



Ein Rhanbarth ar Waith  
Education through Regional Working

# Model Unattached Teachers' Pay Policy 2017/2018

Cynghrair o 6 awdurdod lleol yw ERW a reolir gan gyd-bwyllgor cyfansoddiadol cyfreithiol.  
Y nod yw gweithredu strategaeth a chynllun busnes rhanbarthol cytunedig a chefnogi gwelliant ysgolion.

ERW is an alliance of 6 local authorities governed by a legally constituted joint committee.  
Its aim is to implement the agreed regional strategy and business plan to support school improvement.



## MODEL UNATTACHED TEACHERS' PAY POLICY 2017/18

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<b>DOCUMENT CONTROL</b>	
<b>Policy Name</b>	Unattached Teachers' Pay Policy 2017/18
<b>Department</b>	Human Resources
<b>Reviewing Officers</b>	ERW HR Group on behalf of the 6 constituent Local Authorities
<b>CONSULTATION PROCESS</b>	
<p>The following Trade Unions have been consulted in respect of this Policy:</p> <ul style="list-style-type: none"><li>• ASCL</li><li>• NAHT</li><li>• NASUWT</li><li>• NEU</li><li>• UCAC</li></ul>	

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## **MODEL UNATTACHED TEACHERS' PAY POLICY 2017/18**

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### **1. INTRODUCTION**

- 1.1. This Pay Policy provides a framework for making decisions on unattached Teachers' pay. It has been developed to comply with the requirements of the School Teachers Pay and Conditions Document (STPCD) and has been subject to consultation with all recognised Teaching Associations.
- 1.2. For the purpose of this policy, unattached Teachers refers to Teachers who do not fall under the control of School's Governing Bodies e.g. Peripatetic Teachers, Athrawon Bro, Centrally Employed Teachers etc.

### **2. STATEMENT OF INTENT**

- 2.1. The procedures for determining pay in this service area will be consistent with the principles of public life: objectivity, openness and accountability.
- 2.2. Line Managers will act with integrity, confidentiality, objectivity and honesty in the best interest of the Local Authority in relation to the operation of this Policy.
- 2.3. Line Managers will be open about pay decisions made and actions taken, and will be prepared to explain decisions and actions to the interested persons.
- 2.4. Any future revisions to this policy will comply with the STPCD and will be subject to consultation with relevant parties, including recognised trade unions.

### **3. EQUALITIES LEGISLATION**

- 3.1. The Local Authority is committed to ensuring equality in everything that we do. The Equality Act 2010 has replaced and strengthened previous equality legislation. The Local Authority will comply with all relevant equalities legislation.
- 3.2. This Policy will be applied consistently to all employees irrespective of age, disability, race, gender (sex), gender reassignment, marriage / civil partnership, pregnancy / maternity, religion, belief and sexual orientation.
- 3.3. The Local Authority will promote equality in all aspects of the service, particularly in relation to all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.

### **4. EQUALITIES AND PERFORMANCE-RELATED PAY**

- 4.1. The Local Authority will ensure that pay processes are transparent and fair. All decisions made will be objectively justified and recorded. Reasonable adjustments will be made on a case by case basis to take account of individuals' circumstances such as long-term absence on the grounds of maternity or ill-health

**5. JOB DESCRIPTIONS**

- 5.1. The Local Authority will ensure that each member of staff is provided with a job description in accordance with the agreed staffing structure (**see Appendix 10**).
- 5.2. Job descriptions will identify key areas of responsibility and may be reviewed and changed from time to time in consultation and in agreement with the individual(s) concerned in order to make reasonable changes in light of the changing needs of the Local Authority.

**6. APPRAISALS**

- 6.1. The Local Authority will comply with the School Teacher Appraisal (Wales) Regulations 2011, concerning the appraisal of unattached Teachers through the application of the Local Authority's Performance Management Policy.

**7. LOCAL AUTHORITY'S OBLIGATIONS**

- 7.1. The Local Authority will:
- Fulfil its obligations as set out in the STPCD and the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');
  - establish a mechanism for dealing with pay decisions and pay appeals;
  - determine all pay progression decisions, taking account of recommendations from the Line Manager;
  - ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy and the service area's spending plan;
  - ensure that Teachers, via their Line Manager, are informed about pay decisions which affect them, and that records are kept of recommendations and decisions made; and
  - monitor, on an annual basis, the outcomes of pay decisions, including the extent to which different groups of Teachers may progress at different rates. The outcome of the review will be shared with recognised trade union representatives.

**8. LINE MANAGER'S OBLIGATIONS**

- 8.1. The Line Manager will:
- ensure that all relevant factual information is considered during the appraisal process;

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- ensure that all appraisers (where not the Line Manager) provide accurate, relevant, complete and timely information about pay recommendations;
- moderate performance assessments and initial pay recommendations to ensure consistency and fairness;
- submit pay recommendations to the appropriate Head of Service / Pay Panel and ensure the Head of Service / Pay Panel has relevant information upon which to make pay decisions;
- inform Teachers about the Local Authority's Pay Policy and ensure its accessibility;
- notify payroll and / or HR staff within the Local Authority about pay decisions to be implemented; and
- ensure that a report on the operation of the Pay Policy is made available for discussion at service area level with the relevant Trade Unions on an annual basis.

### **9. TEACHERS' OBLIGATIONS**

#### 9.1. Teachers will:

- familiarise themselves with the provisions of this Pay Policy, the STPCD, the relevant professional standards and all relevant Local Authority employment policies; and
- engage positively with the processes set out in this Policy

### **10. DIFFERENTIALS**

- 10.1. Within the framework of the STPCD, appropriate differentials will be created and maintained between posts within the service area, recognising accountability and job weight, and the Local Authority's need to recruit and retain sufficient Teachers of the required quality at all levels.

### **11. SAFEGUARDING**

- 11.1. Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Local Authority will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and within no later than one month after the determination.

**12. CAPABILITY AND PAY PROGRESSION**

- 12.1. Where a Teacher's performance has been assessed as being unsatisfactory and the Teacher is subject to the Local Authority's Capability Procedure, the Local Authority's performance management processes will be suspended in relation to the Teacher concerned until the Capability Procedure has been concluded.
- 12.2. On conclusion of the Capability Procedure, the Teacher will resume performance management processes in accordance with the Local Authority's Policy.
- 12.3. Pay progression will not be permissible in accordance with this Pay Policy while a Teacher is subject to the Local Authority's Capability Procedure.
- 12.4. On conclusion of the Capability Procedure, the Teacher would re-enter the Performance Management cycle.
- 12.5. Pay progression will not be applied retrospectively in any case of capability.

**13. PAY DETERMINATION**

- 13.1. The appropriate Head of Service / Pay Panel for his / her service area(s) will make pay decisions. For all Teachers pay he / she will be advised by the appropriate Line Manager.

**13.2. Annual Determination of Pay**

- 13.2.1. All teaching staff salaries, including those of the Manager, deputy or assistant Manager (where employed in line with the STPCD), will be reviewed annually to take effect from 1<sup>st</sup> September. The Local Authority will conclude Teachers' annual pay reviews, and assessments of applications to progress to the Upper Pay Range, by 31<sup>st</sup> October; the Manager's annual pay review will be concluded by 31<sup>st</sup> December.
- 13.2.2. Reviews may take place at other times of the year to reflect, for example, any changes in circumstances, changes in a job description that lead to a change in the basis for calculating an individual's pay and in cases where a Teacher resumes performance management arrangements following capability processes.
- 13.2.3. The Local Authority will apply any future national pay awards as specified by the STPCD.

**13.3. Notification of Pay Determination**

- 13.3.1. A written statement will be given to each Teacher setting out the pay and any other financial benefits to which they are entitled following a determination. Where applicable, this will include information about the basis on which it was made. This will be done by 31<sup>st</sup> October for Teachers, 31<sup>st</sup> December for Managers, or by no later than one month following the determination.

**13.4. Appeals Procedure**

- 13.4.1. The Local Authority has an appeals procedure in relation to pay. This is set out in **Appendix 8** of this Pay Policy.

**14. MANAGER'S PAY (WHERE EMPLOYED IN LINE WITH STPCD)**

- 14.1. The Local Authority will ensure that the process of determining the remuneration of the Manager is fair and transparent.
- 14.2. The Local Authority will assign a seven-point leadership pay range, which can be reviewed as necessary, for the Manager, based on any permanent additional relevant factors as determined within the framework of the STPCD (specifically paragraphs 9.2, 9.3 and 9.4).
- 14.3. Additional factors to be taken into account will include all permanent responsibilities of the post, challenges specific to the role and all other relevant considerations, alongside any factors relating to recruitment and retention.
- 14.4. The Local Authority may re-determine the Manager's pay range if it becomes necessary to do so (including where the Manager becomes responsible and accountable for more than one setting on a permanent basis). The Manager's pay range may also be reviewed at any time if it considers it necessary to reflect a significant change in the responsibilities of the post.
- 14.5. Payments in respect of temporary responsibilities for the Manager will not be included in the pay range but will be determined in accordance with the STPCD as explained in **Appendix 6**.
- 14.6. The Local Authority will apply discretionary reference pay points for leadership pay as indicated in **Appendix 1** and has agreed a seven step pay range of L xxx to L xxx (*details to be inserted here by the service area*).

**14.7. Pay on Appointment**

- 14.7.1. For new appointments, the Local Authority will determine the leadership pay range to be advertised and will agree the starting pay on appointment, taking account of the full role of the Manager and the provisions of the STPCD.
- 14.7.2. The Local Authority will adopt a three-stage process when setting the pay for new Manager appointments as set out in **Appendix 6**.
- 14.7.3. The Local Authority will review the Manager's pay range, as necessary, to ensure fair pay relativities within the service area / Local Authority.
- 14.7.4. See **Appendix 6** of this Pay Policy for guidelines on leadership pay ranges and **Appendix 7** for the Annual Review Pay Statement.



**15. DEPUTY / ASSISTANT MANAGER PAY**

- 15.1. The Local Authority will use the discretionary reference pay points for leadership pay as indicated in **Appendix 1**.
- 15.2. The Local Authority will assign a five-point leadership pay range which can be reviewed as necessary for Deputy / Assistant Manager posts (where employed in line with the STPCD), based on any permanent additional relevant factors as determined within the framework of the STPCD.
- 15.3. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.
- 15.4. In this Local Authority, the Deputy Manager five step pay range is L xx to L xxx (*pay details to be inserted here by the service area*).
- 15.5. In this Local Authority, the Assistant Manager five step pay range is L xx to L xxx (*pay details to be inserted here by the service area*).

**15.6. Pay on appointment**

- 15.6.1. When a new appointment needs to be made, the Local Authority will determine the leadership pay range for the post to be advertised and will agree the starting pay on appointment.
- 15.6.2. The pay range will be determined in accordance with the STPCD.
- 15.6.3. The Local Authority will adopt the three-stage process when setting the pay for new appointments to the wider leadership team as set out in **Appendix 6**.

**16. PAY PROGRESSION FOR THE LEADERSHIP TEAM**

- 16.1. The Local Authority must consider annually whether or not to increase the salary of members of the leadership team who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPCD and the School Teachers Appraisal (Wales) Regulations 2011.
- 16.2. Managers will be awarded pay progression following a successful appraisal review. The review will be deemed to be successful where the member of staff has evidenced a sustained high quality of performance and has met, or has made significant progress towards meeting, his / her performance management objectives.
- 16.3. Competence in relation to the relevant standards will be taken into account as part of the Local Authority's performance management process.
- 16.4. A sustained high quality of performance on the part of the member of staff should give him / her an expectation of progression to the top of the relevant pay range,

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having always taken account of the recommendation made on the member of staff's performance management appraisal statement.

- 16.5. Where a member of staff's performance management objectives have not been met, or significant progress has not been made towards meeting the objectives, pay progression will not be awarded unless the Head of Service / Pay Panel is satisfied that there are relevant extenuating circumstances. Where such a discretionary award of pay progression is made, this decision will be recorded accordingly.
- 16.6. In making its decision regarding pay progression, the Head of Service / Pay Panel will take account of the appraiser's recommendation regarding pay progression, as outlined on the member of staff's performance management appraisal statement.
- 16.7. The Head of Service / Pay Panel will record its decision regarding pay progression on the Annual Pay Review form contained at **Appendix 7**. A copy of this form will be provided to the member of staff.
- 16.8. Where pay progression is granted, the member of staff's salary will increase with effect from 1<sup>st</sup> September of the current academic year.
- 16.9. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Pay Review form. The member of staff has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.

## 17. CLASSROOM TEACHER PAY

### 17.1. Pay on Appointment

- 17.1.1. Advertisements for vacant posts in the Local Authority will be considered by the Line Manager **[and the (insert details of panel) where appropriate]**. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 17.1.2. The advertisement will include details of the pay range and any additional payments or allowances applicable to the post.
- 17.1.3. The Line Manager, and the Head of Service where appropriate, will determine the starting salary of a vacant classroom Teacher post, in accordance with the Main Pay Range and Upper Pay Range, detailed at **Appendix 1**.
- 17.1.4. The Local Authority is committed to the principle of pay portability for Teachers **who are currently paid in accordance with the provisions of the STPCD** and will apply this principle in practice when making new permanent and fixed-term appointments.
- 17.1.5. The Local Authority will not restrict the pay range advertised, or starting salary and pay progression prospects available for classroom Teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

- 17.2. Pay Progression for Existing Main Pay Range and Upper Pay Range Teachers**
- 17.2.1. The Local Authority must consider annually whether or not to increase the salary of Teachers (excluding NQTs undertaking their induction year) who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPCD and the School Teachers Appraisal (Wales) Regulations 2011.
- 17.2.2. A sustained high quality of performance on the part of the Teacher should give him / her an expectation of progression to the top of the relevant pay range, having always taken account of the recommendation made on the Teacher's performance management appraisal statement.
- 17.2.3. Teachers will be awarded pay progression following a successful appraisal review. The review will be deemed to be successful where the Teacher has evidenced a sustained high quality of performance and has met, or has made significant progress towards meeting, his / her performance management objectives.
- 17.2.4. Where a Teacher's performance management objectives have not been met, or significant progress has not been made towards meeting the objectives, pay progression will not be awarded unless the Line Manager / Head of Service is satisfied that there are relevant extenuating circumstances. Where such a discretionary award of pay progression is made, this decision will be recorded accordingly.
- 17.2.5. Competence in relation to the relevant standards will be taken into account as part of the Local Authority performance management process.
- 17.2.6. In the case of Teachers who are already on the Upper Pay Range, the Line Manager / Head of Service will also take account of whether:
- The Teacher has maintained the criteria for assessment to the Upper Pay Range (see **section 18.8** – 'Assessment', and **Appendix 2**); and
  - The Teacher continues to be highly competent in all elements of the relevant standards.
- 17.2.7. In making its decision regarding pay progression, the Line Manager / Head of Service will take account of the appraiser's recommendation regarding pay progression, as outlined on the Teacher's performance management appraisal statement. The Line Manager / Head of Service will be advised by the appraiser in making all such decisions.
- 17.2.8. The Line Manager / Head of Service will record his / her decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.
- 17.2.9. Where pay progression is granted, the Teacher's salary will be increased with effect from 1<sup>st</sup> September of the current academic year.
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17.2.10. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.

## **18. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

18.1. A qualified Teacher may apply once each year to be paid on the Upper Pay Range in accordance with the STPCD and this Pay Policy.

18.2. It is each Teacher's responsibility to decide whether to submit an application.

18.3. In order for the assessment to be robust and transparent, it will be an evidence based process.

18.4. Personal objectives for the forthcoming appraisal cycle will be set, and agreed where possible, at a level which is sufficient to ensure that the criteria included in the STPCD for progression to the Upper Pay Range can be met, including that the Teacher is highly competent in all elements of the relevant standards.

18.5. Teachers who have been absent from work for sickness, disability or maternity-related reasons, along with those who are not subject to the Appraisal Regulations 2011 (i.e. a Teacher who is employed on a short-term contract of less than one term), may cite written evidence from a suitable and relevant period before the date of application in support of their application.

### **18.6. Process**

18.6.1. The closing date for an application to be submitted by a Teacher to his / her appraiser is ***(LA to insert date here - normally prior to the end of the Summer Term)***.

18.6.2. Exceptions may be made in some specific circumstances, e.g. those Teachers who are on maternity leave or on sick leave as at the closing date for receipt of applications. In such circumstances, the Teacher may request - at least 2 weeks before the specified closing date - an extension of no more than half a term for the submission of an application.

18.6.3. The process for applications is:

- Teacher to inform appraiser in writing, within the required timescale (see paragraphs 16.7 and 16.8 above) that he / she wishes to be considered for progression to the Upper Pay Range and that his / her personal objectives for the forthcoming appraisal period should reflect this request.

Following completion of the relevant appraisal period:

- The appraiser will complete an assessment pro-forma as shown in **Appendix 4**, setting out the appraiser's recommendation in relation to progression to the Upper Pay Range, following completion of the relevant appraisal period;

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- The Line Manager will consider the appraiser's recommendation and will make a recommendation to the Head of Service / Pay Panel;
- The Head of Service / Pay Panel will make a decision about pay progression, following receipt of advice from the Line Manager;
- The Teacher will receive written notification of the outcome of their application by 31<sup>st</sup> October in the relevant year;
- Where the application is unsuccessful, the written notification will set out details of the areas of the Teacher's performance which are not considered to have satisfied the relevant criteria set out in this Policy (see 'Assessment' below);
- If requested, oral feedback will be provided by the Line Manager. Oral feedback will normally be given within 10 working days of the date of notification of the outcome of the application. Feedback will be given in a positive manner and will include advice and support about areas for improvement in order for the Teacher to meet the relevant criteria; and
- Successful applicants will move to step 1 of the Upper Pay Range with effect from 1<sup>st</sup> September of the academic year following their application being supported.

18.6.4. Unsuccessful applicants may appeal the decision as outlined in **Appendix 8**.

### **18.7. Assessment**

18.7.1. An application will only be successful where the Head of Service / Pay Panel is satisfied that all of the requirements of the STPCD have been met, including that:

- the Teacher is highly competent in all elements of the relevant standards; and
- the Teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

18.7.2. For the purposes of this Pay Policy, the Head of Service / Pay Panel will be satisfied that the Teacher has met the Local Authority's expectations for progression to the Upper Pay Range where the Upper Pay Range criteria (see **Appendix 3**) have been satisfied as evidenced by a successful appraisal review.

18.7.3. Further information, including details about sources of evidence, is contained in the Local Authority's Performance Management Policy.

## **19. LEADING PRACTITIONER ROLE**

19.1. The Local Authority may establish Leading Practitioner posts for Teachers whose primary purpose is the modelling and leading improvement of teaching skills.

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- 19.2. Where the Local Authority wishes to establish such posts it will determine the responsibilities and pay range for these posts. Consultation with relevant staff and trade unions will take place in relation to any such proposed changes to the staffing structure.
- 19.3. The Policy of the Local Authority will be to appoint any new Leading Practitioner Teacher to a 5-point range, as deemed appropriate by the Local Authority.
- 19.4. The pay range for Leading Practitioners will be in accordance with the STPCD, which is currently a minimum of £39,374 per annum (i.e. Leadership Pay Point 1) and a maximum of £59,857 per annum (i.e. Leadership Pay Point 18).
- 19.5. The Local Authority will use the discretionary reference pay points detailed at **Appendix 1**.
- 19.6. Pay progression for Leading Practitioners will be determined as per the process set out at 17.2.1 to 17.2.10 above

### 20. UNQUALIFIED TEACHERS

- 20.1. A Teacher on the unqualified pay range will be paid an annual salary between £16,626 and £26,295 per annum. The Local Authority will use the discretionary reference pay points detailed at **Appendix 1**.
- 20.2. Under the Education (Specified and Registration) (Wales) Regulations 2010 there are specific circumstances when those other than qualified Teachers who are registered with the Education Workforce Council may carry out 'specified work'.
- 20.3. The Local Authority will comply with these legal requirements and will only employ unqualified Teachers as specified in these Regulations.
- 20.4. The Local Authority may pay an additional allowance to an unqualified Teacher who meets the criteria as defined in the STPCD.
- 20.5. In order to progress up the pay range, unqualified Teachers will need to show that they have met or made significant progress towards meeting their performance management objectives, along with demonstrating the required improvement in their teaching skills.
- 20.6. In making its decision regarding pay progression, the Head of Service / Pay Panel will take account of the appraiser's recommendation regarding pay progression, as outlined on the Teacher's performance management appraisal statement. The Head of Service / Pay Panel will be advised by the Line Manager in making all such decisions.
- 20.7. The Head of Service / Pay Panel will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the unqualified Teacher.

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- 20.8. Where pay progression is granted, the unqualified Teacher's salary will be increased with effect from 1<sup>st</sup> September of the current academic year.
- 20.9. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 8**.
- 20.10. An unqualified Teacher who obtains qualified Teacher status will be paid on the pay ranges for qualified Teachers, in accordance with this Pay Policy.

### 21. DISCRETIONARY ALLOWANCES AND PAYMENTS

#### 21.1. Teaching and Learning Responsibility Payments (TLRs)

- 21.1.1. The Local Authority will award TLR1 and TLR2 payments to post holders as indicated in the staffing structure (see **Appendix 10**).
- 21.1.2. These payments will be awarded to Teachers who undertake clearly defined and sustained additional responsibility in the context of the service area's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the Teacher is made accountable.
- 21.1.3. All job descriptions will be regularly reviewed and will make clear the responsibility or package of responsibilities for which a TLR is awarded.
- 21.1.4. The criteria for awarding a TLR1 and TLR2 payment will be in accordance with the STPCD.
- 21.1.5. The minimum and maximum range for a TLR1 is £7,699 to £13,027 per annum.
- 21.1.6. The minimum and maximum range for a TLR2 is £2,667 to £6,515 per annum.
- 21.1.7. The value of TLRs currently in use is as follows
- TLR1** - (details of each TLR1 to be inserted here by LA)  
**TLR2** - (details of each TLR2 to be inserted here by LA)
- 21.1.8. The Local Authority may award a fixed-term TLR3 payment to a Teacher of between £529 and £2,620 per annum for a clearly time-limited school improvement project, or one-off externally driven responsibilities.
- 21.1.9. The duration of the fixed-term, and the amount of annual payment will be established at the outset and will be paid on a monthly basis.
- 21.1.10. Where the Local Authority wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly following consultation with relevant staff and union representatives.
- 21.1.11. A Teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3.

21.1.12. No safeguarding will apply in relation to an award of a TLR3.

21.1.13. A TLR1 or 2 payment awarded to a part-time Teacher will be on a pro rata basis but where a TLR3 payment is awarded to a part-time Teacher, the pro rata principle will **not** apply.

## **21.2. Special Educational Needs (SEN) Allowances**

21.2.1. The Local Authority will award SEN allowances in accordance with the criteria and provisions set out in the STPCD.

21.2.2. An SEN Allowance of no less than £2,106 per annum, and no more than £4,158 per annum, will be payable to a classroom Teacher in accordance with STPCD.

21.2.3. The SEN values are: (*details of each SEN Allowance / value to be inserted here by LA*)

21.2.4. In deciding the SEN value, the Local Authority will take into account the structure of the 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.

## **21.3. Acting Allowances**

21.3.1. Acting allowances are payable to Teachers who are assigned and carry out the duties of Manager, Deputy Manager or Assistant Manager in accordance with the STPCD.

21.3.2. The Local Authority will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance may be agreed in advance and paid from the first day of absence.

21.3.3. Any Teacher who carries out the duties of Manager, Deputy Manager, or Assistant Manager, for a period of four weeks or more, will be paid at an appropriate point of the Manager pay range, Deputy Manager pay range or Assistant Manager pay range, as determined by the Head of Service / Pay Panel. Payment will be backdated to the commencement of the duties but will normally be paid a month in arrears.

21.3.4. Acting allowances may also apply to Teachers covering absent colleagues in receipt of a TLR and / or SEN allowance.

## **21.4. Additional Payments**

21.4.1. With exception of those on the leadership range the Local Authority may make additional payments to a Teacher, in respect of:

- continuing professional development undertaken outside the working day;



- activities relating to the provision of initial Teacher training as part of the ordinary conduct of the service area;
- participation in out-of-school hours learning activity agreed between the Teacher and the Line Manager; and
- additional responsibilities and activities due to, or in respect of, the provisions of services by the Teacher relating to the raising of educational standards to one or more additional service areas / schools.

### **21.5. Recruitment or Retention Incentive Benefits**

- 21.5.1. The Local Authority can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive. In deciding any such awards, the Local Authority will have regard to the STPCD and specialist HR advice.
- 21.5.2. Managers, Deputy Managers and Assistant Managers may not be awarded such a payment other than as reimbursement of reasonably incurred housing or relocation costs.
- 21.5.3. All other recruitment and retention considerations in relation to a Manager, Deputy Manager or Assistant Manager post will be taken into account when determining the pay range.
- 21.5.4. The reason for the award of any additional payment, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn will be made clear at the outset, in writing.
- 21.5.5. The Local Authority will conduct an annual review of all such awards.

## **22. PART-TIME TEACHERS' PAY AND TIME CALCULATIONS**

- 22.1. Teachers employed on an ongoing basis but who work less than a full working week will be deemed to be part-time.
- 22.2. Part-time Teachers will be provided with a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the service area's timetabled teaching week for a full-time Teacher in an equivalent post. This does not affect the TLR3 payment which is not pro rata for part-time staff. See **Appendix 9** for further information.

## **23. TEACHERS EMPLOYED ON A SHORT-TERM NOTICE BASIS (SUPPLY)**

- 23.1. Teachers employed on a supply basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata.

2017/18 PAY RANGES

**Main Pay Range:**

<b>Point</b>	<b>Value</b>
MPR 1	£22,917
MPR 2	£24,486
MPR 3	£26,454
MPR 4	£28,490
MPR 5	£30,735
MPR 6	£33,824

**Upper Pay Range:**

<b>Point</b>	<b>Value</b>
UPR 1	£35,927
UPR 2	£37,258
UPR 3	£38,633

**Leading Practitioner Pay Range:**

<b>Point</b>	<b>Value</b>
LP 1	£39,374
LP 2	£40,360
LP 3	£41,368
LP 4	£42,398
LP 5	£43,454
LP 6	£44,544
LP 7	£45,743

LP 8	£46,799
LP 9	£47,967
LP 10	£49,199
LP 11	£50,476
LP 12	£51,639
LP 13	£52,930
LP 14	£54,250
LP 15	£55,600
LP 16	£57,077
LP 17	£58,389
LP 18	£59,857

**Unqualified Teachers Pay Range:**

<b>Point</b>	<b>Value</b>
UNQ 1	£16,626
UNQ 2	£18,560
UNQ 3	£20,492
UNQ 4	£22,427
UNQ 5	£24,362
UNQ 6	£26,295

**Leadership Pay Range:**

<b>Point</b>	<b>Value</b>
L 1	£39,374
L 2	£40,360
L 3	£41,368

L 4	£42,398
L 5	£43,454
L 6	£44,544
L 7	£45,743
L 8	£46,799
L 9	£47,967
L 10	£49,199
L 11	£50,476
L 12	£51,639
L 13	£52,930
L 14	£54,250
L 15	£55,600
L 16	£57,077
L 17	£58,389
L 18*	£59,264
L18	£59,857
L 19	£61,341
L 20	£62,863
L 21*	£63,779
L21	£64,417
L 22	£66,017
L 23	£67,652
L 24*	£68,643
L24	£69,330
L 25	£71,053
L 26	£72,810

L 27*	£73,876
L27	£74,615
L 28	£76,466
L 29	£78,359
L 30	£80,310
L 31*	£81,478
L31	£82,293
L 32	£84,339
L 33	£86,435
L 34	£88,571
L 35*	£89,874
L35	£90,773
L 36	£93,020
L 37	£95,333
L 38	£97,692
L 39*	£99,081
L39	£100,072
L 40	£102,570
L 41	£105,132
L 42	£107,766
L 43	£109,366

\* These points and Point L43 are the maximum scale points for the eight HeadTeacher Group Ranges

ANNUAL TEACHERS' PAY REVIEW STATEMENT

<b>Name:</b> .....	<b>Employee No.:</b> .....
<b>Service Area:</b> .....	<b>Effective Date:</b> .....

**SALARY DETAILS**

Salary and Point - Main Pay Range (S1 - S6)	£	Point
Salary and Point - Upper Pay Range (S1 – S3)	£	Point
Salary and Point - Unqualified Range (S1 - S6)	£	Point
Salary and Leading Practitioner Range	£	Point

**ALLOWANCES**

Details e.g. temp  
(with dates), reason  
for allowance

Teaching and Learning Responsibility Payments (See Pay Policy Advice) TLR1 / TLR2 / TLR3	TLR____ £
Recruitment or Retention (See Pay Policy Advice)	£
Special Educational Needs Allowance (See Pay Policy Advice)	£
Other Allowances - Please specify (See Pay Policy Advice)	£
<b>SAFEGUARDING</b>	£
<b>TOTAL SALARY</b>	£

Head of Service / Pay Panel Meeting on: .....

Signature of Line Manager: ..... Date: .....

**UPPER PAY RANGE PROGRESSION CRITERIA**

**1. Professional Attributes**

- 1.1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

**2. Professional Knowledge and Understanding**

- 2.1. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 2.2. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects / curriculum areas they teach, including those related to public examinations and qualifications.
- 2.3. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5. Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people

**3. Professional Skills**

- 3.1. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 3.2. Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- 3.3. Promote collaboration and work effectively as a team member.
- 3.4. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

ASSESSMENT OF TEACHER APPLICATION TO PROGRESS TO UPPER PAY RANGE

For Completion by the Teacher's Appraiser

Teacher's Name:	
Post:	

**Evidence from most recent appraisal**  
Please state which appraisal statement is attached:

**\*Criteria Met**

**\*Criteria Not Met**

(\* Please delete as appropriate)

If criteria have not been met in full, please record details below (and continue overleaf, as necessary) about the areas of the Teacher's performance which do not satisfy the criteria:

Signed ..... (Appraiser)

Date: .....

**TO BE SUBMITTED TO THE LINE MANAGER / HEAD OF SERVICE**

**Service Area Use Only**

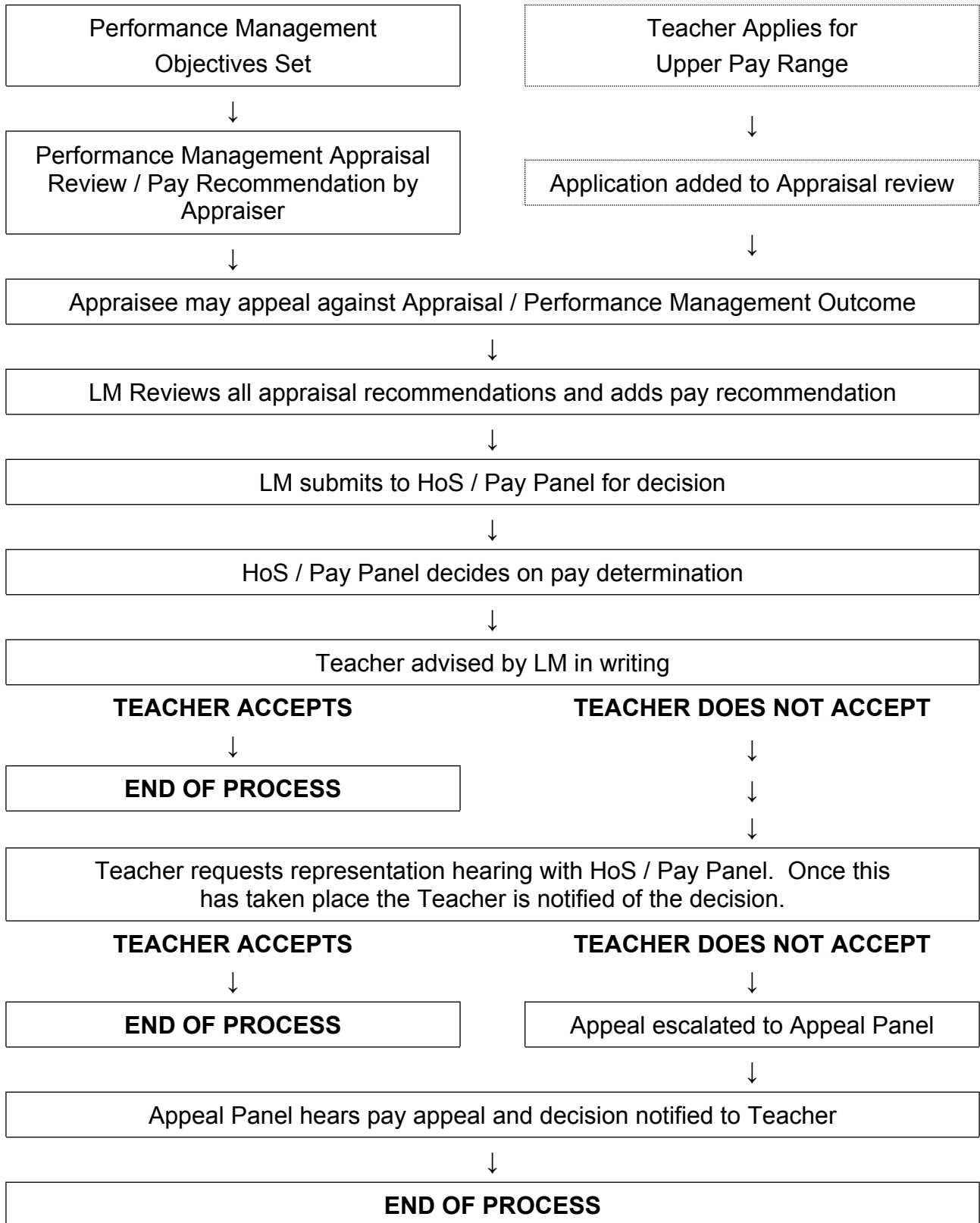
Application Form Received on: .....

Assessment made on: .....

By: .....



**FLOWCHART OF PAY REVIEW PROCESS  
(Not including Manager)**



## LEADERSHIP TEAM SALARIES GUIDANCE

### 1. Manager and Leadership Team

Whilst there is no longer a national pay scale published for leadership posts within the STPCD, the national employers along with the recognised trade unions have published indicative pay rates based on a 43 step leadership salary scale on which a Manager, Deputy Manager and Assistant Manager could be paid as determined by the Local Authority. These are set out below.

### 2. New Leadership Appointments / Changes to existing Leadership Pay Structures - Three Stage Process

The Local Authority should follow the three stage process when setting the pay for **new appointments or revising existing pay structures in respect of Managers or the wider leadership team.**

**Stage 1** - Defining the role

**Stage 2** - Setting the indicative pay range

**Stage 3** - Deciding the starting salary and individual pay range

All decisions and the reasons for them should be well documented at every stage. All pay decisions must be made on objective criteria so that there is no discriminatory effect of any group of Teachers with a particular protected characteristic under the Equality Act 2010.

It is suggested that Head of Service seek advice when calculating and recording leadership pay structure decisions

#### **Stage 1 - Defining the Role**

The Local Authority should, at this stage, define the job and identify the broad pay range as a provisional guide to determining appropriate level of pay. The Local Authority will need to define and set out the specific role, responsibilities and accountabilities of the post as well as the skills and relevant competences required.

For other leadership team posts, the Local Authority should consider how the role fits within the wider leadership structure of the service area. The pay range for a Deputy Manager or Assistant Manager should only overlap the Manager's pay range in **exceptional** circumstances.

#### **Stage 2 - Setting the Indicative Pay Range**

At this stage, the Local Authority will need to consider the complexity and challenge of the role in the particular context of the service and make a judgement on pay in light of this.

**APPENDIX 6.**

For Manager posts, it is expected that normally the Local Authority will conclude that the total unit score fully captures the complexity of the Manager role and that the relevant broad pay range accommodates appropriate levels of reward, in line with the STPCD. The Local Authority will need to consider whether the indicative pay range should start at the minimum of the Manager's pay scale or whether they wish it to start at a higher level because of the level of challenge of the post.

There may be circumstances, however, in which there are additional factors that suggest the indicative pay range should be higher than would be provided by the basic calculation in Stage 1.

The following represent some examples of additional factors to be considered (this list is not exhaustive):

- The context and challenge arising from pupils' needs e.g. if there is a high level of deprivation in the community (Free School Meal entitlement and / or English as an Additional Language) or there are high numbers of looked after children or children with Additional Learning Needs and this affects the challenge in relation to improving outcomes;
- A high degree of complexity and challenge e.g. accountability for multiple service areas / schools or managing across several dispersed sites, which goes significantly beyond that expected of any Manager of similar-sized service area / school(s) and is not already reflected in the pay range; and
- Factors that may impede the service area's ability to attract appropriately qualified and experienced leadership candidates e.g. location, language medium, subject area / specialism and / or level of support from the wider leadership team.

The Local Authority may set the indicative pay range with a **maximum of up to 25% above the top of the relevant Manager pay range.**

Above that limit, external independent advice must be sought and, should the advice suggest a range which exceeds this limit is appropriate, a business case must be made and agreed by the Head of Service.

The Local Authority **SHOULD NOT** increase base pay nor pay an additional allowance for regular local collaboration which is part of the role of all Managers.

For other leadership roles the process is broadly the same. The Local Authority will wish to consider how the other leadership roles should be set in accordance with the level set for the Manager and to ensure that there is sufficient scope for progression. Consideration should also be given to any teaching posts that carry additional allowances.

At the end of this stage, the Local Authority should decide where in the broad range to position the indicative pay range and set this out clearly when advertising the post. An overall judgement should be made on the position and breadth of range, allowing appropriate scope for performance-related progression over time, clearly linked to service / school improvement priorities and outcomes.

There should be a clear audit trail for all decisions made and the reasoning behind them.

It is also expected where possible that the Local Authority will undertake a process of benchmarking of salaries before setting the pay range for the Manager or other leadership posts.

For those factors which are not expected to persist, such as temporary responsibility for an additional service area / school, these should be reflected through an allowance rather than consolidated into the indicative pay range.

### **Stage 3 - Deciding the starting salary and Individual Pay Range for new appointments**

The first two stages provide the means for determining the appropriate pay range. The third stage is essentially about deciding on the starting salary for the individual who is to be offered the post.

At this stage, the Local Authority will have a preferred candidate for the role and will wish to set the starting salary in the light of candidate-specific factors, such as the extent to which the candidate meets the specific requirements of the post.

It will be important to ensure there is scope for performance-related progression over time.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

### **3. Establishing a Pay Range above the Manager's Pay Scale**

The expectation is that in most cases the pay range will be within the limits of the Manager's pay scale. However, in some cases e.g. where there may be significant difficulty in making an appointment or there is a need to incentivise a Manager to take on responsibility for a very large service area / school or to lead multiple large service areas / schools, it may be appropriate to consider extending the individual pay range.

The Local Authority can, in such cases, decide that the maximum of the pay range may be above the maximum of the Manager's pay scale, **up to an additional 25%**.

If it is considered that there are exceptional circumstances that warrant an extension beyond that limit, a business case would be required. The Head of Service would need to seek external independent advice from an appropriate person or body who can consider whether it is justifiable to exceed the limit in a particular case.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

#### **4. Pay Progression for all Leadership Posts**

It is the responsibility of the Local Authority to ensure that performance-based progression awards reflect individual performance.

The Pay Policy should be updated on an annual basis to ensure that they remain fit for purpose. The Local Authority will need to satisfy itself that objective-setting is fair, reasonable and meaningful, but rigorous, and that the Pay Policy provides a clear link between levels of achievement and progression.

Local Authorities have the freedom to award progression increases as they judge appropriate in their particular circumstances. Although no progression award should be made if it is not justified.

The Local Authority will consider awarding additional increment(s) for sustained high quality performance against the set criteria, or where performance has been exceptional and exceeded all the expectations.

##### Temporary Payments for Managers

In addition, the Local Authority may consider an additional payment to the Manager in respect of clearly temporary additional duties and responsibilities or duties that are in addition to the post for which their salary has been determined e.g. where they are providing services to other service areas / schools. Including where the Manager is appointed as a temporary Manager of one or more additional service areas / schools not included as a permanent factor in the calculation of the pay range.

#### **5. Salary Protection**

If the Local Authority chooses to reduce the leadership pay range, the member of staff will be entitled to receive a safeguarded sum for a period of up to three years, subject to the STPCD.

**MANAGER / DEPUTY MANAGER / ASSISTANT MANAGER  
ANNUAL REVIEW FORM  
(September 201\_\_)**

<b>Name:</b> _____	<b>Employee No.:</b> _____
<b>Service Area:</b> _____	

**\* Manager:**

Pay Range:           £ \_\_\_\_\_ to   £ \_\_\_\_\_

**\* Deputy / Assistant Manager:**

Pay Range:           £ \_\_\_\_\_ to   £ \_\_\_\_\_

Salary and Point at August 201\_\_:   £ \_\_\_\_\_                      Point: \_\_\_\_\_

Rationale used for Pay Decision:  
\_\_\_\_\_  
\_\_\_\_\_

Revised Salary and Point at August 201\_\_:   £ \_\_\_\_\_                      Point: \_\_\_\_\_

Certified by Head of Service / Pay Panel: \_\_\_\_\_

Certified by Line Manager: \_\_\_\_\_                      Date: \_\_\_\_\_

**\* Please delete as appropriate**

### PAY APPEALS PROCEDURE

The Local Authority is committed to ensuring that appeals against pay decisions are dealt with quickly, fairly and are consistent with equalities and other relevant legislation, as well as the STPCD.

Teachers, including Managers, may appeal any determination in relation to their pay or any other decision taken by the Local Authority (or Pay Panel or individual acting with delegated authority) that affects their pay.

Reasons for appeal may include the following, which is not an exhaustive list. That the person or Panel making the decision:

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

For both the representation hearing and the appeal hearing, the Teacher is entitled to be accompanied by a work colleague or trade union representative.

#### **Stage 1 - Informal Discussion**

A Teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with his / her appraiser or Line Manager before the recommendation is actioned and confirmation of the pay decision is made by the Local Authority.

If, having had an informal discussion with the person making the pay recommendation, the Teacher believes that an incorrect recommendation has been made, he / she may make representation to the Head of Service / Pay Panel (see Stage 2 below).

#### **Stage 2 - Representation Hearing**

1. The Teacher receives written notification of the pay determination and, where applicable, details of the basis on which the decision was made. The Head of Service / Pay Panel will ensure the Teacher is aware of the process for making representation and appealing against the decision, if appropriate.
2. If the Teacher wishes to make representation, he/she should do so by writing to the Head of Service / Pay Panel within 10 working days of receiving the decision.
3. The Head of Service / Pay Panel will arrange for a representation hearing to take place as soon as possible, which will be chaired by him / her. The Line Manager may be required to attend the hearing to clarify the grounds for the pay recommendation.
4. The Teacher will be provided with between 5 and 10 working days' notice of the representation hearing. The Teacher may attend the hearing in order to present evidence, call witnesses and ask questions of the Head of Service / Pay Panel.

5. The Head of Service / Pay Panel will decide if the original pay determination is to be amended and will write to the Teacher about the outcome within 5 working days of the decision being reached.
6. Where the Teacher continues to be dissatisfied, he / she may appeal this decision within 10 working days of receiving the Head of Service / Pay Panel's outcome letter by proceeding to Stage 3 of the process.

### **Stage 3 - Appeal Hearing**

1. The Teacher should clearly set out in writing the grounds for appealing the pay decision and send it to the Line Manager or other designated person (as agreed) within 10 working days of receipt of the written outcome of the Stage 2 decision (see above).
2. The Line Manager will arrange for an appeal hearing to take place as soon as possible, but normally within 20 working days of the receipt of the written appeal notification.
3. The Teacher should be provided with between 5 and 10 working days' notice of the hearing.
4. The appeal should be heard by a Panel. The Panel will comprise of a Head of Service and a Manager who were not involved in the original decision. In a Pupil Referral Unit, the appeal will be heard by members of the PRU Management Team not involved in the original decision.
5. The Appeal Panel's decision is final and, as set out in Section 3, paragraph 7 of the STPCD 2016, there is no recourse to the Local Authority's Grievance Procedure.
6. Those required to attend the appeal hearing include:
  - Chair and other Appeal Panel members
  - The Teacher and his/her representative or work colleague (if the Teacher is accompanied)
  - Witnesses for the employee side (if appropriate)
  - The Head of Service / Chair of Pay Panel who made the original decision, who will clarify the reasons for the original decision
  - Witnesses for the management side (if appropriate)
  - Clerk to the hearing
  - HR Adviser to give advice to the Appeal Panel (subject to the provisions of any Service Level Agreement)

### **A model procedure for formal appeal meetings**

Chair introduces everyone and their role in the proceedings.

- The Teacher will present his/her case including any evidence to be considered and any witnesses they have called;
- Appeals Panel members may ask questions of the Teacher, as may the Head of Service / Pay Panel representative;



- Head of Service / Pay Panel representative will state their case including the evidence on which the decision was based and call any witnesses to support the case, if appropriate
- Appeals panel members may ask questions of the Head of Service / Pay Panel representative, as may the Teacher;
- Both parties may make a closing statement if they wish (Teacher first, followed by Head of Service / Pay Panel representative). No new evidence can be introduced at this stage;
- Both parties leave the hearing;
- The Appeals Panel may request advice from the HR Adviser (if applicable). Once this has been given, the HR Adviser will leave the hearing but may be recalled for further advice (if applicable);
- The Appeals Panel will consider all the evidence and reach a final decision;
- The Appeals Panel will call the parties back to inform the Teacher of the decision (if awaiting the decision) or instruct the Clerk to write to the Teacher on their behalf with their decision and the reasons for it; and
- The Clerk will notify the Payroll Department of change of pay, if appropriate.

**PART-TIME TEACHERS' PAY AND TIME CALCULATIONS**

A School's Timetabled Teaching Week must be established and a part time Teacher must be paid a proportion of the STTW.

The Local Authority must establish a STTW week for each Teacher, this refers to school sessions hours that are timetabled for teaching, including PPA but excluding break times, registration and assemblies.

Part-time Teachers will then be paid on actual teaching time excluding registration assemblies and breaks.

For Example:

If the school day, excluding registration and assembly, runs from 9.00am to 12.15pm and again from 1.15pm to 3.30pm with one 15 minute break in the morning session and one 15 minute break in the afternoon session, the STTW for a full-time Teacher would be calculated as 25 hours. If a part-time Teacher were employed for mornings only working 9.00am to 12.15pm every day, their percentage of the timetabled teaching week would be calculated as 15 hours. This is shown below:

	Morning Session (less breaks, registration & assembly)	+	Afternoon Session (less breaks, registration & assembly)	x	No. of Days in Timetable	=	STTW	% of STTW
Full-Time	3 Hours	+	2 Hours	x	5 Days	=	25 Hours	100%
Part-Time	3 Hours			x	5 Days	=	15 Hours	60%

**PPA and Management Time** must be included when calculating class contact time.

**Directed Time** - a Line Manager may allocate directed time to part-time Teachers (subject to conditions) as a proportion of a FTE 1265. Part-time Teachers can now be directed to cover breaks, assemblies and registration as part of their directed duties.

Part-time Teachers cannot be required to be available for work (either for teaching or other duties) on days they do not normally work. However, they may attend by mutual agreement with the Line Manager. Any resultant additional hours should be paid at the Teacher's normal salary.

Part-time Teachers may be required to carry out duties, other than teaching pupils, outside school sessions on the day on which the Teacher is normally required to be available for work (whether the Teacher is normally required to be available for work for the whole or part of that day). This can form part of directed time.

**SERVICE AREA'S STAFFING STRUCTURE**

(LA to enter details below as applicable at the time of this Pay Policy being adopted by the Local Authority)