOL STAFFING STRUCTURE

Worlingham CEVC Primary School

Staffing Structure 2022



APPENDIX 2 – RECOMMENDED PAY RANGES FOR SCHOOL LEADERS, 2022-23

	England and Wales (excluding the London Area) – No Cost of Living uplift for 2022-23
Leadership Minimum*	£42,195
Headteacher Group	
1	£50,122 – £66,684
2	£52,659 – £71,765
3	£56,796 – £77,237
4	£61,042 – £83,126
5	£67,351 – £91,679
6	£72,483 – £101,126
7	£78,010 – £111,485
8	£86,040– £123,057
Headroom for Headteachers of multiple very large schools	

* Minimum for Deputy and Assistant Headteachers only

APPENDIX 3 – APPLICATION TO BE PAID ON THE UPPER PAY RANGE

Having read paragraph 22 of this policy, please complete this form, and return it to the Headteacher no later than 31st October, including written evidence to support your application.

Examples of evidence that you may wish to include are:

- Most recent appraisal report(s)
- Classroom observations
- Reviews of assessment results
- Reviews of lesson planning records
- Reviews of children's work
- Internal tracking of pupil progress
- Moderation within and across schools
- Pupils' voice
- Parents' voice
- Subject leadership and evidence of impact
- Evidence supporting progress against Teachers' Standards including self-assessment
- Evidence matched to the criteria set out in Appendix 3b of this policy
- Records of CPD and evidence of impact.

THRESHOLD ASSESSMENT APPLICATION FORM

(For teachers eligible to progress onto Point 1 of the Upper Pay Scale and to move further up the range from 1 September 2023)

Name: _____

Employee Number: _____

I certify that I was on point _____ for teachers on or before 1 September 2022 and am eligible to apply for movement to point ____ of the Upper Pay Scale with effect from 1 September 2023.

I understand that the decision on my progression will be based on my performance based on the Teachers' Standards and also taking into account my last two Performance Management Reviews.

I have provided a summary of the evidence from my teaching practice below that I believe demonstrates how I have met the threshold standards.

Teacher signature: _____ Date: _____

TO BE RETURNED TO THE SCHOOL HEADTEACHER NO LATER THAN TUESDAY 31st OCTOBER 2023. APPLICATIONS RETURNED AFTER THIS DATE WILL NOT BE CONSIDERED.

Examples of achievements and contribution that you have made to the school which are substantial and sustained, beyond that expected of a classroom teacher on the main pay scale.

Teachers' Standards: Evidence linked to demonstrate that you are highly competent in all elements of the Teachers' Standards.

School Ethos and Values: Evidence linked to how you have contributed to the school ethos and values.

Please submit this application form to the Headteacher by 31st October, 2023.

APPENDIX 3b – EXPECTATIONS FOR UPPER PAY RANGE TEACHERS

All teachers on Upper Pay Range (UPR) will be:

- Highly competent in all elements of the Teachers' Standards and;
- Their achievements and contribution to the school will be **substantial and sustained**.

This following table provides an overview of what post threshold teachers should aspire to at each pay level and to achieve the next level.

	UPR 1	UPR 2	UPR 3
	Accepted professional	Established professional	Senior and leading professional
1	Performance Management objectives met each year.		Challenging Performance Management objectives met each year.
2	Consistently good teaching and developing outstanding professional practice.	Over a sustained period consistently good teaching and increasingly outstanding professional practice.	Over a sustained period consistently good teaching and regularly outstanding professional practice.
3	Many pupils will make good progress.	Some pupils will exceed good progress.	Over a sustained period, most pupils will exceed good progress.
4	Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback, especially with those new to the profession.	Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice and providing advice and feedback enabling teachers to improve their teaching practice.	Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice, and providing advice and feedback; moving other teachers to Good or Outstanding teaching.
5	Demonstrate and model good practice within own classes for other members of staff.	Will demonstrate and model good practice for other members of staff and contribute to policy and practice which has improved teaching and learning across the school.	Will coach and mentor staff to excellence and/or lead on the development of policy and practice which will improve teaching and learning across the school.
6	Evaluate and develop the planning and delivery of the curriculum by contributing to schemes of work and developing resources.	Evaluate and develop the planning and delivery of the curriculum across the school; taking the lead on schemes of work and curriculum development.	
7	Will take an enthusiastic and proactive role in the school.		Will take an enthusiastic and proactive role within the school and with wider stakeholders.
8	Will regularly support activities.	Will lead activities.	Will create, develop and lead activities.

APPENDIX 4 – PAY APPEALS PROCEDURE

Introduction

The employee will be informed at their annual appraisal meeting or in the case of UPR application, after assessment of the rating of their performance and the pay recommendation. As highlighted earlier it is a requirement that for a UPR application to be successful a minimum of two successful performance review periods immediately prior to the UPR application must have been achieved.

If your application for UPR is unsuccessful you have the right to appeal the decision. The appeal process is as follows:

1. You must submit an appeal in writing to the Chair of the Governing body within 10 school working days of the written decision of the unsuccessful application.
2. You must clearly state the reason(s) for appeal.
3. Your appeal will be heard within 20 school working days after the date on which the written appeal was received.
4. The appeal panel will consist of three governors who have not previously been involved in the pay determination process and are not employees of the school. The recommendation provider and the decision maker will be required to attend the meeting.
5. The chair of the appeal committee will invite the employee to set out their case. Both the recommendation provider and decision maker will be asked to provide the rationale behind the original decision and the procedures observed in reaching their decision.
6. Following the appeal panel meeting you will be informed in writing of the outcome of the appeal.
7. The decision of the appeal committee is final.

Employees have a statutory right to be accompanied at a Formal Pay Appeal hearing by a companion who may be either a work colleague or a trade union representative.

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

APPENDIX 5 – TERMS OF REFERENCE FOR FINANCE/PERSONNEL COMMITTEES

Finance Committee

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement and present to the Governing Body at least termly.
- To consider all virements and present them to the Governing Body for approval.
- To ensure that the school operates within the Financial Regulations of the County Council..
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.

Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference agreed by the Governing Body	29.11.2022
--	------------

1 Name of Governor/Associate Member	2 G/AM	3 Date Appointed to the Committee
Headteacher	G H/T	
Mrs L Hughes	Bursar	01.09.04
Mr M Bodmer	G	24.11.15
Mrs J Duncan	G	22.06.22
Mrs S Holbrough	G	03.12.19

4 Chair of the Committee	Mr Matt Bodmer
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5 Clerk to the Committee	To be appointed by the Chair of Governors as appropriate.
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Quorum (minimum of 3, committee can determine higher number)	3
---	---

6 Date Committee established	2000
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Date of next review:	29.11.23
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Personnel Committee

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for all staff.
- To establish and review a Performance Management policy for all staff*.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure, including pay, to the Finance Committee.

* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference agreed by the Governing Body	29.11.2022
--	------------

7 Name of Governor/Associate Member	8 G/AM	9 Date Appointed to the Committee
Headteacher	G H/T	
Mrs S Holbrough	G	01.12.20
Mr P Hobbs	G	08.03.16
Mr O Garwood	G	03.12.19
Mr M Fitt	G	22.06.21
Mrs J Sutton	G	29.03.22

10 Chair of the Committee	Mrs Stephanie Holbrough
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11 Clerk to the Committee	To be appointed by the Chair of Governors as appropriate.
----------------------------------	---

Quorum (minimum of 3, committee can determine higher number)	3
---	---

12 Date Committee established	2000
--------------------------------------	------

APPENDIX 6 – 2022-23 PAY RATES

Teacher pay rates, all effective 01/09/22

Statutory minimum and maximum values are shown in red.

	2022-23 rates
Unqualified Teacher Pay Range	
Minimum	£19,340
Reference point 2	£21,559
Reference point 3	£23,777
Reference point 4	£25,733
Reference point 5	£27,954
Maximum	£30,172

	2022-23 rates
Main pay range	
Minimum (statutory minimum)	£28,000
Ref point 2	£29,800
Ref point 3	£31,750
Ref point 4	£33,850
Ref point 5	£35,990
Max point 6	£38,810

	2022-23 rates
Upper Pay Range	
Minimum	£40,625
Reference point 2	£42,131
Maximum	£43,685
	2022-23 rates
Leading Practitioner Pay Range	
Minimum	£44,523
Maximum	£67,685
	2022-23 rates
Teaching and Learning Responsibility (TLR) 3	
Minimum	£600
Maximum	£2,975
	2022-23 rates
Teaching and Learning Responsibility (TLR) 2	
Minimum	£3,017
Maximum	£7,368
	2022-23 rates
Teaching and Learning Responsibility (TLR) 1	
Minimum	£8,706
Maximum	£14,732
	2022-23 rates
Special Educational Needs Allowance (SEN)	
Minimum	£2,384
Maximum	£4,703

	Leadership posts excluding Headteacher
Minimum	£ 44,305
Reference point 2	£ 45,414
Reference point 3	£ 46,548
Reference point 4	£ 47,706
Reference point 5	£ 48,895
Reference point 6	£ 50,122
Reference point 7	£ 51,470
Reference point 8	£ 52,659
Reference point 9	£ 53,973
Reference point 10	£ 55,360
Reference point 11	£ 56,796
Reference point 12	£ 58,105
Reference point 13	£ 59,558
Reference point 14	£ 61,042
Reference point 15	£ 62,561
Reference point 16	£ 64,225
Reference point 17	£ 65,699
Reference point 18	£ 67,351
Reference point 19	£ 69,022

Headteachers

Min	£ 50,122	Min	£ 52,659	Min	£ 56,796	Min	£ 61,042	Min	£ 67,351
	£ 51,470								
	£ 52,659								
	£ 53,973								
	£ 55,360								
	£ 56,796								
	£ 58,105								
	£ 59,558								
	£ 61,042								
	£ 62,561								
	£ 64,225								
	£ 65,699								
	*£ 66,684								
	£ 67,351								
	£ 69,022								
Max									

Reference point 20	£ 70,733
Reference point 21	£ 72,483
Reference point 22	£ 74,283
Reference point 23	£ 76,122
Reference point 24	£ 78,010
Reference point 25	£ 79,949
Reference point 26	£ 81,927
Reference point 27	£ 83,956
Reference point 28	£ 86,040
Reference point 29	£ 88,170
Reference point 30	£ 90,365
Reference point 31	£ 92,597
Reference point 32	£ 94,898
Reference point 33	£ 97,256
Reference point 34	£ 99,660
Reference point 35	£ 102,137
Reference point 36	£ 104,666
Reference point 37	£ 107,267
Reference point 38	£ 109,922
Reference point 39	£ 112,601
Maximum	£ 123,057

Max	£ 70,733	Max	£ 70,733	Max	£ 70,733	Min	£ 72,483	Group 6	£ 72,483	Min	£ 78,010	Group 7	£ 86,040	Min	£ 92,597	Group 8	£ 102,137											
	*£ 71,765		£ 72,483		£ 74,283		£ 76,122		*£ 77,237		£ 79,949		£ 81,927		£ 83,956		£ 86,040	£ 88,170	£ 90,365	£ 92,597	£ 94,898	£ 97,256	£ 99,660	£ 101,126	£ 104,666	£ 107,267	£ 109,922	£ 111,485
£ 74,283	£ 76,122		£ 78,010		£ 79,949		£ 81,927		£ 83,956		£ 86,040		£ 88,170		£ 90,365		£ 92,597	£ 94,898	£ 97,256	£ 99,660	£ 101,126	£ 104,666	£ 107,267	£ 109,922	£ 111,485	*£ 123,057		
£ 76,122	£ 78,010		£ 79,949		£ 81,927		£ 83,956		£ 86,040		£ 88,170		£ 90,365		£ 92,597		£ 94,898	£ 97,256	£ 99,660	£ 101,126	£ 104,666	£ 107,267	£ 109,922	£ 111,485	*£ 123,057			
*£ 77,237	£ 79,949		£ 81,927		£ 83,956		£ 86,040		£ 88,170		£ 90,365		£ 92,597		£ 94,898		£ 97,256	£ 99,660	£ 101,126	£ 104,666	£ 107,267	£ 109,922	£ 111,485	*£ 123,057				
Max	*£ 71,765	Max	*£ 77,237	Max	*£ 83,126	Max	*£ 91,679	Group 6	*£ 101,126	Group 7	*£ 111,485	Max	*£ 123,057															
	£ 72,483		£ 74,283		£ 76,122		£ 78,010		£ 79,949		£ 81,927		£ 83,956	£ 86,040	£ 88,170	£ 90,365	£ 92,597	£ 94,898	£ 97,256	£ 99,660	£ 101,126	£ 104,666	£ 107,267	£ 109,922	£ 111,485	*£ 123,057		
£ 74,283	£ 76,122		£ 78,010		£ 79,949		£ 81,927		£ 83,956		£ 86,040		£ 88,170	£ 90,365	£ 92,597	£ 94,898	£ 97,256	£ 99,660	£ 101,126	£ 104,666	£ 107,267	£ 109,922	£ 111,485	*£ 123,057				
£ 76,122	£ 78,010		£ 79,949		£ 81,927		£ 83,956		£ 86,040		£ 88,170		£ 90,365	£ 92,597	£ 94,898	£ 97,256	£ 99,660	£ 101,126	£ 104,666	£ 107,267	£ 109,922	£ 111,485	*£ 123,057					
*£ 77,237	£ 79,949		£ 81,927		£ 83,956		£ 86,040		£ 88,170		£ 90,365		£ 92,597	£ 94,898	£ 97,256	£ 99,660	£ 101,126	£ 104,666	£ 107,267	£ 109,922	£ 111,485	*£ 123,057						

Single Status Salaries 2022-23 (Full Time Equivalents)

Spinal Pt	2022 Basic	Grades		Hourly Rate
1	20,258	Grade 1	Grade 2	10.50
2	20,442			10.60
3	20,812			10.79
4	21,189	Grade 3		10.98
5	21,575			11.18
6	21,968	11.39		
7	22,368			11.59
8	22,777			11.81
9	24,054		Grade 4	12.47
10	24,496			12.70
11	25,409		13.17	
12	25,878			13.41
13	26,845			13.91
14	27,852			14.44
15	29,439			15.26
16	30,152	Grade 5		15.63
17	31,099			16.12
18	32,019			16.60
19	32,909			17.06
20	33,819			17.53
21	34,723			18.00
22	36,298		Grade 6	18.81
23	37,000			19.18
24	38,083		19.74	
25	39,153			20.29
26	40,232			20.85
27	42,380	Grade 7		21.97
28	43,455			22.52
29	44,521			23.08
30	45,598			23.63
31	46,672			24.19
32	47,739			24.74
33	48,905			25.35
34	50,069			25.95
35	51,237			26.56
36	53,556			Grade 8
37	54,726	28.37		
38	55,889			28.97

APPENDIX 7 – TLR PAYMENTS

Teaching and Learning Responsibilities Additional Staff Guidance

TLR Payments

A teaching and learning responsibility (TLR) payment may be awarded:

To a classroom teacher for undertaking a **sustained** additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

There are 3 types of TLR payments -

- TLR 1 Payment: for **sustained additional responsibilities**, with line management responsibilities for a **significant** number of people.
- TLR 2 Payment: for **sustained** additional responsibilities.
- TLR 3 Payment: fixed-term payments for time-limited additional responsibilities relating to school improvement projects or one-off externally driven responsibilities.

Values of Payments -

The annual value of a TLR payments must be :

TLR 1 Payment	-	No less than £8,706 and no greater than £14,732
TLR 2 Payment	-	No less than £3,017 and no greater than £7,368
TLR 3 Payment	-	No less than £600 and no greater than £2,975

Criteria for TLR Award

Before awarding a TLR payment, the Governing Body must be satisfied that the teacher's duties include a **'significant responsibility' that is not required** of all teachers.

In order to satisfy the criteria for the award of a **TLR1** or **TLR2**, the teacher's responsibility should:

1. Be focused on teaching and learning
2. Require the exercise of a teacher's professional skills and judgement
3. Require the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum
4. Have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
5. Involve leading, developing and enhancing the teaching practice of other staff

School Expectations & Evidence

To qualify for a **TLR3**, the teacher must satisfy points 1, 2 and 4 of the criteria above.

The impact would be largely within the teachers own area of work, but would be retained and used by the school for other staff to use as appropriate.

The teacher may also be expected to assist other colleagues as appropriate with the development of similar projects in their own areas.

The teacher may be expected to work across the key stage in delivering the key aspects of the additional responsibility. They may be expected to have an input in to the management of the key stage, although they would not be involved in the key stage on a permanent basis.

For a **TLR2** to be awarded in addition to the five points listed above, the teacher must be responsible for additional sustained duties.

At this level the teacher would be expected to work across the school in delivering the key aspects of the additional responsibility. They would also lead and develop their particular area of responsibility, including curricular areas. Teachers at this level could have responsibility across a small group of staff (without direct line management responsibility). They would be expected to have an input in to the management team although they would not necessarily be on the team on a permanent basis. Their input would be on an ad hoc invitation basis.

For a **TLR1** to be awarded in addition to the five points listed above, the teacher must have professional line management responsibility for a significant number of people.

In a primary school this might also be someone who has a major functional rather than a people management responsibility. At this level the member of staff would play a major part in the running of the school.

As well as the above, the teacher would be expected to work across the school in delivering key aspects of the additional responsibility. They would lead and develop their particular area of responsibility, including curricular areas. They would be expected to have an input in to the management team, although they would not necessarily be in the team on a permanent basis. Their input would be on an ad hoc basis.

One way to assess the sustained impact at this level would be to look at the number of pupils on whose educational progress the teacher has impact, and the numbers of teachers/staff whose teaching practice the teacher is enhancing.

TLR payments may be awarded only to classroom teachers for additional responsibilities. Refer to STPCD where it defines a 'classroom teacher' as a qualified teacher who is not a member of the *leadership group* or on the pay range for *leading practitioners*.

Therefore, staff members who are part of the leadership group or who are on the pay range for leading practitioners cannot receive TLR payments. Likewise, the definition of a classroom teacher does not include support staff.

In accordance with the Document, the Governing Body **will not** award consecutive TLR 3 payments for the same responsibility with the exception of school led tutoring.

Review & Assessment

Termly recorded reviews will take place between the teacher and their line manager, to ensure there is evidence to support the additional payment.

An annual recorded review will take place between the teacher, their line manager and a member of the Personnel/Finance Committee to ensure there is sufficient evidence to support any further Teaching and Learning Responsibility payment. (This is likely to be during the same week as their normal performance appraisal, but will be a separate meeting.)

If there is sufficient evidence to support a further TLR payment, the written evidence will be sent to the Chair of the Personnel/Finance Committee advising of the decision.

If there is insufficient evidence of the teacher performing the necessary additional responsibilities to an acceptable standard, the Headteacher in consultation with the Chair of the Personnel/Finance will consider :

- whether training is necessary
- whether the TLR payment should cease
- whether there are grounds to consider capability

It will be expected that any performance that falls short of expectations, will be quickly evidenced through the termly recorded reviews.

A standard assessment proforma will be used to record the TLR Review/Assessment against all TLR payments.

As set out in the School Teachers Pay and Conditions Document (STPCD) 2022.