



Wilburton CE Primary School Pay Policy

Adopted after consultation: Spring 2021

This policy is based on EPM's model policy September 2019.

Where the school has deviated from it, it is written in blue.

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1. Introduction

September 2020 Pay Award

- 1.1. The minimum and maximum of the pay ranges and allowances for the September 2020 pay award are set out in the STPCD 2020, [along with advisory rates for the Main Pay Range and Upper Pay Range](#).
- 1.2. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the School's Pay Policy 2019/2020.
- 1.3. The Pay Body will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:
 - Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Body.
 - Take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
 - Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible, by 31 October 2020, at the latest; 31 December 2020, for the Headteacher.
 - Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Body will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
 - Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
 - Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
 - Comply with the salary safeguarding arrangements in the current STPCD.
 - Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.4. This policy statement will be available to employees of the Pay Body.

2. Delegation of Decision Making

Headteacher

- 2.1. Except where otherwise stated, the Pay Body will delegate the day to day management of the policy to the Headteacher in consultation with the Chair of the Pay Body. The Headteacher will report to the Pay Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.

- 2.2. The Headteacher shall make annual recommendations on the salary of all employees to the appropriate committee of the Pay Body. This will include sufficient information for the Pay Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 2.3. The Pay Body requires that the Headteacher has regard to the budget approved by the Governing Body or Trust and the requirements of employment legislation; in particular:
- The Equality Act 2010(including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
 - The Employment Rights Act 1996
 - The Employment Relations Act 1999
 - The Employment Act 2002
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
 - The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992
 - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Pay Body expects the Headteacher to seek advice, where appropriate, from persons engaged by the Pay Body to provide such advice.

An Appropriate Committee Structure

- 2.4. The Pay Body will delegate to a committee of governors (hereafter referred to as the "Review Committee") decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. No member of the Review Appeals Committee, referred to below, will be a member of the Review Committee. No governor who is employed by the Pay Body may be a member of the Review Committee or the Review Appeals Committee.
- 2.5. The Pay Body will delegate to a committee of governors (hereafter referred to as the "Review Appeal Committee") any appeals by individual employees against decisions of the Review Committee in 2.4 arising out of this policy or the Appraisal Policy. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Pay Body.
- 2.6. Meetings of the Review Committee and the Review Appeal Committee will be convened by the Clerk to the Pay Body. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annex A and B.

Review of Recommendations to, or Decisions of, the Review Committee

- 2.7. Prior to making a salary recommendation to the Review Committee the Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher) will inform the employee of their recommendation to the Review Committee and the date this Committee will be considering their recommendation.
- 2.8. A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the appraiser or Headteacher before the recommendation is actioned.
- 2.9. Whilst there is no right of appeal to the Headteacher's recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Pay Body which will be provided to the Review Committee to consider alongside the pay recommendation and the employee will be invited to attend a formal meeting with the Review Committee.

The statement provided by the employee must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy
- in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPCD
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have a minimum of five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee to provide this written statement. The Clerk of the Pay Body will provide the Headteacher (or Chair of the Headteacher's Appraisal Review Committee, in the case of the Headteacher) with a copy of the written statement submitted by the employee prior to the meeting of the Review Committee.

- 2.10. The employee will be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the Review Committee. The decision of the Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Review Committee to the Review Appeal Committee.
- 2.11. The procedure to be followed for the review hearing is attached at Annex A.

Appeals against Salary or Appraisal Decisions

- 2.12. The employee may appeal against the decision of the Review Committee within five working days of receipt of the determination by notifying the Clerk to the Pay Body in writing of the reasons for the appeal, which must be as stated in paragraph 2.8 above.

- 2.13. The decision of the Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Body.
- 2.14. The procedure to be followed for the appeal is attached at Annex B of this policy.

Threshold Application

- 2.15. An application must be made by 30th September and submitted to the Headteacher.

A successful applicant will progress to a point* on the upper pay range determined by the Headteacher from the 1st September from which progression to the upper pay range will be paid. This may be termly or annually.

* The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress. See Annex C.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions are substantial and sustained.

See Annex C for the Pay Body's definition of "highly competent" and "substantial and sustained".

- 2.16. The Headteacher shall inform the teacher of the recommendation to be made to the Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide oral feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraph 2.8 to 2.14.
- 2.17. Upper pay range decisions will only apply to posts under the employment of this Pay Body.

Statement of Salary

- 2.18. Salary assessment forms will be issued to confirm salary determinations.

The Chair of the Pay Body

- 2.19. The Chair of the Pay Body will be available to the Headteacher for consultation on those matters of this policy delegated to the Headteacher. In this instance, the Chair of Pay Body may not be a member of the Review Committee or Review Appeal Committee.

The Appraisal Review Committee for the Headteacher's Performance Review

- 2.20. The Pay Body will delegate 2 governors, none of whom shall be employees of the Pay Body, to carry out the appraisal review for the Headteacher. The delegated governors may be supported by an external adviser appointed by the Pay Body. The agreed performance

objectives and indicators/measures may be referred for moderation to a meeting of a Resources Committee.

- 2.21. It is the stated wish of the Pay Body that the delegated governors should be appropriately trained.

3. Exercise of Discretion Under the STPCD

Starting Salary of New Classroom Teacher Appointments

- 3.1. When advertising a teaching post the Pay Body, or delegated committee, will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay Body will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Pay Body.
- 3.2. Where the Headteacher or selection panel regards a teacher has relevant teaching experience or non-teaching experience which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range.
- 3.3. The Headteacher will provide a statement for the appropriate committee of the Pay Body detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Body's salary structure.

Calculation of Part-Time Teachers' Salaries

- 3.4. The Pay Body will ensure that all part-time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3.
- 3.5. The Pay Body will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".
- 3.6. All part-time teachers will be advised of the way in which their salary and directed time are calculated.

Recruitment/Retention Incentives

- 3.7. The Pay Body may have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.
- 3.8. The policy adopted by the Pay Body will be made known to employees and set out as Annex D to this policy.

Staffing Structure

- 3.9. The Headteacher will annually recommend to the Pay Body a staffing structure for the School that:
- Takes account of any financial limits determined by the Pay Body or delegated committees

- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD
- Will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Pay Body
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD
- Identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post
- Identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) range of salaries will be allocated together with the level of each allowance to be paid
- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post

The staffing structure and pay ranges approved by the Pay Body shall be published with this pay policy.

- 3.10. In the event that the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Pay Body, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

Special Educational Needs

- 3.11. The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.
- 3.12. The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range

(Pay progression will be linked to the assessment of performance, as determined under the Appraisal Policy).

- 3.13. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Pay Body, or the upper pay range, depending on which range the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either range. Please note comments under section 2.2.

- 3.14. Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Pay Body's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.
- 3.15. Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.
- 3.16. A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Headteacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards at the end of induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.
- 3.17. Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Headteacher will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to school, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

4. Leading Practitioner Posts

- 4.1. The Pay Body may decide to include leading practitioner post/s in the structure where it receives a recommendation from the Headteacher to consider such a post.
- 4.2. Where a leading practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for leading practitioners.
- 4.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Headteacher that any leading practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F.

5. The Leadership Group (See Annex G)

Deputy and Assistant Headteachers

- 5.1. The Pay Body, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary.
- 5.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Pay Body making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Body.

Awards for Performance to Deputy and Assistant Heads

- 5.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Headteacher that any Deputy Headteacher or Assistant Headteacher be paid additional points subject to the maximum of the their range. The Pay Body expects that the objectives for a deputy or assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.
- 5.4. Where there are substantial difficulties in retaining the services of a current Deputy Headteacher or Assistant Headteacher the Pay Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy Headteacher or Assistant Headteacher's range overlap the Headteacher's pay range.

6. Annual Assessment of the Salary of Teachers

Annual Assessments

- 6.1. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including Deputy Headteacher's and Assistant Headteachers, leading practitioners and unqualified teachers employed in the School.
- 6.2. The Review Committee will receive the pay recommendations from the Headteacher by 31st October at the latest, awards will be backdated to 1 September of the current year.

7. Determination of Leadership Group Salaries

Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group

- 7.1. For the purposes of determining the group of the school by which the HTPR is identified, the Pay Body will re-calculate annually the appropriate unit total of the School.
- 7.2. The Pay Body will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Pay Body sees fit. The Headteacher may make representations to the Review Committee to consider assigning the school to a new HTG.
- 7.3. If the Pay Body changes the group of the school having re-calculated the unit total, the Pay Body will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 7.4. The HTPR of the school shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the School.
- 7.5. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.

- 7.6. In the event that the Pay Body agrees to the Headteacher also being made the Headteacher of another School on a permanent basis, the Headteacher's salary will be determined in accordance with STPCD 2019 (paragraph 6.6).
- 7.7. Where such a decision is made then the Pay Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.8. The pay ranges for a Deputy Headteacher or Assistant Headteacher shall be determined with reference to the school's HTPR as defined by the STPCD.

Annual Review of Headteacher's Salary

- 7.9. At the beginning of each academic year, or at any such time as the Pay Body (in consultation with the Headteacher) may decide, the Appraisal Review Committee referred to in 2.20 will agree with the Headteacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect the priorities identified in the School's development plan.
- 7.10. An external adviser appointed by the School will support the Appraisal Review Committee in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.
- 7.11. In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 7.9 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of Pay Body, if they are not an appraisal review governor) regarding the salary of the Headteacher. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Pay Body's view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.
- 7.12. The recommendation for the Headteacher will be made in a written statement to the Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. The Review Committee will consider the recommendation, together with any written response from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Headteacher will not be entitled to attend the meeting of the Review Committee.
- 7.13. If the Headteacher wishes to seek a review of the decision of the Review Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.19 of this policy. The Headteacher will have the right of appeal against the decision of

the Review Committee in accordance with the procedure set out in paragraph 2.12 of this policy.

Determination of Discretionary Payments to Headteachers

- 7.14. The Pay Body may decide to pay additional payments to the Headteacher in accordance with paragraphs 10 of the STPCD.
- 7.15. Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.14 above, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.
- 7.16. In the event that it is considered necessary to exercise the provision set out in 7.15 above, the Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

Acting Up Allowances

- 7.17. If, during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.18 below. If no allowance is paid the Pay Body may reconsider the position at any time.
- 7.18. In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Pay Body may appoint a teacher to act up during the absence of the post holder. From the date that the Pay Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

8. Additional Payments for Teaching Staff

- 8.1. In the event that the Headteacher, following consultation with the teacher/s affected, requests teachers to undertake:
- CPD undertaken outside of the school day;
 - Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
 - Out of school hours learning activities,
- then payments, as below, will be made to teachers agreeing to participate in such activities.
- 8.2. The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Pay Body. Periods of less than a day will be paid pro-rata.

- 8.3. Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one school, as provided for in paragraph 7.7 of this policy, the Review Committee of the Pay Body will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Review Committee will be reported to the next meeting of the Pay Body.

9. Unqualified Teachers

- 9.1. The Pay Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 9.2. The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Pay Body, and will take account of the qualifications and experience considered to be relevant to the post.
- 9.3. In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Pay Body, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Headteacher and Chair of the Pay Body believes has additional qualifications and/or experience to warrant such an award.
- 9.4. The Headteacher will report any award of such an allowance to the Review Committee of the Pay Body.
- 9.5. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

10. Salaries of Support Staff

- 10.1. On appointing a member of support staff the job description determined for the post will be evaluated in accordance with the adopted scheme. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body.
- 10.2. The Headteacher, in consultation with the Chair of the Pay Body, will determine the appropriate point on the evaluated range having regard to:
- Relevant qualifications and/or competencies; and
 - Recruitment/retention needs of the school in respect of the post.

The decision of the Headteacher will be reported to the Review Committee.

- 10.3. If at any time the Headteacher, in consultation with the Chair of the Pay Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. In the event that the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Local Authority's policy for community schools. The new salary level will be reported to the Review Committee at its next meeting.
- 10.4. At the time of making the annual assessment of the teachers' salaries, the Headteacher may also make any recommendation to the Review Committee in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate, a recommendation to the Review Committee that a named member/s of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision, or as a 1/12 increase in monthly salary over the next year.
- 10.5. If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Review Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.5 above.

11. Salary Sacrifice Scheme

- 11.1. The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Pay Body or the Local Authority in the case of maintained schools, from which teachers or support staff employed in the School benefit where there is no additional cost to the Pay Body's budget.**

12. Review of the Policy

- 12.1. The Pay Body will review this policy annually, or on any occasion when it is requested to do so by the Headteacher.
- 12.2. The Pay Body will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy.

** Pay Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5 October 2018 when an employee in receipt of childcare vouchers is on maternity leave and is no longer receiving contractual pay.

Annex A: Procedure for a Review of a Salary Determination by the Review Committee of the Pay Body

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

1. Case for the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for the review.
- b) The members of the Review Committee may ask questions of the employee.

2. The Chair of the Review Committee:

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Review Committee has asked the Headteacher (or a governor as referred to in note 3 below) to be present at the hearing the Headteacher (or governor) may be asked questions by members of the Review Committee, and the employee or representative.

3. Summing Up and Withdrawal

- a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- b) All persons other than the members of the Review Committee and the adviser (See note 5 below) are then required to withdraw.

4. Review Committee Decision

- a) The Review Committee and the person who is advising, (other than the Headteacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

Notes:

1. For the purposes of the review, the Review Committee and the employee will have the following documents:
 - The written statement of reasons for the recommendation/decision previously provided to the employee.
 - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.8 of the pay policy).
 - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Review Committee may ask the Headteacher (or in accordance with note 3 below, a governor) to be present. In that event, the Headteacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or their representative. The Headteacher (or governor) may **not** be involved in the decision of the Review Committee.
3. Where the Headteacher has asked for the review, the Review Committee may ask the Chair of the Pay Body or a representative of the governors referred to in 2.20 above to be present.
4. The Review Committee may have an adviser present.
5. The review is **not** an appeal against the recommendation/decision.

Annex B: Procedure for an Appeal against a Salary Decision of the Review Committee to the Review Appeal Committee of the Pay Body

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

1. The Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Review Appeal Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Review Committee and then by the Review Appeal Committee.

2. The Response of the Review Committee

The representative of the Review Committee:

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Review Appeal Committee.

3. Summing Up and Withdrawal

- a) The representative of the Review Committee has the opportunity, to sum up, if they so wish.
- b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- c) All persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

4. Review Appeal Committee Decision

- a) The Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
 - The written statement of reasons for the Review Committee decision previously provided to the employee.
 - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.8 of the pay policy).
 - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Review Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event, the Headteacher (or governor) may be questioned as a witness.
3. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.20 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

Annex C: Access to the Teacher's Upper Pay Range

Qualified teachers employed under the School Teachers' Pay and Conditions Document (STPCD) may apply to be paid on the upper pay range (UPR). Applications will be successful if the governing body is satisfied that:

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

'Highly competent' is: 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.

'Substantial' is: 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.

'Sustained' is: maintained continuously over a long period, and at least two years at Wilburton CE Primary School.

The criteria for judging applications are:

1. All teaching is good and some is outstanding (this could be evidenced by observations, and scrutiny of work and lesson planning).
2. Pupil progress and outcomes are in line with school expectations and sometimes exceed them.
3. The teacher plays a proactive role in the middle management of the school as a subject leader and/or key stage leader.

This middle management role should involve the teacher:

- Monitoring and evaluating teaching and learning in his/her area, and evaluating effectiveness by reviewing pupil work and progress
- Leading staff development in his/her area, including regularly planning and leading staff meetings and/or INSET days
- Planning and evaluating the allocation of resources, and managing the allocated budget to support learning
- Contributing to the school development plan by compiling and annually reviewing action plans to drive improvement

Applications should be made by 30th September to the Headteacher. The application should consist of a written statement, which will be considered alongside the teacher's appraisal report. The application should summarise any evidence from the previous two years that demonstrates the applicant has met the criteria listed above and shows that the applicant is highly competent and their achievements and contribution are substantial and sustained, as defined above.

The application will be assessed by the Headteacher, and the applicant will be informed of the outcome by 31st October. A successful applicant will be paid at the minimum of the upper pay range.

Annex D: Teachers: Recruitment and Retention Allowances or Benefits

Wilburton CE Primary School does not currently offer Recruitment and Retention Allowances or Benefits. However, the school may make use of benefits provided by the local authority, Department for Education (e.g. through the East Cambridgeshire Opportunity Area programme), or regional organisation, to support recruitment and retention if necessary, providing eligibility criteria are met.

Annex E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges

Wilburton C of E Primary School uses salary points set out on the England and Wales Teacher Pay Scales 2020.

Teachers on the main, upper and unqualified teacher pay ranges will have their salary reviewed annually in accordance with paragraph 6 of the pay policy against the aims of the school and in accordance with the criteria which a teacher needs to meet to achieve salary progression.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

When making decisions, the governing body will take into account:

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our Appraisal Policy.
- For progression on the Upper Pay Range, the criteria set out in Annex J.
- The pay recommendation made in the teacher's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role

The Headteacher will make the recommendations about pay progression to the Review Committee. Recommendations will be based on evidence (using both absolute and relative performance measures) in the following factors:

- Impact on pupil progress
- Impact on wider outcomes for pupils
- Improvements in specific elements of practice, such as behaviour management or lesson planning
- Impact on effectiveness of teachers or other staff
- Wider contribution to the work of the school

Should the governing body wish to reward a higher level of performance, then evidence should be demonstrated that shows many of the criteria for outstanding performance are met (compared to good performance, as listed).

Good performance	Outstanding performance
<ul style="list-style-type: none">• Teaching observed is at least good• Pupil progress is at least good• The majority of pupils meet their academic performance targets• Work scrutiny shows careful marking together with well-judged and thoughtful feedback that signposts the next steps in learning	<ul style="list-style-type: none">• Teaching is outstanding• Pupils make rapid and sustained progress and learn exceptionally well• Many pupils exceed their targets• Work scrutiny reveals exceptional quality in marking and feedback

<ul style="list-style-type: none"> •Planning is always good and appropriate to the group being taught •Appraisal objectives are met •The teacher performs his/her role to a high standard •The teacher challenges pupils to achieve and has high expectations reflected in planning •The teacher has high expectations of pupil behaviour and manages his/her classroom well •The teacher works well with colleagues and supports them wherever possible •The teacher demonstrates good leadership (applicable to subject leaders, phase leaders) 	<ul style="list-style-type: none"> •Planning is exceptional and can be used as a model for training other staff •Appraisal objectives are met and exceeded •The teacher performs his/her role to a high standard, but also contributes much to the school outside of his/her core role •The teacher challenges students, has high expectations and inspires pupils through his/her enthusiasm, positivity and exceptional planning •The teacher has exceptional classroom management, coupled with modelling the values of the school in his/her own behaviour, especially in relations with pupils •The teacher inspires others to improve their practice through his/her commitment and enthusiasm and the exceptional work he/she does •The teacher demonstrates outstanding leadership, as evidenced by outcomes, reviews and feedback from team members and stakeholders (applicable to subject leaders, phase leaders)
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Annex F: Teachers: The Appointment of Leading Practitioners

[This annex is only necessary if the Pay Body has decided to appoint teachers to leading practitioners posts in the staffing structure as indicated in paragraph 4 of the pay policy and in accordance with the provisions of paragraph 16 of the STPCD 2019.]

This annex is not required.

Annex G: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range

This annex should be completed by the Pay Body. It should set out the salary ranges and arrangements for teachers paid on the leadership group pay ranges.

The Pay Body will also need to decide whether it will apply a 2.75% increase to all points on its leadership group ranges.

If the HTR is at the minimum of the HTG it must be increased by 2.75%.

The Pay Body will need to consider whether paragraph 9.3 of the STPCD 2019 applies to the circumstances of the Headteacher.

The maximum of the Deputy Headteacher and Assistant Headteacher must not exceed the maximum of the HTG.

Changes to the determination of leadership group pay under the STPCD 2019 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post **on or after 1 September 2014**, or whose responsibilities have significantly changed after that date.

The Pay Body may choose to review the pay of all of its leadership posts under these arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1st September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly changed on or after that date.

Under the STPCD 2019, the Governing Body, in deciding the implementation of the arrangements above, may determine the extent and the size of the salary ranges for the Headteacher's pay range (HTPR), the Deputy Head and Assistant Head.

Questions for the Pay Body:

Is the Pay Body intending to appoint a new member of the leadership group, or amend the salary where a leadership post has significantly changed on or after 1 September 2014, and re-determine the salary?

If the answer is **no** then the Pay Body should confirm the leadership pay ranges as indicated above. The Pay Body **may** wish to consider question h below in advance of the setting of performance objectives for the leadership group for this academic year.

If the answer is yes then the Pay Body must decide:

- a) Within which HTG will the HTPR be set?
- b) How many consecutive points will be in the HTPR?
- c) How many consecutive points will be in the deputy/assistant head ranges?
- d) Will this be the same for all deputy/assistant head ranges?
- e) Are there exceptional circumstances so that the deputy/assistant head ranges overlap the HTG?
- f) What parameters will the Pay Body identify for the point on which a newly appointed member of the leadership group may be paid?

- g) Under what circumstances, if any, will the Pay Body consider paying the Headteacher a salary up to 25% above the maximum of the HTG?
- h) What recommendations will the Pay Body consider regarding the number of points progression for the Headteacher, deputy and assistant heads following a successful performance review?

The Pay Body may decide to review the salary arrangements for the leadership group at any time.

Annex H: Teaching and learning responsibility payments

The school may decide to give teachers a TLR payment for taking on additional responsibilities within the school as follows:

To receive a TLR1 payment, teachers have to show they have a specific responsibility, which focuses on teaching and learning and needs professional skills and judgment. This responsibility must be one that exceeds that of the standard classroom teacher. The person in receipt of this must line manage a significant number of people, for example, all of the teachers or teaching assistants.

To receive a TLR2 payment, teachers have to do all of the above but do not necessarily line manage a significant number of people. This is the most likely option in Wilburton CE Primary and may be given for responsibilities such as leading a key stage.

We have not yet used TLR3 payments as yet but it is recognised that they may be an option in future. These are for specific one off responsibilities relating to improving teaching and learning and are time bound. Whilst these are an option to use in the future, we will discuss appropriate payment depending on the responsibility at the time.

Annex I: School Structure

Role	Pay Scale	Number
Head Teacher	Leadership Point 7 – 13	1
Deputy Head Teacher	Leadership Point 1 – 6	1
Class Teacher	Main Scale 1 – Upper Pay Scale 3 depending on experience, competence and responsibilities	4.5 FT equivalent
PPA teachers	Main Scale 1 – 6 depending on experience and competence	As needed
Intervention teacher	Main Scale 1 – 6 depending on experience and competence	As needed
SENCo	Main Scale 1 – 6 depending on experience and competence [Non- teaching role and does not contribute beyond this role.]	0.1
Class TAs	Level 1 – 3 depending on experience	Up to 5
1:1 TAs	Level 1 – 3 depending on experience and role	As needed based on EHCPs

Annex J: Criteria for progression on the upper pay scale

UPS1	UPS2	UPS3
Annual appraisal review - can be assessed against higher level criteria (UPR2 only) after two successful appraisals	Annual appraisal review - can be assessed against higher level criteria (UPR3) after two successful appraisals	
To consistently be a good or better classroom practitioner.	To be an outstanding practitioner the majority of time.	To consistently demonstrate outstanding practice, understanding how it's achieved. To use this knowledge to support the development of colleagues.
<i>Lesson observations and monitoring and performance management indicate that teaching and support for learning is consistently good in all respects.</i>	<i>Lesson observations and monitoring and performance management indicate that teaching and support for learning is outstanding in all or nearly all respects.</i>	<i>Lesson observations and monitoring and performance management indicate that teaching and support for learning is outstanding in all respects.</i>
To provide advice and guidance to colleagues on teaching and learning and care guidance and support.	To provide planned CPD with high quality advice and guidance to colleagues on teaching and learning and care guidance and support, and to evidence the impact this has had.	To evidence a sustained and distinctive contribution to the raising of standards and to pupil progress across the school through high quality planned CPD, advice and guidance to colleagues.
<i>The school facilitates its experienced teachers in contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.</i>		
To investigate, research and disseminate good practice.	To proactively investigate, research and collaboratively disseminate good practice, supporting colleagues to achieve a positive impact which is evidenced.	To lead in the proactive investigation, research and dissemination of good practice, ensuring a wide-reaching positive impact which is sustained.
<i>I am reflective, innovative and outward looking. This includes research and published reports to inform planning. I am responsive to curriculum developments and actively seeks partnership work with other schools building on national and local examples of best practice.</i>		

To proactively seek opportunities for improvement, in own practice. To support colleagues in improvement in their practice.	To proactively seek opportunities for improvement, whether in own or others' practice	To act as a respected source of guidance on how to embed improvements in own or others' practice.
<i>Lead experienced staff make well-founded appraisals of situations upon which they are asked to advise, applying high level skills in classroom observation to evaluate and advise colleagues on their work and devising and implementing effective strategies to meet the learning needs of children and young people leading to improvements in pupil outcomes.</i>		
To contribute to the life of the school and to foster collegiate school activity.	To play an active role in the life of the school and to foster collegiate school activity.	To play a critical role in the life of the school, and in particular to lead and foster collegiate school activity
<i>I can evidence how I make a significant contribution to the wider life and ethos of the school by using educational and pastoral opportunities through assemblies, collective worship and class teaching effectively to maximise respect for cultural diversity, create positive ethos and to secure high levels of care. I work closely with team members and facilitate opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them in the context of performance management. I recognise successful completion of significant pieces of work or work activities by team members and I use praise effectively, where due, as a motivational tool. Identifying and constructively sharing information on opportunities for improvement in team practice</i>		
To take a lead in a school improvement initiative.	To play a significant role in school improvement initiatives.	To make a major contribution to the strategic development of school improvement.
<i>Performance management records show that I make a significant contribution to the school's overall capacity to improve.</i>		
To promote the School in a positive light with all its stakeholders.	To work consistently to promote the School in a positive light with all its stakeholders.	To act as an ambassador for the School in its relations with all its stakeholders as required.
<i>I work with colleagues on the staff, learners and all stakeholders in the school to develop and implement a shared understanding of the school's vision and positive values. I fully understand my role in this process and I work with learners and colleagues to support them in working towards exemplifying this clear vision.</i>		