

**Nottinghamshire**

**School Pay Policy**

**Toolkit**

**September 2024**

|  |  |
| --- | --- |
| Name of school: | [INSERT NAME OF SCHOOL] |
| Policy adopted on: | [INSERT DATE] |
| Date of next review: | [INSERT DATE] |
| Governing body committee that will review and monitor the impact of the Policy/Guidance/Toolkit and content annually with the head teacher: | [INSERT NAME OF COMMITTEE] |
| Locations this policy can be accessed: | [INSERT LOCATIONS OF POLICY] |

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**HR Advice, Support and Training Service**

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**(2024 changes to 2023 version are shown in red type)**

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**Appendix 1 – Pay Determination for Head Teacher and Other Leadership Posts**

**Introduction and Framework**

1. This toolkit document, which forms an integral part of the School Pay Policy, provides advice and instructions for governing bodies on how to apply the statutory provisions of the School Teachers Pay and Conditions Document (STPCD). The governing body will ensure that any review of leadership pay will only take place in the following circumstances;
2. In making arrangements to advertise a vacancy for a new head teacher or leadership role; or
3. Where there has been a significant change to the responsibilities leading to an enlarged or reduced leadership role; or
4. There is a change to the unit total score as a result of an increase or decrease in pupil numbers or a change to the school group size.

1.1 (a) Preparatory Work

The Governing Body should seek initial advice from their HR Business Partner.

Budget information will need to be prepared in advance of the meeting and made available to the governing body before the review is undertaken so that full account is taken of the schools’ financial position and in the light of other budgetary priorities for the school. Affordability should be considered in the short, medium and long term. The governing body must confirm that the proposals are affordable, and the required budget share is available.

1.2 (b) School Groups and Unit Totals

School groups should be calculated in accordance with the STPCD. A school belongs to one of eight groups. For mainstream schools the group calculation is based on pupil numbers at each Key Stage. For special schools, the group calculation is based on a combination of pupil numbers at each Key Stage and the ratio of full-time equivalent staff to pupils. In each case extra weighting is given to pupils with statements of special needs. The governing body should request advice and support from their named HR Business Partner to calculate the school group size. The governing body understands that it may only set or alter the range of pay for the head teacher, or other teachers paid on the leadership pay range in line with the provisions of the current version of the STPCD.

1.3 Pay review for all teachers paid on the LPR should be undertaken annually in line with the provisions of the STPCD and the schools Appraisal Policy. When undertaking a review of leadership pay the governing body must complete one of the three appendices at the appropriate governing body meeting to ensure there is a clear and transparent audit trail;

a) Appendix 2a Leadership Decision Record – Single School;

b) Appendix 2b Leadership Decision Record – Multiple Schools; or

c) Appendix 2c Leadership Decision Record - Temporary Payments to the Head Teacher.

1.4 The governing body will ensure that all appointments and salary determination are made in line with the School Pay Policy and Guidance, the School Teachers’ Pay and Conditions Document (STPCD) and other advice provided by the local authority. **Under no circumstances should the IPR range be increased because the head teacher or other senior leader has reached the top of their respective pay range or to provide for the equivalent of a pay award.**

1. The head teacher will be paid on a 7-point (IPR) range on the leadership spine;
2. The deputy and all other leadership posts will be paid on a 5-point (IPR) range on the leadership spine.

1.5 The appropriate committee of the governing body or the Collaboration body (where more than one school is involved) will properly document all pay decisions, including the reasoning behind them so that it can justify and provide a clear audit trail for all pay decisions it makes. The governing body will systematically consider the circumstances of the school applying objective data and criteria prior to making decisions on pay before reviewing, advertising and / or appointing to posts. All evidence used will be recorded on the relevant Leadership Decision Record.

1.6 All pay decisions will be made in accordance within the principles contained within the pay policy and the articles of governance of the school in a fair and transparent manner. Governors will ensure there is no discriminatory effect on any group of teachers with a protected characteristic as defined by the Equality Act 2010.

1.7 The leadership pay range adopted by the governing body is set out in Appendix 4 of the School Pay Policy.

1.8 The governing body will determine the salary range for the post of head teacher, deputy head teacher and assistant head teacher and complete Appendix 2a or 2b or 2c as appropriate. A copy should be retained by the governing body and for community and other local authority-maintained schools this completed pro forma will be sent to the school’s usual payroll contact within the Local Authority HR Service together with the payroll appointment notification. Leadership pay changes will not be actioned without completion of this form and receipt by NCC.

1.9 Appointments will be made in accordance with the following three stage process.

**Three Stage Process – Completion of Appendix 2a / 2b Leadership Pay Decision Record**

|  |  |
| --- | --- |
| Stage 1 | Determine the Head Teacher Group  Define the Role |

Determine the Head Teacher Group

* 1. **SECTION A: SINGLE SCHOOL** Appendix 2a Section A: Box 1, 2, 3, 4 and 5. The governing body must assign its school to a head teacher group which is the key determinant of leadership pay. The governing body should request support from the HR Service to calculate the unit total score for the school in accordance with paragraphs 5 – 8 of the STPCD. Schools must use the most recent return of the DfE School Census information available, updated on a termly basis. In projecting future pupil numbers, the governing body may use its own local knowledge on whether or not the pupil numbers are increasing or in decline where this can be evidenced. The unit total score will assist the governing body to determine whether the Individual Pay Range (IPR) should start at the minimum, middle or at the higher level of the head teacher group dependant on the positioning of the unit total score within the range. The tables in paragraph 8 of this document should be used for this purpose. As a general guide a school with a pupil unit total at the lower end of the group and no significant special circumstances should have a seven-point range starting at the lowest point. In contrast, a school with pupil unit total at the top end of the range and with significant special circumstances will have its highest point towards the top end of the range.
  2. For head teacher posts it is expected that the governing body will normally conclude that this unit total score fully captures the complexity and level of challenge of the head teacher role and is the only factor in determining the IPR. Where appropriate, other factors which may be considered by the governing body are set out in paragraphs 3.0 – 3.10 of this document.
  3. Complete box 4 and 5 to set the Head Teacher IPR and salary range, confirm budget affordability and other school budget priorities have been considered.
  4. **SECTION A2 MULTIPLE SCHOOLS** (Appendix 2b only). Where more than one school is included in the calculation, appendix 2b should be used and both section A1 and Section A2 Box 1, 2, 3, 4, 5 and 6 should be completed. Where the head teacher is to be appointed to more than one school on a permanent basis, the relevant body of the head teachers’ original school must modify the total unit score by calculating the total unit score of all the schools for which the head teacher is responsible (as set out in the STPCD paragraph 6.6). Where the appointment is temporary made under the Collaboration Regulations School Governance (Collaboration) Regulations 2003, the collaborating body may pay the head teacher an additional allowance of up to 25% of the head teachers’ current salary in line with the temporary payments paragraph 22.0. This payment is to take account of the identified increased responsibilities. In order to be consistent and fair in their approach, and to provide incremental progression, the collaborating body are strongly advised to determine the payment by temporarily setting the IPR for the combined schools in the same way as for head teachers who are appointed to more than one school permanently.
  5. For head teacher posts with responsibility for other schools it is expected that the governing body(ies) will normally conclude that the combined unit total score fully captures the complexity and level of challenge of the head teacher / executive head teacher role across the schools and is the only factor in determining the combined IPR. Where appropriate, other factors which may be considered by the governing body are set out in paragraphs 3.0 – 3.10 of this document.
  6. The unit total score will assist the governing body to determine whether the Individual Pay Range (IPR) should start at the minimum, middle or at the higher level of the combined head teacher group dependant on the positioning of the unit total score within the range. See tables in paragraph 8 for unit total and group ranges.
  7. Complete boxes 5 and 6 to set the Head Teacher / Executive head teacher IPR and salary range and confirm budget affordability and other school budget priorities have been considered.

The following sections should be considered where the governing body determine that;

1. There are special circumstances to be taken into account in setting the permanent IPR over and above the factors considered above, or;
2. There are factors to assist the governing body determine the starting salary within the above range.

In making decisions about special circumstances the governing body must take account of the most recent Ofsted inspection outcome and the most recent national comparative data available via ISDR (inspection data summary report).

2.7 Set the Individual Pay Range (IPR) based on unit total calculation.

2.8 Complete Appendix 2a Section A Box 4 and 5 or Appendix 2b Section A2 Box 5 and 6.

Define the Role - Special Circumstances

1. **SECTION B** **SPECIAL CIRCUMSTANCES RELATING TO THE ROLE** Boxes a, b and c. The main head teacher responsibilities and accountabilities should already be incorporated in the unit total calculation and resultant IPR agreed in Section A above.

3.1 However, in determining leadership pay range the governing body may also take into account whether there are any other additional permanent special circumstances relating to the head teacher post and determine whether or not any of these factors should increase the basic IPR (STPCD 9.2). Where applicable the governing body should set out the additional permanent factors in part B appropriate to the role:

1. Permanent responsibilities and accountabilities e.g. responsibility for a school which is causing concern. This may be a school which is at risk of or requiring Special Measures or at risk of or in serious weaknesses.
2. Skills and relevant competencies required e.g. proven track record of effective leadership to secure significant school in improvement over a short timescale; and
3. Complexity and challenges of the role taking into account the particular context of the school e.g. School causing concern with multiple areas of improvement required over a short period of time with significant associated risks;
4. Accountability for multiple schools or managing across several dispersed sites which is not already accounted for in the unit total score calculated in stage 1 and which goes beyond that expected of any head teacher of a similar sized school.

3.2 The governing body must determine what impact, if any, the additional permanent factors identified should have on the determination of the IPR range and record this decision on the pro forma in Section B.

* 1. The governing body should set out the justification and evidence used where additional points are considered. The governing body should seek advice and support from their HR Business Partner in weighting these factors.

|  |  |
| --- | --- |
| Stage 2 | Set the Indicative Pay Range |

3.4 **SECTION C** **PERMANENT ADDITIONAL ALLOWANCES** Boxes a, b and c. Given the special circumstances identified consider if the head teacher should be paid any additional allowances:

1. Allowances for recruitment or retention e.g. Where without such payment there would be substantial difficulty filling the vacant head teacher post and is demonstrably required to attract a field of appropriately qualified and experienced leadership candidates, e.g. due to location, specialism or the level of support available from the wider leadership team; and
2. Long term provision to other schools where the reward for this has not already been accounted for in the combined unit total calculation.
3. Additional accountability not reflected above e.g. teaching school alliance which has direct impact on success for the school.

3.5 The governing body must determine what impact, if any, the additional permanent factors identified should have on the determination of the IPR range and record the justification, evidence used and the decision on the pro forma in Section C.

3.6 **SECTION D** **PERMANENT ADDITITIONAL FACTORS** Boxes a, b, c, and d. Consider whether there are any additional permanent factors which impact on the level of challenge of the post which justify the IPR being set higher than the basic level set in stage 1.

* 1. The context and challenge because of:

1. The level of deprivation in the school community as determined by entitlement to Free School Meals (FSM), where the indicator is significantly above the national average;
2. The level of Pupils with English as an Additional Language (EAL), where the indicator is significantly above the national average; the level of Looked After Children (LAC), where the indicator is significantly above the national average; Special Needs (special schools only); Pupil Premium;
3. The level of Pupil Stability, where the level is significantly below the national average; and
4. School Deprivation Indicator, the degree to which the school is significantly above the national average.
   1. The governing body must determine if additional points should be awarded and the impact, if any, the additional permanent factors identified should have on the determination of the IPR range. Record this decision and evidence used on the pro forma in Section D and E.
   2. The governing body must set out in Box E the total additional IPR points agreed for additional permanent factors agreed in the calculation of the 7-point IPR as “Special Circumstances”. The governing body should ensure that no double counting takes place and must not increase the head teachers’ base pay or pay an additional allowance for regular local collaboration, which is part of the role of all head teachers.
   3. The governing body must set out in Box F the agreed IPR and salary range and confirm that the budget allocated to the leadership post is affordable and has been fully assessed in line with other budget priorities.

**Payment Limits for Consideration**

4.0 The total sum of the salary and other payments made to a head teacher must not exceed 25% above the maximum of the head teacher group, except in wholly exceptional circumstances agreed by the governing body. In such circumstances the governing body must seek external, independent advice from the HR Service and make a business case to be considered by the full governing body before agreeing such a payment.

4.1 The payment of relocation expenses which relate solely to the personal circumstances of the head teacher are excluded from the 25% limit and should be paid in line with the policy agreed by the governing body.

4.2 Salary safeguarding does not apply to any such additional temporary payments. All temporary contractual changes to duties and / or pay should be confirmed in writing.

|  |  |
| --- | --- |
| Stage 3 | Determination of the Individual Pay Range and Starting Salary |

5.0 The governing body should determine the Individual Pay Range (IPR) for the leadership post and the starting salary within the range and complete box E, F and where known G should be completed a) following interviews or b) following re-assessment of pay for incumbent.

5.1 In setting the starting salary for new appointments the governing body may take into account the extent to which the specific requirements of the post are met as set out in the person specification and job description.

5.2 The range determined must provide scope for performance related pay progression over time linked to school improvement priorities and outcomes as set out in the School Pay Policy and School Appraisal Policy.

5.3 Where the governing body considers that there are circumstances specific to the role (where the role is so challenging) or to the candidate, which warrant a higher than normal payment the relevant body may set the maximum point of the head teachers Individual Pay Range up to 25% above the maximum point of the head teachers group range for the school. The 25% refers to the total value of the salary including any temporary payments.

5.4 The statutory requirements of the STPCD must be adhered to. These state that the governing body must ensure that the 25% maximum is not exceeded unless in exceptional circumstances. Only demonstrable objective criteria considered should warrant this. Where, exceptionally, the governing body considers setting the IPR for the head teacher beyond the 25% limit, external independent advice from the HR Service must be sought. This advice should consider whether it is justifiable to exceed the 25% limit in a particular case. Should the advice suggest that it is appropriate to exceed the 25% limit a business case must be made and agreed by the full governing body. There must also be a clear audit trail for any advice requested, provided and considered. The documentation must include a full and accurate record of the criteria considered, decisions taken and the reasons behind them.

5.5 Regular local collaboration between schools which is part of the role of all head teachers will not be a factor which increases the base pay or be considered as an additional factor.

**Temporary Payments for Head Teachers**

6.0 The governing body expect that this objective and rigorous approach to setting pay for head teachers will make the payment of temporary allowances to head teachers unnecessary.

6.1 The exception to this will be where temporary payments to a head teacher are identified (STPCD paragraph 10) for clearly temporary or irregular duties or responsibilities or any other very specific reasons meaning it is not appropriate to incorporate into permanent pay. Such payments must be in addition to the post for which the head teacher’s salary has been determined. In each case where temporary additional payments are made the governing body must be satisfied that the reasons or circumstances have not previously been taken into account when determining the head teacher’s IPR. There must be no unit total double counting.

6.2 Where the governing body agree to the payment of temporary payment to the head teacher Appendix 2c should be completed.

6.3 The total sum of any additional temporary payment(s) made to a head teacher must be time limited and will cease on a certain date or as circumstances change. The governing body must make sure that the appropriate contractual arrangements are confirmed to the employee and payroll provider. The amount may be between 1% and 25% but must not exceed 25% of the substantive annual salary payable to the head teacher, except in wholly exceptional circumstances. Advice should be sought from your HR Business partner.

**Wider Leadership Group - Other Leadership Posts**

7.0 The above principles should be consistent with the determination of pay for the wider leadership team as required by the STPCD.

7.1 In setting the pay for all other leadership posts (DHT and AHT) the governing body should ensure that:

1. Pay relativities reflect the different role, duties and responsibilities between posts;
2. All pay decisions are consistent with equal pay and other equality legislation;
3. Account is taken of how each leadership position blends with other posts in the wider leadership structure of the school;
4. Pay ranges for a deputy or assistant head teacher should not overlap the head teacher’s IPR, unless in wholly exceptional circumstances; and
5. The pay range determined provides scope for individual performance related pay progression over time and that progression is linked to school improvement priorities and outcomes as set out in the School Pay Policy and School Appraisal Policy.

The completed form should be sent to your usual payroll contact.

**School Group Sizes and Unit Total Guidance**

8.0 The broad banding for IPRs within a school’s group size, as determined by the School Teachers’ Pay and Conditions Document, is as follows:

|  |  |  |
| --- | --- | --- |
| **School Group** | **Points Range** | |
| **From** | **To** |
| **1** | **L6** | **L18** |
| **2** | **L8** | **L21** |
| **3** | **L11** | **L24** |
| **4** | **L14** | **L27** |
| **5** | **L18** | **L31** |
| **6** | **L21** | **L35** |
| **7** | **L24** | **L39** |
| **8** | **L28** | **L43** |

.1 Guidance on how to utilise the school’s unit total to determine the basic IPR is as follows:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Group** | **Unit Total** | | | **Basic IPR** | | | **Possible additional IPR Ranges for Special Circumstances** | | | | | | |
| 1 | 0 | to | 500 | 6 | to | 12 | 7 | to | 13 | Up to | 12 | to | 18 |
|  | 500 | to | 1000 | 7 | to | 13 | 8 | to | 14 | Up to | 12 | to | 18 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | 1001 | to | 1400 | 8 | to | 14 | 9 | to | 15 | Up to | 15 | to | 21 |
|  | 1401 | to | 1800 | 9 | to | 15 | 10 | to | 16 | Up to | 15 | to | 21 |
|  | 1801 | to | 2200 | 10 | to | 16 | 11 | to | 17 | Up to | 15 | to | 21 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | 2201 | to | 2635 | 11 | to | 17 | 12 | to | 18 | Up to | 18 | to | 24 |
|  | 2636 | to | 3065 | 12 | to | 18 | 13 | to | 19 | Up to | 18 | to | 24 |
|  | 3066 | to | 3500 | 13 | to | 19 | 14 | to | 20 | Up to | 18 | to | 24 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | 3501 | to | 4000 | 14 | to | 20 | 15 | to | 21 | Up to | 21 | to | 27 |
|  | 4001 | to | 4500 | 15 | to | 21 | 16 | to | 22 | Up to | 21 | to | 27 |
|  | 4501 | to | 5000 | 16 | to | 22 | 17 | to | 23 | Up to | 21 | to | 27 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | 5001 | to | 5835 | 18 | to | 24 | 19 | to | 25 | Up to | 23 | to | 31 |
|  | 5836 | to | 6670 | 19 | to | 25 | 20 | to | 26 | Up to | 23 | to | 31 |
|  | 6671 | to | 7500 | 20 | to | 26 | 21 | to | 27 | Up to | 23 | to | 31 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | 7501 | to | 8667 | 21 | to | 27 | 22 | to | 28 | Up to | 29 | to | 35 |
|  | 8668 | to | 9833 | 22 | to | 28 | 23 | to | 29 | Up to | 29 | to | 35 |
|  | 9834 | to | 11000 | 23 | to | 29 | 24 | to | 30 | Up to | 29 | to | 35 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | 11001 | to | 12500 | 24 | to | 30 | 25 | to | 31 | Up to | 32 | to | 39 |
|  | 12501 | to | 14000 | 25 | to | 31 | 26 | to | 32 | Up to | 32 | to | 39 |
|  | 14001 | to | 15500 | 26 | to | 32 | 27 | to | 33 | Up to | 32 | to | 39 |
|  | 15501 | to | 17000 | 27 | to | 33 | 28 | to | 34 | Up to | 32 | to | 39 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | 17001 | + |  | 28 | to | 34 | 29 | to | 35 | Up to | 37 | to | 43 |



**Appendix 2a – Leadership Pay Decision Record – Single School**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. This document should be completed by the governing body where (a) new head teacher appointment is planned or (b) Significant changes to the duties and responsibilities require IPR to be re-assessed or (c ) change to the headteacher group size  2. In determining the salary range for the head teacher post it is expected that the governing body will **normally** conclude that the unit total score (Stage 1) fully captures the complexity and the level of challenge of the role and is the **only** factor in determining the IPR pay range for the head teacher.  3. If there are additional factors then stage 2 and 3 must be completed.  4. The Governing Body must **confirm that the IPR is affordable** in the short, medium and long term. | | | | | | | | | | | | | |
| School Name: | |  | | | | | | | | | | | |
| Current IPR Range & Salary Details: | |  | to |  | Current Salary point in range | | |  | | Salary £ | | | |
| Information Prepared by: | |  | | | | | Date Prepared: | | | | |  | |
| Meeting Title: | |  | | | | | Date of Meeting | | | | |  | |
| Reason for Review: | |  | | | | | | | | | | | |
| Implementation Date | |  | | | | | | | | | | | |
| **Governors Present:** | | | | | | | | | | | | | |
| **Stage 1:** **School Unit Total Calculation** | | | | | | | | | | | | | |
| A | Unit Total | | | | | Total Date | | | | | | | |
| 1 | Unit Total Calculation based on school census data use *most up to date information available from the local authority* | | | | |  | | | @ | |  | | |
| 2 | School Group | | | | |  | | | | |  | | |
| 3 | School Group Pay Range Min – Max | | | | | Min | | | Max | |  | | |
|  | | |  | |
| 4 | 7-point IPR agreed by Governing Body  (See Appendix 1a for group ranges) | | | | | Minimum IPR point | | | | | Maximum IPR point | | |
| L | | | | | L | | |
| 5 | Head Teacher Salary Range agreed by Governing Body | | | | | £ | | | | | £ | | |
| **Stage 3: Section only to be completed where Special Circumstances apply (see Stage 2 overleaf)** | | | | | | | | | | | | | |
| E | Additional Points for Special Circumstances  Record outcome of Stage 2 overleaf (if applicable) | | | | |  | | | | |  | | |
| F | Revised Head Teacher 7-point lPR  (Where exceptional circumstances apply). | | | | | Minimum LPR point | | | | | Maximum LPR point | | |
| L | | | | | L | | |
| G | Revised Head Teacher Salary Range | | | | | £ | | | | | £ | | |
| H | Starting Salary Agreed | | | | | L | | | = | | £ | | |
| Name: Chair of Governors/Vice Chair  Signed: Date: | | | | | | | | | | | | | |
| IMPORTANT  The form should be completed and emailed with one of the following BMS Payroll forms to your usual payroll email:  1. The New Appointment Form (Available school portal) or 2. The Change of Details Form (Available school portal)   |  | | --- | | [Escschoolsbassetlaw.Re@nottscc.gov.uk](mailto:Escschoolsbassetlaw.Re@nottscc.gov.uk) | | [Escschoolsbroxtowe.Re@nottscc.gov.uk](mailto:Escschoolsbroxtowe.Re@nottscc.gov.uk) | | [Escschoolsgedling.Re@nottscc.gov.uk](mailto:Escschoolsgedling.Re@nottscc.gov.uk) | | [Escschoolsmansfield.Re@nottscc.gov.uk](mailto:Escschoolsmansfield.Re@nottscc.gov.uk) | | [Escschoolsnewark.Re@nottscc.gov.uk](mailto:Escschoolsnewark.Re@nottscc.gov.uk) | | [Escschoolsrushcliffe.Re@nottscc.gov.uk](mailto:Escschoolsrushcliffe.Re@nottscc.gov.uk) |   **Stage 2: Special Circumstances (if applicable)**  In considering these circumstances the governing body must make reference to information contained within the most recent Ofsted inspection report/outcome and other relevant information/evidence available to justify the special circumstances to be taken into account such as (as a minimum) the most recent national comparative ISDR data for the school. | | | | | | | | | | | | | |
| The governing body should only consider this section where there are specific additional permanent responsibilities which should be taken into account. | | | | | | | | | | | | | |
| B | Special Circumstances Permanent Additional Factors related to the Head Teacher role such as (set out justification and evidence below) | | | | | | | | | | | | Additional points (if applicable) |
| a  b  c  d | Responsibilities and Accountabilities: (e.g. responsibility/ accountability for school causing concern (SCC) with associated significant professional risks)  Skills and experience. (e.g. proven track record of effective leadership to secure significant school improvement in short timescale)  Complexity and Challenge: (e.g. SCC with several areas required for improvement in short timescale)  Other factors considered by the governing body  Justification and evidence used | | | | | | | | | | | |  |
| C | Special circumstances Permanent Additional Allowance (Set out justification and evidence below) | | | | | | | | | | | | Additional points (if applicable) |
| a  b  c | Recruitment and retention \* (\*only where agreed by the governing body in pay policy 6.21 – 6.24)  Long term provision to other schools (where the reward for this work is not already accounted for in the unit total calculation for the school)  Other factors considered by the governing body  Justification and evidence used | | | | | | | | | | | |  |
| D | Special circumstances Permanent Additional Factors (Set out justification and evidence below). Possible factors include: | | | | | | | | | | | | Additional points (if applicable) |
| a  b  c  d  e | Deprivation as indicated by entitlement to FSM (high, Medium or Low). (Whether indicator is significantly above the national average)  Pupils with EAL or Looked after Children or special needs (as compared with national averages)  Pupil Stability (The degree to which the level is significantly below the national average)  School Deprivation Indicator (e.g. the degree to which the school is significantly above the national average)  Other factors considered by the governing body  Justification and evidence used | | | | | | | | | | | |  |
| E | Total additional points agreed for special circumstances (add to Stage 3) | | | | | | | | | | | |  |



**Appendix 2b – Leadership Pay Decision Record – Multiple Schools**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. This form should be completed by the appropriate body where the Head Teacher is to be (a) appointed to more than one school on a temporary (Collaboration Regulations) or permanent (Federation Regulations) basis, or the relevant body have agreed significant changes to responsibilities or duties requiring the IPR to be re-assessed.  2. Where the appointment to Head / Executive Head Teacher is being made under the above Regulations, the relevant body must modify the total unit score as set out in the School Pay Policy Appendix 1. In determining the salary range for the post, it is expected that the relevant body will **normally** conclude that the combined unit total score (Section A1 and A2) fully captures the complexity and the level of challenge of the role and is the **only** factor in determining the IPR pay range for the Head Teacher.  3. Where there are additional factors impacting on the complexity of the role then stage 2 and 3 must be completed.  4. The Governing Body must always record its decision and **confirm the IPR is affordable** in the short, medium and long term. | | | | | | | | | |
| Lead School Name: | |  | | | | | | | |
| Current IPR Range & Salary Details: | |  | to |  | Salary Point |  | Salary £ | | |
| Other School Name(s): | |  | | | | | | | |
| Current IPR Range & Salary Details: | |  | to |  | Salary point |  | Salary £ | | |
| Information Prepared by | |  | | | | Date Prepared | | |  |
| Meeting Title: | |  | | | | Date of Meeting | | |  |
| Reason for Review: | |  | | | | | | | |
| Governors Present: | | | | | | | | | |
| **Stage 1: Lead School Unit Total Calculation** | | | | | | | | | |
| **A1** | Unit Total – Lead School Total Date | | | | | | | | |
| 1 | Unit Total Calculation based on school census data  *Note: the LA updates this information each term in the school year:* | | | | |  | | @ |  |
| 2 | School Group | | | | |  | | |  |
| 3 | School Group Pay Range Min – Max | | | | | Min Point | | | Max Point |
|  | | |  |
| 4 | 7-point IPR agreed by Governing Body  (See Appendix 1a for group ranges) | | | | | Minimum IPR point | | | Maximum IPR point |
| L | | | L |
| 5 | Head Teacher 7-point Salary Range agreed by Governing Body | | | | | £ | | | £ |
| **A2** | Other School Name(s) | | | | | | | | |
| 1 | Unit Total Calculation based on school census data  *Note: the LA updates this information each term in the school year.* | | | | |  | | @ | (Date) |
| 2 | School Group | | | | |  | | |  |
| 3 | School Group Pay Range Min – Max | | | | | Min Point | | | Max Point |
|  | | |  |
| 4 | 7-point IPR agreed by Governing Body  (See Appendix 1a for group ranges) | | | | | Minimum IPR point | | | Maximum IPR point |
| L | | | L |
| 5 | Head Teacher Salary Range agreed by Governing Body | | | | | £ | | | £ |
|  | **Stage 1a: Modified Unit Total calculation** | | | | |  | | |  |
| 1 | Modified Unit Total calculation  Total = Box A1 (1) + A2 (1) | | | | |  | | |  |
| 2 | Modified School Group | | | | |  | | |  |
| 3 | Combined School Group Pay Range Min – Max | | | | | Min Group IPR Point | | | Max Group IPR Point |
| L | | | L |
| 4 | Combined Head Teacher IPR based on Unit Total calculation agreed by relevant Body | | | | | Minimum School IPR | | | Maximum School IPR |
| L | | | L |
| 5 | Modified Head Teacher Salary range agreed by relevant Body | | | | | £ | | | £ |
| **Stage 3: Section only to be completed where Special Circumstances apply (See Stage 2)** | | | | | | | | | |
| E | Additional Points for Special Circumstances (Record information from overleaf Section 2E) | | | | |  | | | |
| F | Revised 7 IPR agreed by Collaborating Body  (where exceptional circumstances apply) | | | | | Minimum IPR point | | | Maximum IPR point |
| L | | | L |
| G | Revised Salary Range agreed by Collaborating Body | | | | | £ | | | £ |
| H | Starting salary agreed | | | | | £ | | | |
|  | Name Chair of Governors/Vice Chair  Signed Date: | | | | | | | | |
| IMPORTANT  The form should be completed and emailed with one of the following BMS Payroll forms:  1. The New Appointment Form (Available school portal) or 2. The Change of Details Form (Available school portal)  Both documents should then be sent to your school usual payroll email address for action. The appointment will not be completed without the receipt of this form.   |  | | --- | | [Escschoolsashfield.Re@nottscc.gov.uk](mailto:Escschoolsashfield.Re@nottscc.gov.uk) | | [Escschoolsbassetlaw.Re@nottscc.gov.uk](mailto:Escschoolsbassetlaw.Re@nottscc.gov.uk) | | [Escschoolsbroxtowe.Re@nottscc.gov.uk](mailto:Escschoolsbroxtowe.Re@nottscc.gov.uk) | | [Escschoolsgedling.Re@nottscc.gov.uk](mailto:Escschoolsgedling.Re@nottscc.gov.uk) | | [Escschoolsmansfield.Re@nottscc.gov.uk](mailto:Escschoolsmansfield.Re@nottscc.gov.uk) | | [Escschoolsnewark.Re@nottscc.gov.uk](mailto:Escschoolsnewark.Re@nottscc.gov.uk) | | [Escschoolsrushcliffe.Re@nottscc.gov.uk](mailto:Escschoolsrushcliffe.Re@nottscc.gov.uk) | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Stage 2: Special Circumstances (if applicable)**  In considering these circumstances the relevant body must make reference to information contained within the most recent Ofsted inspection report/outcome and other relevant information/evidence available to justify the special circumstances to be taken into account such as the most recent national comparative ISDR data for the school. | | |
| The governing body should only consider this section where there are specific additional permanent responsibilities which should be taken into account. | | |
| B | Special Circumstances Temporary\*1see below / Permanent additional Factors related to the Executive Head Teacher role such as: | Additional Points (if applicable) |
| a  b  c  d | Responsibilities and Accountabilities: (e.g. responsibility/ accountability for school causing concern (SCC) with associated significant professional risks)  Skills and experience. (e.g. proven track record of effective leadership to secure significant school improvement in short timescale)  Complexity and Challenge: (e.g. SCC with several areas required for improvement in short timescale)  Other factors considered by the governing body  Justification and evidence used |  |
| C | Special circumstances Temporary\*1see below / Permanent Additional Allowance | Additional Points (if applicable) |
| a  b  c | Recruitment and retention \* (\*only where agreed by the governing body in pay policy 6.21 – 6.24)  Long term provision to other schools (where the reward for this work is not already accounted for in the unit total calculation for the school)  Other factors considered by the governing body  Justification and evidence used |  |
| D | Special circumstances Temporary\*1 see below / Permanent Additional Factors, possibly including: | Additional Points (if applicable) |
| a  b  c  d  e | Deprivation as indicated by entitlement to FSM (high, Medium or Low). (Whether indicator is significantly above the national average)  Pupils with EAL or Looked after Children or special needs (as compared with national averages)  Pupil Stability (The degree to which the level is significantly below the national average)  School Deprivation Indicator (e.g. the degree to which the school is significantly above the national average)  Other factors considered by the governing body  Justification and evidence used |  |
| E | Total additional points agreed for special circumstances (if applicable add to Stage 3E) Please note \*1 Temporary additional factors only apply to temporary collaborations. For Federations use Appendix 2c |  |



**Appendix 2c – Leadership Pay Decision Record – Exceptional Circumstances Temporary Payment to the Head Teacher/Executive Head Teacher**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Important Information: This form should be completed by the governing body where the circumstances set out in the school Pay Policy permit a temporary payment(s) to be made to the post of head teacher/Executive Head Teacher. Additional payment may only be made and approved for clearly identifiable additional duties or responsibilities not previously considered. The Governing Body must confirm that the temporary payment to the Head Teacher/Executive Head Teacher is affordable in the short, medium and long term. | | | | | | | | | | | | | | |
| School Name: | |  | | | | | | | | | | | | |
| Name of Employee | |  | | | | | Post | | |  | | | | |
| Information Prepared by: | |  | | | | | | | | Date Prepared | | | |  |
| Meeting Title: | |  | | | | | | | | Date Meeting | | | |  |
| Implementation Date: | |  | | | | | | | | | | | | |
| Current IPR Range & Salary Details: | |  | | to |  | Current Salary point in range | | | | |  | | Salary £ | |
| Budget information considered: | | Yes No  Budget assessed to confirm long term IPR affordability | | | | | | | | | | | | |
| Governors Present | | | | | | | | | | | | | | |
| 1 | Reason(s) for Temporary Allowance Payment | | | | | | | | | | | | | |
| 2 | Justification for the level and period of Temporary Allowance Payments  1.  2.  3.etc | | | | | | | | | | | | | |
| 3. | Temporary Amount £ | |  | | | | | | | | | | | |
| 4 | Date paid from | |  | | | | | Date To | | | |  | | |
| 6 | Date to be reviewed: | |  | | | | | | | | | | | |
|  | Name Chair of Governors/Vice Chair | |  | | | | | | Signed ………………………………….. | | | | | |
|  | Date | |  | | | | | | | | | | | |
| IMPORTANT The form should be completed and emailed with one of the following BMS Payroll forms:  1. The New Appointment Form (Available Schools Portal) or  2. The Change of Details Form (Available Schools Portal). Both documents should then be sent to your school usual payroll email address for action. The appointment will not be completed without the receipt of this form.   |  | | --- | | [Escschoolsashfield.Re@nottscc.gov.uk](mailto:Escschoolsashfield.Re@nottscc.gov.uk) | | [Escschoolsbassetlaw.Re@nottscc.gov.uk](mailto:Escschoolsbassetlaw.Re@nottscc.gov.uk) | | [Escschoolsbroxtowe.Re@nottscc.gov.uk](mailto:Escschoolsbroxtowe.Re@nottscc.gov.uk) | | [Escschoolsgedling.Re@nottscc.gov.uk](mailto:Escschoolsgedling.Re@nottscc.gov.uk) | | [Escschoolsmansfield.Re@nottscc.gov.uk](mailto:Escschoolsmansfield.Re@nottscc.gov.uk) | | [Escschoolsnewark.Re@nottscc.gov.uk](mailto:Escschoolsnewark.Re@nottscc.gov.uk) | | [Escschoolsrushcliffe.Re@nottscc.gov.uk](mailto:Escschoolsrushcliffe.Re@nottscc.gov.uk) | | | | | | | | | | | | | | | |

**Appendix 3 – Revised September 2024**

**Appraisal Objectives Criteria**

This document forms part of the Nottinghamshire Appraisal Policy and schools should use this as a guide in setting appraisal objectives for all teachers, including the head teacher. Please note that the Appraisal Policy, Guidance and toolkit Document provides more guidance in paragraphs 9 and 10.1 to 10.7. Schools should re-examine these documents annually.

**This document has been updated for September 2024 and is intended to enable schools to;**

* Meet the requirements of the School Teachers’ Pay and Conditions Document (STPCD) 2024 and OFSTED Education Inspection Framework (Sept 2024).
* To meet the requirements of the Appraisal Regulations 2012, and ensure that appraisers, teachers, head teachers and appraisal governors have reference to a framework for the setting of consistent appraisal objectives.

**It provides;**

* Key principles/flowchart and forms part of the appraisal documentation to be given to all teachers at the start of the appraisal cycle or on appointment to the school
* Impact criteria to be used as a framework, as part of the appraisal process, considering the school’s context to judge the degree of impact of meeting the Teachers’ Standards. Schools, should agree the application of specific criteria in their own school context (e.g. to take account of the effects of small cohort/class size or stage of development of pupils)
* The relevant references from the current [Education inspection framework (EIF)](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.us4.list-manage.com%2Ftrack%2Fclick%3Fu%3D46387df40cbf78623e0679b2f%26id%3Dfc6fa11d35%26e%3Df49e3328f4&data=05%7C01%7Candy.wilson%40nottscc.gov.uk%7Cba6547c885044d38f38f08db91df127e%7C6e5a37bba9614e4fbaae2798a2245f30%7C0%7C0%7C638264159504892371%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JZ%2FhfjoAmcAbmcJlgJ%2F5JggPQ8bcxAMXTigujFGuRWs%3D&reserved=0) [GOV.UK 2024](https://www.bing.com/ck/a?!&&p=ca31785bc48a65c0JmltdHM9MTY2MzYzMjAwMCZpZ3VpZD0wMzVjZmUxMi0wZDFiLTYxNGYtMTk2MS1lZjcxMGM1NjYwMmUmaW5zaWQ9NTE4MA&ptn=3&hsh=3&fclid=035cfe12-0d1b-614f-1961-ef710c56602e&u=a1aHR0cHM6Ly93d3cuZ292LnVrL2dvdmVybm1lbnQvcHVibGljYXRpb25zL2VkdWNhdGlvbi1pbnNwZWN0aW9uLWZyYW1ld29yaw&ntb=1) and subsidiary guidance for inspectors. See [‘Summary of changes’](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.us4.list-manage.com%2Ftrack%2Fclick%3Fu%3D46387df40cbf78623e0679b2f%26id%3Db43e13f15c%26e%3Df49e3328f4&data=05%7C01%7Candy.wilson%40nottscc.gov.uk%7Cba6547c885044d38f38f08db91df127e%7C6e5a37bba9614e4fbaae2798a2245f30%7C0%7C0%7C638264159504892371%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=eVDQ2wJZFsSXANKDYy9JmQXa0rTFov8WB2s%2FRdubKtg%3D&reserved=0) and [School inspection handbook](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.us4.list-manage.com%2Ftrack%2Fclick%3Fu%3D46387df40cbf78623e0679b2f%26id%3D8b90a6cf75%26e%3Df49e3328f4&data=05%7C01%7Candy.wilson%40nottscc.gov.uk%7Cba6547c885044d38f38f08db91df127e%7C6e5a37bba9614e4fbaae2798a2245f30%7C0%7C0%7C638264159504892371%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JAbVBDQoyTTkQ7GdqFx%2FoZyiaRbsJsixxbMF%2B9h24eQ%3D&reserved=0) 2024. See [‘Summary of changes](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.us4.list-manage.com%2Ftrack%2Fclick%3Fu%3D46387df40cbf78623e0679b2f%26id%3Dc844084b4b%26e%3Df49e3328f4&data=05%7C01%7Candy.wilson%40nottscc.gov.uk%7Cba6547c885044d38f38f08db91df127e%7C6e5a37bba9614e4fbaae2798a2245f30%7C0%7C0%7C638264159504892371%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=cvDnSbfGbpuhWedK2FnaNG87xWBzUg2YizaeonWlA0s%3D&reserved=0)’. (Both Documents revised Sept 2024). [School inspection handbook - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-inspection-handbook-eif)

**It is based on the following key principles, that**;

* Appraisal is securely embedded within school practice, including arrangements to take account of absence, planned or otherwise, of either the appraiser or appraisee
* The Appraisal Objectives Criteria provides a framework for establishing consistent appraisal objectives and success criteria to support an on-going professional dialogue about the impact and effectiveness of a teacher’s work. Appraisal recognises that the professional development of all teachers is the most significant factor to improve the quality of teaching to raise educational standards.
* Appraisal is an intrinsically supportive process, and the level of support provided to enable teachers to meet their appraisal objectives is expected to diminish as teachers gain experience and develop in their professional practice.
* The Appraisal Regulations 2012 require the school to make a recommendation on pay (Appraisal Regulation 7 (6) (c).
* The STPCD sets out that all teachers must have completed a minimum of 26 weeks reckonable service in the preceding academic year to qualify for consideration of pay progression on 1st September.
* Appraisal objectives set should be school specific, related to the school context, the cohort and any groups, so that each teacher understands what is meant by “expected gains”. Appraisal objectives should be challenging and expected progress of children should be agreed at the first appraisal meeting, taking into account children's starting points and contexts. (This may take test and assessment data from the school's systems into account, but appraisal targets should not be phrased as a specific % to meet/not meet and consideration should be given to updated DFE Guidance in accordance with the Making Data Work report.) Appraisal objectives and discussions should not be based on teacher generated data and predictions or Soley on the assessment data for a single group of pupils. Numerical targets should not be set if it is beyond the teachers control to achieve them.
* Separate criteria are applicable to ECT’s after completing their induction year.
* Careful planning and discussion is required within the context of appraisal to support and develop the professional competencies required of teachers preparing to move to the Upper Pay Range so that they can demonstrate that they meet and post progression, continue to meet the statutory UPR criteria to achieve pay progression.
* The setting of appraisal objectives must be non-discriminatory and be monitored using Appendix 9 in the Pay Policy
* There is an expectation that all teachers, evidenced and supported by the appraisal process, will continue to improve their effectiveness and where continued consistent performance is good should progress by one increment annually towards the maximum of the MPR (biannually for UPR), unless serious performance concerns are identified requiring focussed support within appraisal or they are subject to the capability procedures in which case pay progression will be withheld. (For an ECT - personalised support plan during the induction period)
* Where a teacher’s performance is less than good, the appraisal process will supportively address any concerns through focussed support within appraisal.
* Appraisal evidence will be proportionate and readily available from day to day practice.

**In setting Appraisal Objectives, the following should be taken into account in 2024/25**

1. **Head Teacher Appraisal** – see Head Teacher Appraisal Statement (updated for 2024) and available to schools purchasing NCC EIS Associate Adviser Support)

*Head Teacher Appraisal should also be used as an opportunity to discuss:*

1. *Matters in and outside of work, which have implications for the safeguarding of children in the workplace with a view to safeguarding employee and pupil welfare. (11.5 Appraisal Policy).*
2. *Ensure that robust child protection procedures and safer working practices are securely in place. (10.4 Appraisal Policy). As a minimum, Appraisal governors should seek evidence from the headteacher that the following have been completed or currently under review as appropriate and that a review date, agreed with the governing body has been set:*
3. *The HR Service Safer Working Pre Ofsted-Checklist for Schools September 2024 (where Ofsted is due) and,*
4. *NCC and NSCP Safeguarding Children in Education: Self-audit tool 2024-25*

*Please Note: Document (a) above is only available to schools who purchase the relevant local authority HR Service and can be found on the schools Portal – Safer Recruitment Section.*

1. **Senior leader with child protection and/or safer working responsibilities:**

Appraisal should be used as an opportunity to ensure that robust child protection procedures and safer working practices are securely in place. (10.4 Appraisal Policy).

1. **Appraisal for all other Staff:**
2. Appraisal should be an opportunity to discuss matters in and outside of work, which have implications for the safeguarding of children in the workplace with a view to safeguarding employee and pupil welfare. (Para 11.5 Appraisal Policy); and to discuss the contribution that all staff are making to their own well-being and that of other staff. Any issues raised by staff about workload or well-being should be managed and staff supported appropriately and quickly (Appraisal Policy 10.6)
3. Workload Reduction Taskforce – Initial recommendations January 2024 and Making Data Work Making data work Advisory Group

In response to the above report the DfE have stated the following:

1. objectives and success criteria should not **solely** be based on assessment data for a single group of pupils and should not be based on teacher generated attainment or progress data, or automatically generated predictions.
2. It should be noted that objectives and success criteria should take account of pupils’ progress from their starting points.
3. The objectives set for all teachers will should take account of Appraisal Policy 9.3 (a), (b) and (c), and if achieved, contribute to:
4. Improving education of pupils at the school, and
5. The implementation of any plan of the governing body designed to improve the school’s educational provision and performance (Appraisal Reg 6/5 (a) and (b))

**Appraisal / Capability \*2 Flow Chart**

**DURING APPRAISAL CYCLE and at STATUTORY ANNUAL APPRAISAL REVIEW**

In the case of ECTs, the teacher will be successfully working towards and then successfully complete the two-year induction and demonstrate they are meeting the Teacher’s Standards.

For all other teachers, the teacher is working effectively towards and then has had a successful appraisal cycle (i.e. continues to meet the relevant Teachers’ Standards (commensurate with their experience / career stage) and the Appraisal Objective associated impact criteria set out in ths document.

Arrange interim appraisal meeting within appraisal to fully discuss professional concerns.

**NO**

Consider need for Focussed Support plan within Appraisal and implement as appropriate

(See Letter Appendix 2)

**YES**

**STATUTORY ANNUAL APPRAISAL REVIEW**

In the case of ECTs, has the teacher received a personalised support plan as a result of a formal review that judges they are not making satisfactory progress against the relevant Teachers’ Standards for the satisfactory completion of the induction period.

As a result of serious performance concerns has the teacher required focussed support within appraisal or has the teacher been subject to capability procedures at any point during the school appraisal cycle just ending?

Appraisal Statement

Pay progression recommended

Appraisal Statement

No pay progression recommended

**NO**

**YES**

Capability Procedure applied

No pay progression subject to ratification by governing body

Recommendation by HT for pay progression subject to ratification by governing body

Teacher informed in writing of governing body’s decision

Teacher informed in writing of governing body’s decision

**APPRAISAL OBJECTIVES CRITERIA** - DFE Guidance state that the **Headteachers’ standards 2020** set out how headteachers meet the high expectations required to ensure their leadership provides high quality teaching and achievement in schools and inform performance management. The **Teachers’ Standards** (latest terminology Dec 2021) set a clear baseline of expectations for the professional practice and conduct of teachers and define the minimum level of practice expected of all teachers in England. They should be used by headteachers and others to improve practice and standards of teaching and assess performance against them. The School Teachers’ Pay and Conditions Document (STPCD) and the School Pay Policy specify the criteria to be met for an application by a teacher to the **Upper Pay Range** to be successful. The following criteria should be applied in conjunction with the Teachers’ Standards, within the context of the school (e.g. the effect of small cohort/class sizes or the stage of development of pupils).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teachers’ standards**  **Part One: Teaching** | **ECT** | **Main Pay Range**  **(All Teachers required to meet the Teacher’s Standards)** | **Upper Pay Range**  **(All Teachers are required to consistently meet requirements of the UPR Progression Criteria)** | |
| **Impact on Pupil’s Learning and Progress**  *(Taking into account a range of evidence including: lesson observation, work analysis and validated tracking data)* | | | | |
| **1. Set high expectations which inspire, motivate and challenge pupils**    **2.** **Promote good progress and outcomes by pupils**  **3.** **Demonstrate good subject and curriculum knowledge**  **4.** **Plan and teach well - structured lessons**  **5.** **Adapt teaching to respond to the strengths and needs of all pupils**  **6.** **Make accurate and productive use of assessment** | Application of the Early Careers Framework Criteria in all aspects of the Teachers’ Standards | Teaching is **consistently good**  Works consistently within the Teachers’ Standards | **Teaching is** **consistently good or outstanding over time.**  Is proactive in driving **whole school** developments in teaching and learning with rigour and demonstrates impact.  Works consistently within the Teachers’ Standards and continues to demonstrate meets the statutory UPR Standards post progression. | |
|  | Typically, **all pupils make expected gains** in learning taking account of pupils’ starting points at the end of the previous school year; last key stage and the extent to which pupils need to make accelerated progress within the year.  *(Schools will need to define “expected gains in learning” for individual teachers and what accelerated progress is required for each pupil, based on the individual pupil’s starting points at the beginning of the key stage and the year and the make-up of the class)* | Typically, **all pupils make at least good progress** in learning taking account of pupils’ starting points at the end of the previous school year; last key stage and the extent to which pupils need to make accelerated progress within the year.  Advise others, in school, in a range of subjects.so that children can learn in a variety of ways including independently and offer advice to others  Advise and support others in establishing a safe and stimulating environment for pupils, rooted in mutual respect.  Seek opportunities to share their impact with governors, senior leaders and other stakeholders  Ensure feedback is tight and focused and leads to progress and improvements in learning  To support, coach or mentor other staff to improve outcomes for pupils  Pupils are challenged and inspired by teachers’ secure subject knowledge and consistently applied expertise.  Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.  *(Schools will need to define “good progress in learning” for individual teachers and what accelerated progress is required for each pupil, based on the individual pupil’s starting points at the beginning of the key stage and the year and the make-up of the class)* | |
| **Support to teacher** | Provided through ECT Induction programme | Provided through appraisal at the level required to meet objectives criteria and the requirements of the role. Any additional support is expected to diminish as teachers develop professionally through experience | Provided through appraisal at the level required to meet appraisal objectives criteria and the requirements of the role. Any additional support requirements expected to be limited or not required at all to evidence continued meeting of UPR standards and for post threshold progression | |
| **Impact on pupils’ behaviour and safety**  *(Taking into account a range of evidence including lesson observations and pupil voice)* | | | | |
| **7. Manage behaviour effectively to ensure a good and safe learning environment** |  | Teachers consistently implement the school’s expectations of behaviour and safety so that nearly all pupils respond positively.  Demonstrates that there are systems in place to support improvements in pupils’ behaviour for individuals or groups.  Where standards of behaviour are already good or better, they are maintained. | Teachers consistently implement the school’s expectations of behaviour and safety so that nearly all pupils respond positively.  Demonstrates that there are systems in place to support improvements in pupils’ behaviour for individuals or groups  Demonstrates that where standards of behaviour are already good or better, they have been maintained.  Demonstrates to other teachers/support staff how to select and use approaches that support children with challenging individual needs. | |
|  | Typically, **nearly all** pupils exhibit well developed learning behaviours that support their own and others’ learning that fulfil the Teachers’ Standards | Typically, **nearly all** pupils exhibit well developed learning behaviours that support their own and others’ learning that fulfil the Teachers’ Standards.  Act as an excellent role model for teaching and learning and behaviour, leading to improved practice across the school  Contribute to the leadership of behaviour for learning through coaching, engaging in policy development, evaluating impact. | |
|  | | | |  |
| **8. Fulfil wider professional responsibilities** |  | Typically**, nearly all** pupils (taking into account developmental stage) are able to, for example,   * reflect on their own learning * distinguish between right and wrong * work with others and respect the values and beliefs of others * identify questions to answer & problems to resolve/solve * seek out challenges and show flexibility when priorities change and think creatively, generating and exploring ideas | Typically**, nearly all** pupils (taking into account developmental stage) are able to, for example,   * reflect on their own learning * distinguish between right and wrong * work with others and respect the values and beliefs of others * identify questions to answer & problems to resolve/solve * seek out challenges and show flexibility when priorities change * think creatively, generating and exploring ideas   Effective contribution to staff induction  Promotes collective responsibility for implementing policy and practice at all times  Demonstrates active role in whole school improvement and strategic development | |
| **Impact on the effectiveness of other teachers and support staff** | | | | |
| **8. Fulfil wider professional responsibilities** |  | Contribute to improved practice of self and other teachers and support staff *Work Scrutiny/Learning Walks/Lesson Observations etc).*  Effective deployment of teaching assistants and adults other than teachers (AOTTs)  *Work Scrutiny/Learning Walks/Lesson Observations etc).*  Lead a regular contribution beyond the classroom adding to the ethos of the school *(documentation e.g. extra-curricular/leading staff meetings etc.).* | Make a substantial and sustained contribution to improved practice of other teachers and support staff across the school*,* for example by coaching, mentoring and demonstrating best practice to others to improve their practice. *Work Scrutiny/Learning Walks/Lesson Observations etc).*  Add to the ethos of the school by leading a substantial and sustained contribution to the wider life of school & developing contributions of others.  Demonstrates sustained impact through contribution to wider life of school  Demonstrate leadership in wider school issues developing the ethos of the school e.g. working in the wider community, clubs, choir, performances, marketing events, charity events, fundraising, training and professional development of teaching assistants. | |
| **Wider contribution to the work of the school** | | | | |
| **All Teachers’ Standards** |  | Appraisal objectives and Teachers’ standards are met at the appropriate career stage making use of the staged exemplification of teacher standards (Appendix 3 of the Appraisal toolkit)  *(Appraisal documentation)* | Appraisal objectives and Teachers’ standards are met at the appropriate upper pay range career stage making use of the staged exemplification of teacher standards (Appendix 3 of the Appraisal toolkit)  *(Appraisal documentation)*  Demonstrates sustained practice which meets the requirements of the statutory UPR threshold criteria.  Analyse and use curriculum subject data, proactively to identify strengths, issues and actions and uses this information effectively.  Demonstrates ability to research and evaluate innovative curricular practices effectively and draw on research outcomes and other sources of external evidence to inform improvement in their own practice and that of colleagues. | |
| **Specific elements of practice** | | | | |
| **Professional Conduct** | * Demonstrate consistently high standards of personal and professional conduct as set out in Part Two of the Teachers’ Standards, the current versions of KCSiE, the School Employee Code of Conduct and related school policies. * All teachers conduct themselves in a way that focuses on the wider vision of the school– acting in a way to support the whole school as well as individual class/subject area a whole school approach. Follows school policies and behaves with integrity and openness at all times. * Demonstrate a proactive attitude to continuing professional development and participate actively and collegiately. * Demonstrate a willingness and ability to develop effective practice and implement identified school improvements | | | |

|  |  |  |
| --- | --- | --- |
| **Serious performance concerns** | | |
| Incremental Progression | No | A Teacher not working to the required performance standard over the appraisal period receiving either:   1. Focussed support plan within appraisal, OR 2. subject to the capability procedure   should not be considered for incremental performance related pay progression on the 1st of September in any year unless the following applies:  a) Formal targeted support plan within appraisal - a teacher in receipt of focussed support within appraisal may be entitled to be considered for pay progression where the support plan has ended, and the teacher has subsequently demonstrated good performance at the required standard for a sustained continuous period of at least 26 calendar weeks preceding the relevant 1st September pay decision date which confirms the performance concerns have been resolved.  b) Support within capability - a teacher subject to the school’s capability procedure may be entitled to be considered for pay progression where the capability procedure has ended, and the teacher has subsequently demonstrated good performance at the required standard for a sustained continuous period of at least 26 calendar weeks preceding the relevant 1st September pay decision date which confirms the performance concerns have been resolved. |

**Appendix 4 – September 2024 Teachers Pay Award**

**Table 1- MPR and UPR September 2024**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Pay Band | Payroll Reference | Previous Annual Salary 1.9.23 | New Annual Salary 1.9.24 | % Increase  1.9.24 |
|  |  |  | **1.9.23** | **1.9.24** | **%** |
| MPR | Band A | **1** | **30,000** | **31,650** | **5.5** |
| 2 | 31,737 | 33,483 | 5.5 |
| Band B | 3 | 33,814 | 35,674 | 5.5 |
| 4 | 36,051 | 38,034 | 5.5 |
| Band C | 5 | 38,330 | 40,439 | 5.5 |
| **6** | **41,333** | **43,607** | **5.5** |
| UPR | Band D | **UPR1** | **43,266** | **45,646** | **5.5** |
| UPR2 | 44,870 | 47,338 | 5.5 |
| **UPR3** | **46,525** | **49,084** | **5.5** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2 - 1 September 2024**  % Incremental increases (variable) to Teachers Pay between MPR and UPR  (Increase based on 1.9.23 value salary reference points and subject to PRP appraisal decisions)  Statutory minima and maxima (bold) | | | |
|  | Pay Band | Payroll Reference | % Progression  1.9.23 to 1.9.24 |
| MPR  Max | Band A | **M1 to M2** | **11.61** |
| M2 to M3 | 12.40 |
| Band B | M3 to M4 | 12.5 |
| M4 to M5 | 12.17 |
| Band C | M5 to M6 | **13,77** |
| UPR | Band D | **M6 to**  **UPR1** | **10.43** |
| UPR1 to UPR2 | 9.41 |
| **UPR2 to UPR3** | **9.39** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 3 - 1 September 2024**  **Unqualified Teachers (UTR) 5.5% increase on all points**  **Statutory minima and maxima (bold)** | | | |  |
|  | Annual Salary 1.9.23 | Payroll Reference | Annual salary 1.9.24 | Payroll Reference |
| UTR Min  Max  Max | **£20,598** | **1** | **£21,731** | **1** |
| £22,961 | 2 | £24,224 | 2 |
| £25,323 | 3 | £26,716 | 3 |
| £27,406 | 4 | £28,914 | 4 |
| £29,772 | 5 | £31,410 | 5 |
| **£32,134** | **6** | **£33,902** | **6** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Table 4 - 1 September 2024***  ***Leading Practitioners (LPR)***  ***5.5% increase to all salary reference points based on 1.9.23 values*** | | | |
|  | *Points* | *Annual salary*  *1.9.23* | *Annual salary*  *1.9.24* |
| *LPR Min*    *Max* | ***LP1*** | ***£47,417*** | ***£50,025*** |
| *LP2* | *£48,606* | *£51,280* |
| *LP3* | *£49,819* | *£52,560* |
| *LP4* | *£51,057* | *£53,866* |
| *LP5* | *£52,330* | *£55,209* |
| *LP6* | *£53,642* | *£56,593* |
| *LP7* | *£55,087* | *£58,117* |
| *LP8* | *£56,357* | *£59,457* |
| *LP9* | *£57,765* | *£60,943* |
| *LP10* | *£59,249* | *£62,508* |
| *LP11* | *£60,785* | *£64,129* |
| *LP12* | *£62,186* | *£65,607* |
| *LP13* | *£63,740* | *£67,246* |
| *LP14* | *£65,330* | *£68,924* |
| *LP15* | *£66,955* | *£70,638* |
| *LP16* | *£68,736* | *£72,517* |
| *LP17* | *£70,313* | *£74,181* |
| ***LP18*** | ***£72,085*** | ***£76,050*** |

*Please note: All points on MPR, UPR and UTR are consistent with STPCD advisory pay points*

**Teacher Allowances 1 September 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 5 - TLR Payments**  **1 September 2024 5.5% increase on 2023 values to all statutory points and points in between** | | | |
|  |  | 1.9.23 | 1.9.24 |
| **TLR 1** | Minimum | £9,272 | £9,782 |
|  | Maximum | £15,690 | £16,553 |
| **TLR 2** | Minimum | £3,214 | £3,391 |
|  | Maximum | £7,847 | £8,279 |
| **TLR 3** | Minimum | £639 | £675 |
|  | Maximum | £3,169 | £3,344 |
| **Table 6 – SEN Payments  5.5% increase on 2023 values to all statutory points and points in between** | | | |
|  |  | 1.9.23 | 1.9.24 |
| **SEN** | Minimum | £2,539 | £2,679 |
|  | Maximum | £5,009 | £5,285 |
| *Please note:*  *A teacher may only be paid either a TLR 1 or TLR 2. A teacher paid either a TLR1 or TLR 2 may also be paid a TLR3.*  *A teacher paid SEN allowance may also be paid a TLR1/TLR2 or TLR3* | | | |

**Table 7 - Leadership Pay Range 1 September 2024**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Annual Salary** |  | **Leadership Pay Range and Head Teacher School Group Ranges 1.9.24  5. 5% increase to all statutory and salary reference points as at 1.9.23** | | | | | | | | | | | | | | | | |
|  |  |
| **Point** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **L1** | 49,781 |  |  | | | | | | | | **School Group Leadership Pay Ranges** | | | | | | | | |
| **L2** | 51,027 |  | **Leadership Pay Range** | | | | **Salary Range 2024** | | | | |
| **L3** | 52,301 |  |
| **L4** | 53,602 |  |  | | **Min** | **Max** | **Min** | | | **Max** | |
| **L5** | 54,939 |  | **GROUP 1** | |  |  |  |  |  |  |  | 1 | L6 | L18\* |  | 53,380 |  | 71,019 | |
| **L6** | 56,316 |  |  | **56.316** |  | |  |  |  |  |  | 2 | L8 | L21\* |  | 56,082 |  | 76,430 | |
| **L7** | 57,831 |  |  | 57,831 | **GROUP 2** | |  |  |  |  |  | 3 | L11 | L24\* |  | 60.488 |  | 82,258 | |
| **L8** | 59,167 |  |  | 59,167 |  | **59,167** |  |  |  |  |  | 4 | L14 | L27\* |  | 65,101 |  | 88,530 | |
| **L9** | 60,644 |  | 60,644 | 60,644 |  |  |  |  |  | 5 | L18 | L31\* |  | 71,729 |  | 97,639 | |
| **L10** | 62,202 |  | 62,202 | 62,202 | **GROUP 3** | |  |  |  | 6 | L21 | L35\* |  | 77,195 |  | 107,700 | |
| **L11** | 63,815 |  | 63,815 | 63,815 |  | **63,815** |  |  |  | 7 | L24 | L39\* |  | 83,081 |  | 118,732 | |
| **L12** | 65,286 |  | 65,286 | 65,286 |  | 65,286 |  |  |  | 8 | L28 | L43 |  | 91,633 |  | 131,056 | |
| **L13** | 66,919 |  | 66,919 | 66,919 | 66,919 | **GROUP 4** | |  |  |  |  |  |  |  |  |  |
| **L14** | 68,586 |  | 68,586 | 68,586 | 68,586 |  | **68,586** |  |  |  |  |  |  |  |  |  |
| **L15** | 70,293 |  | 70,293 | 70,293 | 70,293 |  | 70,293 |  |  |  |  |  |  |  |  |  |
| **L16** | 72,162 |  | 72,162 | 72,162 | 72,162 | 72,162 |  |  |  |  |  |  |  |  |  |
| **L17** | 73,819 |  | 73,819 | 73,819 | 73,819 | 73,819 |  |  |  |  |  |  |  |  |  |
| **L18\*** | **74,926** |  |  | **74,926** | **-** | **-** | **-** | **GROUP 5** | |  |  |  |  |  |  |  |
| **L18** | 75,675 |  |  |  | 75,675 | 75,675 | 75,675 |  | 75,675 |  |  |  |  |  |  |  |
| **L19** | 77,552 |  |  |  | 77,552 | 77,552 | 77,552 |  | 77,552 |  |  |  |  |  |  |  |
| **L20** | 79,475 |  |  |  | 79,475 | 79,475 | 79,475 | 79,475 |  |  |  |  |  |  |  |
| **L21\*** | **80,634** |  |  |  |  | **80,634** | **-** | **-** | **-** | **GROUP 6** | |  |  |  |  |  |
| **L21** | 81,441 |  |  |  |  |  | 81,441 | 81,441 | 81,441 |  | 81,441 |  |  |  |  |  |
| **L22** | 83,464 |  |  |  |  |  | 83,464 | 83,464 | 83,464 | 83,464 |  |  |  |  |  |
| **L23** | 85,529 |  |  |  |  |  | 85,529 | 85,529 | 85,529 | 85,529 |  |  |  |  |  |
| **L24\*** | **86,783** |  |  |  |  |  |  | **86,783** | **-** | **-** | **-** | **GROUP 7** | |  |  |  |
| **L24** | 87,651 |  |  |  |  |  |  |  | 87,651 | 87,651 | 87,651 |  | 87,651 |  |  |  |
| **L25** | 89,830 |  |  |  |  |  |  |  | 89,830 | 89,830 | 89,830 | 89,830 |  |  |  |
| **L26** | 92,052 |  |  |  |  |  |  |  | 92,052 | 92,052 | 92,052 | 92,052 |  |  |  |
| **L27\*** | **93,400** |  |  |  |  |  |  |  |  | **93,400** | **-** | **-** | **-** |  |  |  |
| **L27** | 94,332 |  |  |  |  |  |  |  |  |  | 94,332 | 94,332 | 94,332 | **GROUP 8** | |  |
| **L28** | 96,673 |  |  |  |  |  |  |  |  |  | 96,673 | 96,673 | 96,673 |  | 96,673 |  |
| **L29** | 99,067 |  |  |  |  |  |  |  |  |  | 99,067 | 99,067 | 99,067 | 99,067 |  |
| **L30** | 101,533 |  |  |  |  |  |  |  |  |  | 101,533 | 101,533 | 101.533 | 101,533 |  |
| **L31\*** | **103,010** |  |  |  |  |  |  |  |  |  |  | **103,010** | **-** | **-** | **-** |  |
| **L31** | 104,040 |  |  |  |  |  |  |  |  |  |  |  | 104,040 | 104,040 | 104,040 |  |
| **L32** | 106,626 |  |  |  |  |  |  |  |  |  |  |  | 106,626 | 106,626 | 106,626 |  |
| **L33** | 109,275 |  |  |  |  |  |  |  |  |  |  |  | 109,275 | 109,275 | 109,275 |  |
| **L34** | 111,976 |  |  |  |  |  |  |  |  |  |  |  | 111,976 | 111,976 | 111,976 |  |
| **L35\*** | **113,624** |  |  |  |  |  |  |  |  |  |  |  |  | **113,624** | **-** | **-** |  |
| **L35** | 114,759 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 114,759 |  | 114,759 |  |
| **L36** | 117,601 |  |  |  |  |  |  |  |  |  |  |  |  |  | 117,601 | 117,601 |  |
| **L37** | 120,524 |  |  |  |  |  |  |  |  |  |  |  |  |  | 120,524 | 120,524 |  |
| **L38** | 123,506 |  |  |  |  |  |  |  |  |  |  |  |  |  | 123,506 | 123,506 |  |
| **L39\*** | **125,263** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **125,263** | **-** |  |
| **L39** | 126,517 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 126,517 |  |
| **L40** | 129,673 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 129,673 |  |
| **L41** | 132,913 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 132,913 |  |
| **L42** | 136,243 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 136,243 |  |
| **L43** | **138,265** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **138,265** |  |

Note: Leadership points L18\*; L21\*, L24\*, L27\*, L31\* L35\*, L39\* and L43 represent the maximum salary that can be paid to a head teacher paid at the maximum of the school group. Points\* are legacy from 2015 STPCD which provided no uplift for HT paid on max of HT group.

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**Appendix 5 – Annual Statement of Pay (name of) School Date of Statement**

**Name of Teacher Post**

The STPCD and the Appraisal Regulations 2012 require the relevant body to set out the pay determination in the relevant range at the end of the Appraisal cycle

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Substantive Post | | | | | | | | | | | |  | Acting up / Temporary Post | | | | | | | | | |
| Substantive Pay Range | Scale | | Tick | Perm or Temp | Range | | FT  /  PT | Current Salary  1.9.\*\*\*\* | | Revised Salary  1.9.\*\*\*\* | | | Temporary Scale | | | Date From | Date to | | | Current Salary  1.9.\*\*\*\* | | Revised Salary  1.9.\*\*\*\* |
| Main Pay Range | MPR | |  |  | 1-6 | |  |  | |  | | | MPR | | |  |  | | |  | |  |
| Upper Pay Range | UPR | |  |  | 1-3 | |  |  | |  | | | UPR | | |  |  | | |  | |  |
| Leading Practitioner | LPR | |  |  | \*insert range | |  |  | |  | | | LPR | | |  |  | | |  | |  |
| Leadership | IPR | |  |  | \*insert range | |  |  | |  | | | IPR | | |  |  | | |  | |  |
| Unqualified Pay Range | UTR | |  |  | 1-6 | |  |  | |  | | | UTR | | |  |  | | |  | |  |
| Substantive Post | | | | | | | | | | | | |  | Acting up / Temporary Post | | | | | | | | | |
| Allowance Type | | Perm / Temp | Significant additional responsibility | | | Start Date | | End Date | | | Value | | Allowance Type | | Significant additional responsibility | | | Start Date | End date | | Value | |
| TLR1(Perm)\*a | |  |  | | |  | |  | | |  | | TLR1(Perm)\*a | |  | | |  |  | |  | |
| TLR2(Perm)\*a | |  |  | | |  | |  | | |  | | TLR2(Perm)\*a | |  | | |  |  | |  | |
| TLR3(Temp)\*b | |  |  | | |  | |  | | |  | | TLR3(Temp)\*b | |  | | |  |  | |  | |
| Other | |  |  | | |  | |  | | |  | |  | Other | |  | | |  |  | |  | |
| \*a TLR1/2 payments are permanent and may only be issued temporarily to cover absent staff and are not subject to salary safeguarding where awarded temporarily  \*b TLR3 payments can only be awarded temporarily and are not subject to salary safeguarding. A copy of the school staffing structure and Pay policy are available from the Head Teacher | | | | | | | | | | | | | | | | | | | | | | | |
| **TOTAL SALARY (Substantive Pay)** | | | | | | | | | **£** | | |  | | | **Total Salary (Temporary Pay)** | | | | | | | **£** | |

**Appendix 6a – Notification of Salary Safeguarding to Employee**

Name of employee

Address

School

Post title

**Notification of Salary Safeguarding – Teachers \*1**

The following salary safeguarding arrangements apply to your salary. The reason for salary safeguarding is shown below in the table. The salary safeguarding period is three years as shown below and the payment to you will be made in line with the statutory provisions of the School Teacher’ Pay and Conditions Document (STPCD). The period of safeguarding may end sooner if your salary changes during this period and you are awarded an increased salary which exceeds the combined value of the pre safeguarded salary and any safeguarded sum. There are other factors which may cause your safeguarding to end early, these are detailed in paragraph 34.1 of the STPCD.

Where the safeguarding sum exceeds £500 the governing body are required to review your duties and responsibilities and allocate additional duties commensurate with your safeguarded salary. In accordance with this requirement of the STPCD either, (a) following our discussion you will be required to undertake (set out the additional duties and responsibilities agreed\* with the employee here) during the safeguarding period, or (b) I will arrange to meet with you to discuss the duties and responsibilities which you will be required to undertake during the safeguarding period.

\*Note – where additional responsibilities require it reasonable management time should be allowed.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Effective Date | Salary | Salary £ | | Scale / Grade | | IncPt | Allowance Type | Allowance £ | Total  £ | | |
|  | Current Details |  | |  | |  |  |  |  | | |
|  | New Salary |  | |  | |  |  |  |  | | |
| State reason for safeguarded sum:  Safeguarded sum | | | | | | | | | £ | | |
| Start date: safeguarded sum | | |  | | End date: safeguarded sum | | | | |  |

Yours Sincerely

Head Teacher

|  |  |
| --- | --- |
| Teachers only - Salary safeguarding decision taken between | Third Anniversary date |
| 1.9 – 21.12 | 1.1 |
| 1.1 - 31.3 | 1.4 |
| 1.4 – 31.8 | 1.9 |

***\*1 Please note an amended letter will be required for support staff as dates and conditions are different***

**Appendix 6b – Notification of Salary Safeguarding to Payroll Provider**

Note: This form should be used by the school to set out the circumstances where a teacher or a member of the support staff is to be paid a salary safeguarded sum e.g. as a result of a school reorganisation. The governing body is required to notify the payroll provider and the employee in writing.

Date:

To Payroll provider

Address

**Notification of salary safeguarding**

**Name of Employee:**

**School: Post**

The salary safeguarding arrangements for the above member of staff at this school are as follows. Please amend the payroll as required.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Effective Date | Salary | Salary £ | Scale / Grade | IncPt | Allowance Type | Allowance £ | **Total**  **£** |
|  | Current Details |  |  |  |  |  |  |
|  | New Salary |  |  |  |  |  |  |
|  | Safeguarded Sum |  | | | | |  |

The safeguarded sum is as a result of: (State reason)

Date period safeguarding will start:

Date period of safeguarding will end:

|  |  |
| --- | --- |
| Teachers only - Salary safeguarding decision taken between | Third Anniversary date |
| 1.9 – 21.12 | 1.1 |
| 1.1 - 31.3 | 1.4 |
| 1.4 – 31.8 | 1.9 |

Head Teacher

(Name of) School



**Appendix 7 – UPR Application Form for Progression on (Insert Date)**

**School Name:**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evidence for Appraisal Periods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Appraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The School seeks to ensure that staff development and pay progression processes are robust, fair and transparent. Progression to the UPR and progression within it is voluntary and not automatic and will be based on a minimum of two successful consecutive appraisal reviews. Pay decisions, including UPR progression will be made in the autumn term. Two appraisal reviews will not guarantee automatic progression to the UPR or the next UPR point post progression.

The governing body will consider each case on the evidence submitted by the teacher. Eligible teachers must provide the information requested below to demonstrate they meet the relevant post threshold standards in this school.

**Declaration and Evidence:**

I confirm that at the date of this request for assessment to progress to the Upper Pay Range, the attached evidence demonstrates that I am;

1. Highly competent\* in all elements of the relevant teacher standards; and
2. My achievements and contribution to an educational setting or settings i.e. the school, are substantial and sustained. \*

Definitions \* set out in Pay Policy paragraphs 11.6- 11.8

I submit appraisal planning and review statements covering the relevant periods and the following additional relevant evidence to demonstrate that I meet the required UPR standards:

* (Set out additional evidence here)
* (Set out additional evidence here)

**Applicant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Completed by Head** | Date Received |  |
| Date Stage 1 Assessment (Moderation) by Head |  |
| Date: I have seen the relevant evidence and I do/ do not recommend progression to the UPR / to the next UPR point |  |
| Date Stage 2 Ratification by Governing Body |  |
| Reason approved / Not approved |  |

**Appendix 8 – Template Annual Report for Governors Pay Committee**

(The template report should be amended to meet the particular circumstances of the school)

**Name of School**

**Recommendations to the Pay Committee regarding Teaching staff pay progression 20\*\* -20\*\***

**Date of meeting:**

This report has been produced for the governing body Pay Committee *(amend as appropriate)* to consider the recommendations for pay progression following the completion of the appraisal cycle ending 31 August 202X.

**Context and information for governors**

The following pay recommendations are made on the basis that the school has fully complied with the following policies agreed by the Governing Body:

1. The School Appraisal Policy and Guidance and the requirements of the Statutory Appraisal Regulations 2012 and current School Teachers Pay and Conditions Document (STPCD)
2. The current version of the School Pay Policy and Guidance

**Summary**

The pay recommendations resulting out of the Appraisal process included the following processes: *(Amend as required)*

* All appraisees have been provided with appropriate training and allocated an appraiser
* All appraisers have received appropriate support and training to undertake their role
* All appraisal objectives have been set in the context of the requirement of all teachers’ performance to be at least good and to meet the statutory Teachers’ Standards according to their career stage, duties and responsibilities, the National Standards of Excellence for Head Teachers and the school Pay Policy and the Performance Related Pay Progression Criteria
* Appraisal Objectives have been set to recognise the Teachers’ Standards, the National Standards of Excellence for Head Teachers, individual and school priorities and relevant School Improvement Plans
* All staff have had the opportunity to agree their objectives with their appraiser and to appeal if agreement was not reached
* All appraisal objectives have been quality assured by the head teacher / SMT
* All appraisers / appraisees have undertaken the required appraisal reviews this year *(amend to be school specific)* – December 202-, April 202- and July 202-
* Teaching observations have been undertaken in line with the Appraisal Policy – three times over the year by members of the Senior Leadership Team. Where this has not been possible due to unforeseen events this has been discussed with staff.
* Books and planning have been subject to regular scrutiny by the Senior Leadership Team and curriculum leaders and outcomes fed back to class teachers
* Individual Training and developmental needs have been identified as part of the appraisal and observation procedures and set out in the teachers’ Appraisal Statement
* Tailored individual training and developmental support has been put in place and the impact and effectiveness of training has been subject to regular scrutiny through monitoring by appraisers, staff and the school CPD leader
* Where concerns about progress towards the achievement of appraisal objectives have been identified additional meetings have taken place and, where appropriate, additional informal focussed support (including an additional formal targeted support plan within appraisal) has been initiated
* Recommendations for pay progression are within the relevant pay ranges agreed by the governing body and/or the grade determined by the school JE scheme. The recommendations have been quality assured by the Senior Leadership Team after the final appraisal review and are based on the Appraisal / Pay Policy and objectives set at the start of the appraisal cycle.
* Where recommendation is made for no pay progression\* staff have been notified and the performance concerns have been discussed between the appraiser and appraisee as part of the appraisal cycle / support plan as appropriate. Evidence to objectively justify appraisal outcomes and pay decisions are held confidentially within the school appraisal documentation.

*(****Note*** *– \*Pay progression will be withheld if the teacher / head teacher is subject to additional informal support focussed support within appraisal or the formal capability procedures. The attached list should include all teachers and where the teacher is at the top of their respective pay band/ scale there should still be a recommendation to governors on whether pay progression would have been awarded. If performance pay progression is not recommended confirm what stage procedures are at and the support in place)*

**Evidence\*** The decision to provide evidence is discretionary

Attached to this report is the Head Teachers’ pay progression summary report which sets out the pay recommendation and basis of the recommendation for each teacher. The following samples of anonymous evidence are attached as appendices to the report for the governing body to consider and ratify:

1. Appraisal statements
2. Book and planning scrutiny
3. Observation pro-forma *(Schools need to decide evidence presented)*

The anonymous statements reflect decisions taken across the staff group to demonstrate consistency and robustness of the process and include:

* Leadership team member.
* Middle leadership.
* Upper pay range; and
* Main pay range teacher.

(Schools to determine appropriate sample)  
The anonymised information attached as evidence relates to individual teachers who have different appraisers to demonstrate consistency, robustness and fairness in the application of the appraisal process.

**Recommendation**

On the basis of the above information I recommend that the governing body approve the attached report setting out the performance related pay progression recommendations.

Signed (Head Teacher)

**(Name of) School**

**Date of Governors Meeting**

**Head Teachers Pay Progression Summary Report**

**Pay Recommendations for Teachers Appraisal Cycle: 20\*\*-20\*\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff** | **Pay Progression recommended** | | | | **Reason for Pay Progression Recommendation** | **Approved by Pay Committee** | |
| **Current** | | **Recommended** | |  | **Yes or No** | |
|  | **Grade** | **Inc Pt** | **Grade** | **Inc Pt** |  |  |  |
| A |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |
| D |  |  |  |  |  |  |  |
| E |  |  |  |  |  |  |  |
| F |  |  |  |  |  |  |  |
| G |  |  |  |  |  |  |  |
| H |  |  |  |  |  |  |  |
| I |  |  |  |  |  |  |  |
| J |  |  |  |  |  |  |  |
| K |  |  |  |  |  |  |  |
| L |  |  |  |  |  |  |  |
| M |  |  |  |  |  |  |  |
| N |  |  |  |  |  |  |  |
| O |  |  |  |  |  |  |  |
| P |  |  |  |  |  |  |  |
| Q |  |  |  |  |  |  |  |
| R |  |  |  |  |  |  |  |
| S |  |  |  |  |  |  |  |
| T |  |  |  |  |  |  |  |
| U |  |  |  |  |  |  |  |
| V |  |  |  |  |  |  |  |
| W |  |  |  |  |  |  |  |
| X |  |  |  |  |  |  |  |
| Y |  |  |  |  |  |  |  |
| Z |  |  |  |  |  |  |  |

NOTE: The information provided in this document is anonymised to comply with the School Appraisal Policy and will be held by the head teacher as a confidential record of the decisions made by the committee at the meeting. The **statutory** Appraisal Regulations state that all information relating to appraisal is confidential and therefore should not be shared or disclosed to any parties outside of the pay ratification process of the Governing Body. Disclosure of such information would be treated as a breach of the schools Data Protection Policy. Supporting anonymised evidence to exemplify the process undertaken by the school is provided in the attached appendices.

Signed by Chair of the Pay Committee: Date:

Signed by the Head Teacher: Date:

The members of the Pay Committee attending the meeting are:

**Appendix 9 – Sample Governing Body Report: Pay Progression/Pay Award and Equalities Analysis 1/3**

School Name

Report for period (last three years) from 1.9.\*\* to 31.8.\*\*

(To be completed for the three-year period) (See pay Policy 2.00 – 2.3 Pay Policy and Guidance)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 1/2/3** | **MPR** | | | | | | | **UPR** | | | | | | | | | | | | **UTR** | | | | | | | | | | **LPR** | | | | | | | | | |
| **1.9.\*\* - 31.8.\*\*** | **Male** | | **Female** | | **Total** | | | **Male** | | **Female** | | | **Total** | | | | | | | **Male** | | | | | **Female** | | | **Total** | | **Male** | | **Female** | | | | **Total** | | | |
|  | No | % | No | % | No | | % | No | % | No | % | | | No | | | % | | | No | | | % | | No | % | No | | % | No | % | No | | % | | No | | % | |
| **All Teachers** |  |  |  |  |  | |  |  |  |  |  | | |  | | |  | | |  | | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
|  | FT | PT | FT | PT | FT | | PT | FT | PT | FT | PT | | | FT | | | PT | | | FT | | | PT | | FT | PT | FT | | PT | FT | PT | FT | | PT | | FT | | PT | |
| **All teachers** |  |  |  |  |  | |  |  |  |  |  | | |  | | |  | | |  | | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **Of these, how many:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | FT | PT | FT | PT | | FT | PT | FT | PT | FT | PT | | | FT | | | PT | | | | FT | | PT | | FT | PT | FT | | PT | FT | PT | FT | | PT | | FT | | PT | |
| **Are Disabled** |  |  |  |  | |  |  |  |  |  |  | | |  | | |  | | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **Are BME** |  |  |  |  | |  |  |  |  |  |  | | |  | | |  | | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **Hold TLR 1 or2** |  |  |  |  | |  |  |  |  |  |  | | |  | | |  | | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **Hold TLR 3 \*1** |  |  |  |  | |  |  |  |  |  |  | | |  | | |  | | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **Hold R & R \*2** |  |  |  |  | |  |  |  |  |  |  | | |  | | |  | | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **Hold SEN payment** |  |  |  |  | |  |  |  |  |  |  | | |  | | |  | | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **Of the total number of teachers in the school, how many:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Male | | Female | | | Total | | Male | | Female | | | | | | Total | | | | | | Male | | | Female | | Total | | | Male | | | Female | | | | Total | | |
|  | FT | PT | FT | PT | | FT | PT | FT | PT | FT | | PT | | | | FT | | | PT | | | FT | | PT | FT | PT | FT | | PT | FT | PT | | FT | | PT | | FT | | PT |
| **Awarded Pay progression** |  |  |  |  | |  |  |  |  |  | |  | | | |  | | |  | | |  | |  |  |  |  | |  |  |  | |  | |  | |  | |  |
| **Received % Pay Award** |  |  |  |  | |  |  |  |  |  | |  | | | |  | | |  | | |  | |  |  |  |  | |  |  |  | |  | |  | |  | |  |
| **At maximum of pay scale** |  |  |  |  | |  |  |  |  |  | |  | | | |  | | |  | | |  | |  |  |  |  | |  |  |  | |  | |  | |  | |  |
| **Applied UPR** |  |  |  |  | |  |  |  |  |  | |  | | | |  | | |  | | |  | |  |  |  |  | |  |  |  | |  | |  | |  | |  |
| **% UPR agreed** |  |  |  |  | |  |  |  |  |  | |  | | | |  | | |  | | |  | |  |  |  |  | |  |  |  | |  | |  | |  | |  |
| **Of those who have progressed, how many:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | FT | PT | FT | PT | | FT | PT | FT | PT | FT | PT | | | | FT | | | PT | | | FT | | PT | | FT | PT | FT | | PT | FT | PT | FT | | PT | | FT | | PT | |
| **Disabled** |  |  |  |  | |  |  |  |  |  |  | | | |  | | |  | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **BME** |  |  |  |  | |  |  |  |  |  |  | | | |  | | |  | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |
| **Submitted Pay Appeal** |  |  |  |  | |  |  |  |  |  |  | | | |  | | |  | | |  | |  | |  |  |  | |  |  |  |  | |  | |  | |  | |

**\*1 – the school should record the number of TLR3 payments and \*2 the number of Recruitment and Retention Payments made in each year reported**

|  |
| --- |
| **2/3**  *(Name of )* **School Governing Body Meeting** *(Insert Name and Date of Meeting)*  **Summary of the Pay/Pay Progression date for the Period From: (Date) to (Date)**  The Head Teacher and the Governing Body have undertaken an analysis and evaluation of the schools’ anonymised pay / pay progression data and set out the following for the above period:   1. a brief overall summary of the pay progression information/data 2. summary of equality-based issues arising from the payroll progression and pay award data and implications for the school (Including all protected characteristics as set out in the Equality Act 2010 e.g. age, staff who have been on maternity leave etc, whether teachers or support staff) who share a protected characteristic are being treated less favourably than others in the school. 3. corrective action (if any) required with timescales |

|  |
| --- |
| **3/3**  **Notes for Appendix 9**   * + - 1. The governing body should receive a summary of anonymised pay progression / pay award data from the head teacher as part of the annual pay review process.       2. The governing body should set a date in its annual calendar of meetings to analyse and interpret the data to consider implications for the school and equality based corrective action required. |

**HR Service**

**Appendix 10a – Pay Appeals Procedure**

1.0 Any member of staff who is dissatisfied, may appeal against any determination in relation to their pay or any other decision taken by the head teacher / Chair of Pay Committee or Chair of Governors (in the case of the head teacher) that affects his/her pay. Where there is an appeal against withholding salary progression the appeals process will take place before the final pay recommendations are approved by the school pay committee.

1.1 This document provides guidance on each stage and in line with good employment practice and an opportunity, as part of the process, to discuss a pay decision before it is made is intended to mitigate the need for more formal stages two and three. The School Pay Appeal Procedure has three stages:

* Stage One – Informal.
* Stage Two – Formal Hearing.
* Stage Three – Formal Appeal.

1.2 The head teacher should inform the chair of governors where a pay appeal is submitted.

1.3 The grounds for appeals are that the head teacher / Chair of Committee or Chair of Governors (in the case of the head teacher) who made the recommendation / decision;

1. Incorrectly applied provision of the Pay Policy/STPCD/NJC Conditions of Service.
2. Failed to have proper regard for statutory guidance.
3. Failed to take proper account of relevant evidence.
4. Took account of irrelevant or inaccurate evidence.
5. Was biased; or
6. Otherwise unlawfully discriminated against the member of staff.

1.4 The stages are as follows:

**Stage One – Informal**

1. At the appraisal review meeting, the appraiser / head teacher (where the head teacher is the appraiser) will make a recommendation on pay to the employee, supported by the relevant evidence.
2. The head teacher provides the employee with written confirmation of the pay recommendation, as contained within the appraisal statement providing the basis on which the recommendation is made.
3. If the member of staff is not satisfied with the recommendation, he/she should seek to resolve this matter informally, initially with the head teacher and/or in the case of the head teacher, with the chair of the Pay Committee or Chair of Governors, within five working days of the employee being notified of the recommendation.
4. Where an informal resolution is not possible with the person making the pay recommendation and where the member of staff believes that an incorrect recommendation has been made, he/she may follow a Stage 2 formal appeals process in line with the grounds of appeal set out in paragraph 1.3.

**Stage Two – Formal Hearing**

1. To commence the formal appeal against the pay recommendation / decision the employee should submit a formal written statement to the person making the pay recommendation i.e. the head teacher (or in the case of the head teacher to the chair of the pay committee or chair of governors) within 5 working days of the outcome of the informal discussion (Appendix 10b – Pay Appeal Pro Forma). The written appeal from the teacher / head teacher must re-affirm the grounds of the appeal and the remedy sought.
2. On receipt of the written appeal notification setting out the grounds of the appeal, the head teacher will offer the member of staff a date for formal hearing normally within 15 working days of the Stage One meeting. The hearing will be with the person making the pay recommendation. The letter inviting the employee to the hearing, including papers relevant to the pay appeal should be sent out five working days in advance of the meeting.
3. The employee should be provided with the opportunity to send any written submission of evidence to the Head Teacher / Chair of Pay Committee or Chair of Governors (in the case of the Head Teacher) prior to the hearing.
4. The date of the Pay Hearing should always be determined in consultation with the school’s HR Business Partner to ensure that an appropriate officer is available to attend and advise the panel on any procedural aspects or matters of employment law. It is the responsibility of the employee to ensure that a trade union representative or work colleague is available to attend.
5. The hearing will provide an opportunity for the employee to make representations in person, to present evidence, to call witnesses, to have the opportunity to ask questions and to be accompanied by their trade union representative or work colleague.
6. The head teacher / or in the case of the head teacher the chair of pay committee or chair of governors will consider the evidence presented and make a pay decision. For community schools, it is the head teacher’s duty to consider the advice given by the HR Business Partner attending on behalf of the school and the County Council.
7. The outcome will be confirmed to the employee in writing along with the rationale for the decision within three working days of the hearing and where appropriate the right of appeal to a panel of governors.

**Stage Three – Formal Appeal**

1. Where the member of staff continues to be dissatisfied and believes that an incorrect decision has been made in line with the grounds of appeal set out in paragraph 1.3, he/she may follow a Stage 3 Formal Appeals process.
2. To commence the formal appeal against the pay decision the employee should submit a formal written statement (Appendix 10b Pay Appeal Pro forma) to the head teacher / Chair of committee or Chair of Governors (in the case of the head teacher) within five working days of receipt of the Stage Two outcome letter. The written appeal from the teacher / head teacher must re-affirm the grounds of the appeal, the remedy sought and include any additional evidence/papers which the employee wishes to be considered as part of the pay appeal.
3. On receipt of a completed Appendix 10b the member of staff will be offered a formal appeal hearing normally within 15 working days of the receipt of the written appeal notification, or as soon as possible thereafter with the agreement of all parties. The letter inviting the employee to the Pay Appeal hearing, including the papers relevant to the pay appeal should be sent out 5 working days in advance of the meeting.
4. The employee should be provided with the opportunity to send any written submission of evidence to the panel prior to the appeal hearing. This information should be sent to the head teacher with a minimum of 5 working days in advance of the meeting so that any additional evidence/ papers can be circulated to the members of the governors’ panel and to the HR Business Partner. It is the responsibility of the employee to ensure that a trade union representative or work colleague is available to attend.
5. The Pay Appeal hearing will be heard by a panel of three governors who were not involved in the original pay determination.
6. The Appeal hearing will provide an opportunity for the employee, accompanied by their trade union representative or work colleague to make representations in person and for both parties to present their evidence, call witnesses and ask questions.
7. At the end of the appeal hearing, the panel will consider the evidence presented and reach a decision. For community schools, it is the head teacher’s duty to consider the advice given by the HR Business Partner attending on behalf of the school and the County Council.
8. The outcome of the appeal hearing will be confirmed to the employee in writing along with the rationale for the decision within three working days.

1.5 Pay appeal decisions are final and binding on both parties and may not be reopened under the school grievance procedures. The pay appeals process should be carefully managed and notes taken. Teachers making representation at Stages 2 and 3 may be accompanied by their trade union representative or work colleague.

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**Appendix 10b – Pay Appeal Pro forma (Stage 1; Stage 2; Stage 3)**

|  |  |  |  |
| --- | --- | --- | --- |
| **PAY APPEAL PRO FORMA** | | | |
| **FOR COMPLETION BY EMPLOYEE FOR SUBMISSION TO HEAD TEACHER** | | | |
| Name of School |  | | |
| Name of Employee |  | | |
| Post Held |  | | |
| Current Grade |  | | |
| Current Pay Point |  | | |
| Date of Appraisal Meeting |  | | |
| Name of Appraiser |  | | |
|  | | | |
| **Reason for Appeal - May only be for one or more of the following reasons** | | | **TICK** |
| a) Incorrectly applied any provision of the Pay Policy/STPCD/NJC Conditions of Service | | |  |
| 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 | | |  |
| f) Otherwise unlawfully discriminated against the member of staff | | |  |
|  | | | |
| **Written Submission**  Details of the grounds / basis for the appeal making reference to additional documents to be submitted as appropriate to support employees’ case. Expand as required | | |  |
| List of Documents attached as appendices to support employees’ case | | | |
| Remedy sought | | | |
| Signed | | | |
| Date | | | |
| Signed as received (Head Teacher) | |  | |
| Date received | |  | |
| Date acknowledged with employee | |  | |

**Appendix 10c – School Pay Appeal Hearing Procedures – Head Teacher Stage 2**

**Order of Events – Stage 2 Hearing**

1. The purpose of this meeting will be to provide the teacher / head teacher an opportunity to present their appeal against the pay recommendation in person to the head teacher / chair of pay committee or chair of governors (in the case of the head teacher) accompanied by their trade union representative or work colleague.

The school should make arrangements for the meeting to be minuted by an appropriate person.

* + - 1. Introductions

2. The Head Teacher / Chair of Pay Committee or Governors (in the case of the Head Teacher) will:

1. Explain the purpose of the meeting, conducted as part of the second stage School’s Pay Appeals procedure.
2. Ask those present including the representative (if applicable) to introduce themselves and clarify their role.
3. Outline the order of events of the hearing.
4. Explain that notes will be taken to record the key points of the hearing.
   * + 1. The employee and/or their representative/work colleague will:
5. State the basis of their pay appeal against the recommendation, including the reason for the appeal and present their evidence.
6. Call any witnesses in support of their case. The witness(es) may be asked questions by the head teacher (or other senior leader) / Chair of Committee or Chair of Governors (in the case of the head teacher)
7. Answer any questions put by the head teacher (or other senior leader)/ Chair of Committee or Chair of Governors (in the case of the head teacher).

2.1 The head teacher (or another senior leader) / Chair of Pay Committee or Chair of

Governors (in the case of the head teacher) will:

1. State their response to the appeal, present their evidence.
2. Call any witnesses in support of their case. The witness (es) may be asked any questions by the representative or work colleague.
3. Answer any questions from the employee and/or their representative or work colleague.

2.2 At the conclusion of the hearing the head teacher)/ Chair of Committee or Chair of Governors (in the case of the head teacher) will invite:

1. The employee and/or their trade union representative/work colleague or Chair of Pay Committee or Chair of Governors (in the case of the head teacher) to summarise the key points of their formal appeal.
2. The head teacher (or other senior leader) or Chair of Pay Committee or Chair of Governors (in the case of the head teacher) to summarise the key points of their response to the case.

c) Explain how and when the decision will be communicated to the employee.

2.3 The hearing will then be adjourned to enable the head teacher (or other senior leader)/ Chair of Committee or Chair of Governors (in the case of the head teacher) to:

1. Consider the issues in private.
2. Take any necessary advice.
3. Deliberate and make a pay decision.
4. All parties reconvene for decision.

2.4 The head teacher (or other senior leader)/ Chair of Committee or Chair of Governors (in the case of the head teacher) will normally give their decision at the end of the hearing however in exceptional cases this may be delayed if further time is needed to consider the evidence.

2.5 The decision will be confirmed in writing within 3 working days of the conclusion of the hearing, including where necessary, their right of appeal to a panel of 3 governors and date of the Appeal. (See [Appendix 10f](#Appendix_12))

Where the employee or representative/ work colleague calls a witness in support of his/her case, the following procedure applies:

* The witness will be asked questions by the employee / representative or colleague.
* The witness may then be asked questions by the head teacher (or another senior leader).
* The witnesses may then be asked further questions by the employee, representative or colleague.

Where the head teacher (or other senior leader) calls a witness to support their response to the appeal, the following procedure applies:

* The witness will be asked questions by the head teacher (or another senior leader).
* The witness may be asked questions by the employee or his/her representative or colleague.
* The witnesses may then be asked further questions by the head teacher (or another senior leader).

***Note:*** *After completion of the above stages any witnesses will be:*

a) *Instructed not to discuss the case in any way until after the hearing / appeal has been determined*

b) *Asked to retire. Unless otherwise determined by the parties to the hearing, the witnesses may be subject to recall*

**Appendix 10d – School Pay Appeal Procedures – Governors Stage 3**

**Order of Events – Stage Three Governors Appeal Hearing**

Introductions.

1. The Chair of the panel will:

1. Explain the purpose of the meeting, conducted as part of the School’s Pay Appeals procedure.
2. Ask those present to introduce themselves and explain their role.
3. Outline the order of events of the Pay Appeal Hearing.
4. Explain that notes will be taken to record the key points of the hearing

1.1 The employee and/or their trade union representative / work colleague will:

1. State their case, including the reason for the pay appeal, present their evidence.
2. Answer any questions put by the head teacher (or other senior leader).
3. Answer questions put by the Pay Appeal Panel.
4. Call any witnesses in support of their case. The witness (es) may be asked questions by the head teacher (or other senior leader) and the members of the panel.

1.2 The head teacher (or other senior leader) will or Chair of Pay Committee or Chair of Governors (in the case of a head teacher):

1. State their response to the pay appeal, present their evidence.
2. Answer any questions from the employee and/or their trade union representative or work colleague.
3. Answer questions from the Pay Appeal Panel.
4. Call any witnesses in support of their case. The witness (es) may be asked any questions by the trade union representative or work colleague and the members of the panel.

1.3 At the conclusion of the presentation of each case and where the panel hearing the case are satisfied, they have sufficient information about the issues they will invite:

1. The employee and/or their trade union representative/work colleague to summarise the key points of their case.
2. The head teacher (or other senior leader) to summarise the key points of their case.

c) Explain how and when the decision will be communicated to the employee.

1.4 The hearing will then be adjourned to enable the panel to:

1. Consider the issues in private.
2. Take any necessary advice.
3. Deliberate and make a decision whether or not to uphold the pay appeal.
4. Consider an appropriate remedy or follow up actions as appropriate.
5. All parties reconvene.

The Chair of the Pay Appeal Panel will normally announce the decision at the end of the hearing however in exceptional cases this may be delayed if further time is needed by the panel to consider the evidence.

1. The decision will be confirmed in writing within 3 working days of the conclusion of the hearing. (Appendix 10f)

Where the employee or trade union representative/ work colleague calls a witness in support of his/her case, the following procedure applies:

* The witness will be asked questions by the employee / trade union representative or work colleague.
* The witness may then be asked questions by the head teacher (or another senior leader).
* The witnesses may then be asked further questions by the employee, trade union representative or work colleague.
* Members of the Pay Appeal Hearing may ask questions of the employee and her/his trade union representative or work colleague and witnesses on the evidence submitted.

Where the head teacher (or other senior leader) calls a witness to support the management case, the following procedure applies:

* The witness will be asked questions by the head teacher (or another senior leader).
* The witness may be asked questions by the employee or his/her trade union representative or work colleague.
* The witnesses may then be asked further questions by the head teacher (or another senior leader).
* Members of the Pay Appeal may ask questions of the head teacher/presenting officer and witnesses on the evidence submitted.

***Note:*** *After completion of the above stages any witnesses will be:*

a) *Instructed not to discuss the case in any way until after the hearing / appeal has been determined*

b) *Asked to retire. Unless otherwise determined by the parties to the hearing, the witnesses may be subject to recall*

Pay appeal decisions are final and binding on both parties and may not be reopened under the school grievance procedures.

**Letter 10e – Invitation to Pay Hearing / Appeal Hearing**

**PRIVATE AND CONFIDENTIAL**

**Name**

**Address**

Dear \*\*

**(Name of) School - Pay Policy**

**Stage Two / Stage Three** *(delete as appropriate)***: Pay Hearing / Appeal Hearing**

*(Either – For Stage Two)*

Further to my meeting with you as part of the Stage One Pay Appeals Procedure to consider your pay I am writing to acknowledge receipt of your written pay appeal and your request for the matter to be considered by as part of Stage 2 of the Pay Appeals procedure.

In accordance with the school’s pay policy I wish to inform you that I have arranged a formal Stage Two meeting to consider your pay appeal. A copy of the school pay policy is available in school in (location). If you require a copy, please let me know. The meeting will be with myself (Head teacher / other Senior Leader / Chair of Pay Committee or Chair of Governors (in the case of the head teacher) and will be at \* on \* and \* (Time). *(Add / delete as appropriate* \*\* will also be present to give evidence about the outcome of the appraisal process.

*(Or – For Stage Three)*

Further to your meeting with myself Head teacher / other Senior Leader / Chair of Pay Committee or Chair of Governors (in the case of the head teacher) as part of the Stage Two Pay Appeals Procedure to consider your pay I am writing to acknowledge receipt of your written appeal and your request for the matter to be considered by a Pay Appeals Panel of the governing body as part of Stage Three of the Pay Appeals Procedure.

In accordance with the school’s pay policy, I wish to inform you that I have arranged a Stage Three Appeal Hearing to consider your pay appeal. A copy of the school pay policy is available in school in (location). If you require a copy, please let me know. The meeting will be with myself and a Panel of the Governing Body and will be at \* on \*. *(Add / delete as appropriate* \*\* will also be present to give evidence about the outcome of the appraisal process.

*(For both)*

You are entitled to receive copies of relevant information/documents which will be considered at the meeting. *(List and send all of the information relevant to the initial decision made including any information supplied by the employee so far).*

I attach for your information copies of relevant information (*examples below*: *information to be listed):*

* Copy of the written appeal from the employee setting out the grounds of the appeal and the remedy sought.
* Statement written by the head teacher (or other senior leader) providing the background to the case and reason for the recommendation for non-pay progression.
* Evidence provided by the school to support this recommendation including copy of the appraisal statement(s) setting out the basis of the pay recommendation made by the appraiser (*and in the case of Stage 3 Appeal to governors)* the decision of the head teacher.
* Review meeting discussions and outcomes including, where appropriate, any other documentation to evidence the initial decision made e.g. concerns identified and details of any additional support provided during the appraisal period
* Other relevant evidence provided by the employee (to follow if not already received)
* Details of outcome from previous meeting, including any written confirmation etc.

Specifically, the meeting will consider the grounds of your pay appeal which are:

*(Amend as appropriate)*

* a
* b
* c
* d

If there is any additional documentation you would like the myself / panel to consider at the meeting, please let me have this by (for Stage 2 Meeting – prior to the hearing and for Stage 3 + 5 days before the meeting date) so that I can circulate copies prior to the meeting. You may, if you wish, call witnesses to support your case and, if this is your intention, please let me know by the above date so that I can make arrangements to accommodate them

I would like to take this opportunity to inform you that you have the right to be represented at this meeting by your trade union representative or work colleague. Please confirm by *(date)* that you and your representative will be attending.

Yours sincerely

Head Teacher

Copy to: (Name) HR Case Officer

*(Name)* Trade Union Representative / Colleague

*(Names) Members of the Governors panel (Stage 3 only)*

**Letter 10f – Outcome of Pay Hearing / Appeal Hearing**

**FIRST CLASS**

**PRIVATE AND CONFIDENTIAL**

*Name*

*Address*

Dear

**(Name of) School - Pay Policy**

**Outcome of Stage Two / Stage Three** *(delete as appropriate)***: Hearing / Appeal**

I refer to the Stage Two hearing / Stage three Appeal hearing with myself (or other senior leader) / the Pay Appeals Panel of the Governing Body held on \*(date) in the presence of the Head Teacher of the School, \*(HR Officer), and your trade union representative/work colleague, (name, trade union)/**or** Despite being advised of your right to representation, you chose not to exercise it. The meeting was arranged within the framework of the school’s pay appeals procedure. At the hearing, I / the governors *(delete as appropriate)* considered your appeal against the recommendation to support your pay progression with effect from (1st September 20XX). *(Details here may need to be amended as necessary in line with the wording of the appeal and remedy sought by the employee)*

I / The governors’ Panel *(delete as appropriate)* carefully considered the evidence presented at the meeting by yourself and the head teacher (or another senior leader). The decision taken was that based on the evidence considered your appeal *was/ was not* upheld and therefore your pay *will / will not* progress to the next point on the pay range. *(The letter will need to include any additional information relevant to the pay appeal decision*). Pay appeal decisions are binding on both parties and may not be reopened under any other school procedures, including the grievances procedure*.*

Stage Two only - You have the right to appeal against this decision and an appeal date has been set for (+ working 10 days). Please let me know by \*(*date*) whether you intend to appeal. The purpose of the appeal will be to consider the grounds of your appeal and the remedy sought as detailed in your earlier correspondence. The papers for the appeal hearing will be those circulated with my letter of \*(*date*) together with the additional information tabled by yourself. Any additional information you may wish to submit at this stage must be received by me no later than +5 days’ time before the meeting \*(*time*) on \*(*date*) so that it may be circulated to the appeals panel.

You have the right to call witnesses to support your case and you may be represented at the appeal by your trade union or work colleague. If you intend to call witnesses, please let me know who they are by *(date)* so that I can make arrangements to accommodate them. Please confirm by (\*date) whether you intend to appeal and if you are whether you will be attending on the date and time arranged. If at any point you or your trade union wish to speak to me personally about your situation or the procedures, then please do not hesitate to contact me.

Yours sincerely

Head Teacher

cc (Name) HR Case Officer

*(Name)* Trade Union Representative / Colleague

*(Name) Members of the Governors Panel*

**Appendix 11 – Appraisal / Pay Planner**

**This appendix may be used to plan the annual appraisal and pay cycle**

|  |  |  |  |
| --- | --- | --- | --- |
| **Term** | **Activity** | **Who** | **Dates** |
| **SUMMER TERM** | | | |
| SUMMER TERM | Ensure final arrangements are in place to complete current appraisal cycle |  |  |
| Consider any revisions required to school Appraisal and Pay policy |  |  |
| **AUTUMN TERM** | | | |
| AUTUMN TERM – Review of current year appraisal period | Teachers receive final appraisal report at end of appraisal cycle |  |  |
| Appraisal report provided to teacher and includes overall assessment of progress towards meeting:   * appraisal objectives and success criteria * relevant teacher standards * overall performance |  |  |
| Appraisal Report contains recommendation on pay progression and shared with teacher. *Note – The only circumstances in which pay progression will not be awarded to teachers is where the teacher does not meet the minimum aggregated service of 26 weeks employment or within the school year, serious performance concerns are identified, and the teacher is in receipt of focussed support within appraisal or who are subject to the formal capability procedure.* |  |  |
| Head Teacher or SMT moderate initial pay progression recommendations |  |  |
| Pay appeals arranged if required |  |  |
| Head Teacher prepares report for Pay Committee ratification and arranges meeting |  |  |
| Head Teacher prepares Pay Equalities Report for governors (Appendix 9) |  |  |
| By 31 October Head Teacher presents report to Pay Committee (Appendix 8) so as to account to them overall for the effective operation of appraisal for all teachers |  |  |
| Governing Body considers report/evidence relating to individual teachers’ pay progression recommendation in order to ratify pay decisions |  |  |
|  | Teacher provided with annual pay statement |  |  |
| AUTUMN TERM – Prepare for start of new year appraisal period | Review and update appraisal and pay policies in the light of STPCD and recommendations from the Local Authority HR Service |  |  |
| Review and update school appraisal practice in the light of experience |  |  |
| Consult with all staff, including school-based trade union representatives on proposed changes to the appraisal process for next appraisal cycle |  |  |
| Consult with all staff on implementation of revised appraisal and pay policies |  |  |
| Governing body to agree and adopt revised polices |  |  |
| Governing body to determine budget provision for pay progression for appraisal cycle |  |  |
| School leadership to ensure that all employees understand revised polices and how the arrangements will operate. |  |  |
| AUTUMN TERM – Implement start of new year appraisal period | Set appraisal objectives and success criteria for next appraisal cycle in line with school appraisal policy. If not mutually agreed set by appraiser |  |  |
| Monitor performance as set out in Appraisal Policy and set timetable of termly reviews and on-going professional dialogue between relevant parties. Set meeting plan out in the appraisal statement. Undertake observations, ongoing professional dialogue etc. |  |  |
| Any performance concerns or concerns about progress towards meeting appraisal objectives to be shared with appraisee in a meeting at earliest opportunity |  |  |
| Where required additional focussed support put in place in line with school Appraisal policy |  |  |
| Update Appraisal Statement |  |  |
| **SPRING TERM** | | | |
| SPRING TERM | Monitor performance as set out in Appraisal Policy and set timetable of termly reviews and continue as set out in the appraisal statement. Undertake observations, ongoing professional dialogue etc. |  |  |
| Any concerns about progress towards meeting appraisal objectives to be shared with appraisee in a meeting at earliest opportunity and through regular support and feedback |  |  |
| Where required additional focussed support put in place in line with school Appraisal policy |  |  |
| Update Appraisal Statement |  |  |
| **SUMMER TERM** | | | |
| SUMMER TERM | Monitor performance as set out in Appraisal Policy and set timetable of termly reviews and continue as set out in the appraisal statement. Undertake observations, ongoing professional dialogue etc. |  |  |
| Any performance concerns or concerns about progress towards meeting appraisal objectives to be shared with appraisee in a meeting at earliest opportunity |  |  |
| Where required additional informal focussed support put in place in line with school Appraisal policy |  |  |
| Update Appraisal Statement |  |  |

**Appendix 12 – Job Description Leading Practitioner**

**Job Purpose**

The primary role of the post of leading practitioner is to model and lead improvement of teaching skills throughout the school. The governing body will determine the level of outreach working the post holder will be expected to undertake as required to support other schools.

**Applicability**

The governing body should be satisfied that the teacher can demonstrate excellence in teaching skills and a sustained track record of successful teaching on the upper pay range.

**Salary**

The pay range for the post of leading practitioner is set out in the school pay policy and on the leadership range (LPR) between points L1 – L18. The governing body will determine an individual 5-point range within the overall banding for each post taking into account the job weight, pay differentials for other leadership posts and other leading practitioner posts in the school.

**Duties and responsibilities**

Teachers paid on the leading practitioners pay range have the same professional responsibilities as all other teachers. The specific additional duties and responsibilities relevant to the role in modelling and leading the improvement of teaching skills will be determined by the head teacher and the governing body. The post holder is responsible for and will act as:

1. An exemplar of teaching skills
2. Lead in the improvement of teaching skills throughout the school
3. A member of the teaching team who will carry out their professional responsibilities paid on the leadership range, including any additional duties delegated by the head teacher commensurate with the level of pay.

The leading practitioner will take a leadership role in developing, implementing and evaluating policies and practice within the school (and where appropriate in outreach schools) which contribute to and have the effect of raising achievement and school improvement. The following duties and responsibilities, which also apply to outreach schools will include (to be made school specific):

1. Coaching, mentoring and induction of teachers, including trainees and ECTs.
2. Disseminating materials and advising on practice, research and continuing professional development provision.
3. Assessment and impact evaluation, including through demonstration lessons and classroom observation.
4. Provide targeted support (and deliver support plans) to teachers identified within the appraisal and capability process who are experiencing difficulties.
5. Supporting the school or groups of schools in the provision of high quality schemes of work to reduce workload.

**Additional notes:**

In determining the full range of duties and responsibilities, the governing body should set a 5-point range and take the following factors into account:

1. Does the school require a leading practitioner post and if so, what impact is expected on the quality of teaching and pupil outcomes?
2. How can the governing body be certain that the post represents good value for money and is there clarity about how the post fits into the current structure and will the post work across phase/departments
3. What specific responsibilities are required and how much time will be spent on outreach? What will other schools be charged.
4. The teachers own timetable commitment within school.

**Appendix 13 – Pay Committee Terms of Reference - Delegated Authority**

The Governing Body delegates (in accordance with its scheme of delegation) to its Pay Committee responsibility for the following:

1. determining, monitoring and reviewing the school staffing structure, setting out the number and pay ranges for all posts within the school in a formal document.
2. Ensuring job descriptions and person specifications are reviewed regularly and reflect the duties and responsibilities of all posts.
3. agreeing, determining, monitoring and reviewing staff salaries and allowances in accordance with the school’s Pay Policy and principles of public life, including annual pay progression for all teachers; applications to be paid on the Upper Pay Range and pay / gradings for support staff.
4. Ensuring, grades, pay and allowances determined by the Pay Committee are communicated to each member of staff in writing in accordance with the STPCD (Decisions on the pay of the Head teacher will be communicated by the chair of the governing body, in writing, in accordance with the STPCD); and for support staff that all pay will be determined in accordance with the agreed school JE Scheme.
5. making recommendations to the Governing Body for the annual budget needed for pay.
6. monitoring and reporting to the full Governing Body on the annual pattern of performance pay progression at each level; the correlation between pay progression, quality of teaching and outcomes for pupils (Appendix 9) and for taking corrective action.
7. Ensuring the head teacher provides annual pay statements to all staff and reviews temporary contracts and salary safeguarding arrangements.
8. Ensuring the provisions of the Equality Act 2010 in relation to equal pay issues are met and considering reports from the Head teacher as appropriate (Appendix 8).
9. Ensuring that the application of the Appraisal Regulations and STPCD meet the statutory requirements.
10. Are accountable to Ofsted and other appropriate regulatory bodies for decisions taken within their area of responsibility.

**Membership**

The Pay Committee will comprise of at least three members of the Governing Body, none of whom shall be Staff Governors or Associate Members. The Head teacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice but must withdraw when their own salary is being discussed.

**Clerking and Minutes**

Meetings of the Pay Committee should be clerked appropriately. The reasons for all pay decisions will be clearly recorded. There should be a clear audit trail for all pay decisions through the minutes and for leadership posts through the completion of Appendix 2a, 2b or 2 c. The information will remain confidential to the Pay Committee, the employee and their advisors. Similarly, where an appeal is lodged, the decision and minutes relating to the appeal will remain confidential to the appeals panel, the employee and their advisors.

**Quorum -** Three Governors will be required for the Pay Committee to be quorate.

**Appendix 14 –** **Pay Appeals Committee Terms of Reference**

**Delegated Authority**

The Governing Body delegates (in accordance with its scheme of delegation) to its Pay Appeals Committee responsibility for considering and deciding on formal appeals against pay determinations in accordance with the Appeals Procedure set out in Appendix 10 to the Pay Policy.

**Membership**

The Pay Appeals Committee will comprise of at least three members of the Governing Body, none of whom shall be Staff Governors or Pay Committee Members who decided the pay determination which is being appealed. If there are insufficient members of the Governing Body who are eligible to form a Panel, appointees may be drawn from members of governing bodies of other schools. Such members may be recommended by Governor Services. The Pay Appeals Committee should arrange for a HR Business Partner to attend proceedings to advise.

The head teacher may attend all proceedings of the Pay Appeals Committee for the purposes of providing information and advice but must withdraw when their own salary is being discussed.

The role of the Pay Appeal Committee is not to make judgements about the effectiveness of individual staff. It is to satisfy themselves that any recommendation / decision has been made on the basis of evidence, has been made taking proper account of equal opportunities, and that overall the correct procedures have been followed. If the Pay Appeal Committee decide that an appeal is not upheld then the matter is closed and, as set out in Section 3, paragraph 7 of the STPCD 2024, there is no recourse to the general staff grievance procedure. If the Pay Appeal Committee decide that an appeal is upheld then the Pay Committee will be asked to review the Teacher’s situation and come to a decision, taking into account the reasons the appeal was upheld and, if they consider it appropriate, taking further advice.

**Clerking and Minutes**

Meetings of the Pay Appeals Committee should be clerked appropriately. The reasons for all appeal decisions will be clearly minuted but will remain confidential to the appeals panel and the employee and their advisors.

**Quorum**

Three Governors will be required for the Pay Appeals Committee to be quorate.

**Appendix 15 - Guidance and Approval Form – Additional Payments for Work Outside of School**

**Guidance notes on additional payments for head teachers or any other teacher when undertaking work outside of school**

1. Any services provided by the head teacher (or any other teacher) to another school, including undertaking Ofsted inspections, work as a National Leader of Education (NLE) or service provision to any other school must be in writing and formally authorised by the appropriate committee of the governing body and signed by the Chair of Governors in advance of the work starting. Once approved it should be subject to regular formal review.
2. To consider the arrangement, the appropriate committee of the governing body will require:
   * + - 1. a full understanding of the work to be undertaken, the reason, the benefit to the school and any impact on the headteachers/ teachers’ substantive role.
         2. what cover may be required, the cost of cover and the impact on the school.
         3. the income, if any, that will accrue to the schools budget
         4. the start and end date
         5. how and when the work arrangements will be reviewed
3. In accordance with the requirements of the School Teacher’s Pay and Conditions Document, all income derived from external sources must accrue to the school budget.
4. The governing body may determine how much, if any, additional payment from the income should be paid to an individual(s). In making this decision, the governing body should consider the following:
5. The income, if any, that will accrue to the school budget from the external service and the extent to which this will cover costs
6. Whether the work results in an increased workload for staff
7. Whether the contractual arrangements require an employee to work outside of school sessions and / or in their own time / directed time.
8. Any impact on the management of the school and the cost of any resultant cover costs to be paid to other employees as a result of the headteacher’s / teacher’s additional role / absence from school.
9. The additional responsibilities and activities taken on by other staff in school
10. An additional payment should only be made where a post accrues additional responsibilities and/or required to work outside of their existing contracted hours.
11. Once advice has been sought and the form completed – see below it should be submitted to Payroll Services for approval and payment. Work outside of school or resulting from taking on additional responsibilities as a result of another member of staff undertaking work outside of school should be paid using wage type WT3120 ‘Teach Misc Pay’.
12. Governors are strongly advised to always seek advice from their usual HR Business Partner before considering any additional payment requests.

*The Governing Body to complete the attached form and send to Payroll Services for approval and Payment*

|  |  |
| --- | --- |
| **Decision Record for Payments to Staff for Work Outside of School - Complete one form for each employee** | |
| Name of school |  |
| Date of Governors Meeting |  |
| Names of Governors Present |  |
| Name of Member of Staff |  |
| Position e.g. HT, class teacher. |  |
| Nature of work outside school  e.g. support to another school, Ofsted inspection |  |
| Impact on the school.  e.g. In absence of HT, impact on management of school?  Consequent cover costs either paid as additional hours or  external supply.  What additional responsibilities did other staff have to take on? |  |
| Total external amount paid to school (£) |  |
| Amount (£) to be paid to member of staff and reason. Specify whether as a lump sum or monthly payment and include start and end date.  e.g. The contract required work outside school sessions.  N.B An additional payment should only be made where a post accrues additional responsibilities and is not automatic. |  |
| Signed Chair of Governors: |  |
| Date: |  |
| Please return form to Education Payroll  [Escschoolsashfield.Re@nottscc.gov.uk](mailto:Escschoolsashfield.Re@nottscc.gov.uk)  [Escschoolsbassetlaw.Re@nottscc.gov.uk](mailto:Escschoolsbassetlaw.Re@nottscc.gov.uk)  [Escschoolsbroxtowe.Re@nottscc.gov.uk](mailto:Escschoolsbroxtowe.Re@nottscc.gov.uk)  [Escschoolsgedling.Re@nottscc.gov.uk](mailto:Escschoolsgedling.Re@nottscc.gov.uk)  [Escschoolsmansfield.Re@nottscc.gov.uk](mailto:Escschoolsmansfield.Re@nottscc.gov.uk)  [Escschoolsnewark.Re@nottscc.gov.uk](mailto:Escschoolsnewark.Re@nottscc.gov.uk)  [Escschoolsrushcliffe.Re@nottscc.gov.uk](mailto:Escschoolsrushcliffe.Re@nottscc.gov.uk) |  |



**Appendix 16**

**Pay and appraisal FAQ’s (revised October 2024)**

The following FAQ’s are primarily centred on teachers’ pay and appraisal. In the case of headteachers, governors should seek advice from their external performance adviser and from the School HR Business Partner.

1. From the start of the 2024-25 academic year, the requirement for appraisal objectives and the appraisal process to lead to performance related pay outcomes for teachers and leaders has been removed from the School Teacher’s Pay and Conditions Document 2024 (STPCD). The recommended School Pay Policy 2024 has therefore been amended in line with this approach and is intended to minimise the impact on workload for individual teachers, line managers, school leaders and governors. However, there is no change to the statutory requirement for teacher appraisal as set out in the Appraisal Regulations 2012, but the School Appraisal Policy, Guidance and Toolkit Documents 2024 have been updated in line with this new approach.
2. The statutory requirement to make a pay decision for every teacher and leader following the completion of the appraisal process remains. The following points are important:
3. Pay decisions for the outcome of the 2023-24 academic year, will continue to be based on the requirement for performance related pay progression as set out in the September 2023 School Pay Policy and in accordance with the School Teachers Pay and Conditions Document 2023.
4. For pay decisions resulting from the outcomes of appraisal from the start of the 2024-25 academic year, schools are strongly recommended to adopt this revised policy and associated guidance and toolkit. This means that the requirement to manage a process of performance related pay is removed and where performance concerns are identified, support as set out in the appraisal and capability policy will be provided.
5. Pay progression will not be awarded to teachers where within the school year, serious performance concerns are identified, and the teacher is in receipt of focussed support within appraisal or who are subject to the formal capability procedure.
6. **Can objectives be altered within the annual appraisal cycle, and if so what process must be followed?**

Wherever possible, the targets set at the start of the cycle should be based on a secure range of evidence and focus on the key priorities for improving or sustaining performance within the cycle.

In **exceptional circumstances**, new evidence may come to light about performance concerns, or circumstances may change within the school, (for example complaints or adverse OFSTED Judgement) which may lead to a re-focussing of either the objectives or the success criteria or both.

The **process for re-setting objectives** requires a meeting between appraiser and appraisee, including head teacher/other senior leaders as appropriate, to explain the reason for the change and to agree, wherever possible, the revised objectives/success criteria to be met within the remainder of the appraisal cycle. Ultimately, decisions are made by the head teacher, who is responsible for moderating and determining appraisal objectives for all staff. These amendments should be included in the appraisal statement with clear start/ end dates recorded.

1. **Can appraisers be changed throughout the appraisal cycle?**

Ideally not, but this will be inevitable where teachers leave, and new appraisers start. There should be an early meeting to clarify roles and build the required professional working relationship.

1. **Please explain appendix 3 Pay Policy Toolkit**

This sets should be used to assist schools to set appraisal objectives according to the career stage of the individual teacher. It replaces the document previously in the School Pay Policy 2023 which aligned appraisal to performance related pay (PRP).

1. **What happens if a member of staff is absent at any point in the appraisal cycle and what is the impact on pay?**

Where absences occur during the appraisal cycle, it is important that Head Teachers (for teachers) and the Chair of Governors (in respect of the head teacher) seek advice from the HR Service to manage the absence and ensure that the employee can be supported back to work as soon as possible. If the Head teacher is absent for a prolonged period, the governing body must ensure that robust arrangements for the management of the appraisal cycle for all staff in the school are put in place and the Chair of Governors should seek immediate support from the school HR Business Partner.

The impact on the appraisal cycle depends on the reason for the absence, and its timing. For maternity and disability related absence, there is guidance on the impact of absence in the current Nottinghamshire School Pay Policy and Nottinghamshire School Appraisal Policy, which mirrors the advice from the DFE in the document “Managing Teachers’ and Leaders’ Pay July 2024”.

For other absences during the appraisal cycle, progress should be assessed at the termly reviews and a decision needs to be made at the end of cycle review on the extent to which the appraisal objectives and allied success criteria have been met. It is not possible to provide definitive advice to cover all circumstances therefore HR advice should be sought as the absence is being managed. If the employee is absent, then the implications and concern of the absence on the progress being made within the appraisal cycle should be discussed with the employee as part of the welfare contact as soon as it is likely to be an issue and not left as an unresolved issue until the end of the appraisal cycle. There is additional information in the Pay Policy and Appraisal Policy Guidance in the related sections.

If a teacher is absent at the start of the appraisal cycle when objectives are due to be set, they must be set at the earliest opportunity and with the same end of cycle completion date that applies to all other staff. Please see further guidance in the document for maternity and disability related absences.

With regard to pay, the conditions of service for both teachers and school support staff provide for sick pay to be paid based on the length of service. However, in all cases, the costs to schools are significant and all absences should be managed in line with school procedures and based on advice from the HR Service.

1. **What is the deadline for setting appraisal objectives?**

Nottinghamshire Pay and Appraisal Policies clarify that appraisal objectives should be set as soon as practicable at the start of the appraisal cycle so that a judgement can be made about performance across an academic year. For teachers, the policy states this is by 31 October and is 31 December for head teachers. In extreme cases, if it is impossible to set and/or review appraisal objectives by this deadline because of the absence of a key appraiser, or other significant issue, staff should be consulted about alternative arrangements and a revised date agreed. These dates are in line with DfE Guidance and HR advice should be sought.

1. **How should the appraisal process be applied to staff that are not permanent and work part time?**

***For staff on fixed term contracts (ftcs) of less than a year*** *–* provided their contract is for not less than a term, objectives should be set taking into account what can reasonably be achieved during the period of their employment. Good practice should ensure that all members of staff are included in the school’s appraisal arrangements wherever possible. The reality is that many staff on ‘ftcs’ have contracts which are renewed and are denied these opportunities.

***For job share staff*** – appraisal objectives should be set which are pertinent to each individual teacher, the success criteria for which can be measured and attributed to each job share partner individually. (*For example, work in books must be dated so that it can be attributed to the quality of the separate teachers over time)*

***For other staff on part time contracts*, including PPA cover** – objectives need to be set which are proportionate to the contracted hours, with success criteria which are relevant to the role they are undertaking. PPA cover teachers should be expected to plan, deliver and assess the work of the class (es) they are covering, and therefore are accountable for their impact through the appraisal process. As individual teachers they must demonstrate they are meeting the Teachers’ Standards, the Impact criteria according to their experience and career stage and should have the professional development opportunities relevant to their role.

1. **Can a teacher decline to move into the UPR or request to move back down into the MPR?**

The decision whether to apply to progress through the UPR threshold is a voluntary process and cannot be forced onto an individual teacher. Once a teacher has progressed t the UPR they must demonstrate that the continue to develop professionally and meet the UPR progression criteria.

**The STPCD does not allow a teacher to regress** from the UPR to the MPR within the same school. In circumstances where an individual teacher requests such a move on a permanent basis, advice and guidance should be sought from the HR team on a case by case basis, particularly where there are exceptional circumstances which are affecting the individual’s health and wellbeing. This means there is still no statutory basis for a move back to MPR. The view expressed to the review body from Nottinghamshire County Council HR Service is that this change to the STPCD should be supported in certain specific circumstances. We expect this to be an issue raised again in the next year or so.

There are no restrictions in law to prevent a teacher who is being paid on a leadership spine, or in a leadership role, putting in a request to relinquish their TLR or leadership scale post, for personal reasons. However, where this is their substantive post there is no expectation that the governing body will agree. Whether or not the governing body can accede to any such request for either teachers paid on the UPR or LPR will depend on the circumstances relating to the individual teacher and within the school. This may be complex and where such requests are made appropriate advice, and guidance should be sought from HR. This continues to be the topic of national debate.

1. **What information should be made available to the appraisee as part of the appraisal objective setting process?**

The School Pay and Appraisal Policies set out the information which should be shared with existing staff and new staff who join the school as part of their induction. The following documents should be made available as a minimum resource:

a) Appraisal Policy and Guidance agreed by the governing body

b) Pay Policy and Guidance agreed by the governing body

c) Copy of the Teachers’ Standards (for all staff), Upper Pay Range Threshold Standards and where appropriate the [Headteachers' standards 2020 - GOV.UK](https://www.bing.com/ck/a?!&&p=f2c403c89ad35184JmltdHM9MTY2MzYzMjAwMCZpZ3VpZD0wMzVjZmUxMi0wZDFiLTYxNGYtMTk2MS1lZjcxMGM1NjYwMmUmaW5zaWQ9NTE4OQ&ptn=3&hsh=3&fclid=035cfe12-0d1b-614f-1961-ef710c56602e&u=a1aHR0cHM6Ly93d3cuZ292LnVrL2dvdmVybm1lbnQvcHVibGljYXRpb25zL25hdGlvbmFsLXN0YW5kYXJkcy1vZi1leGNlbGxlbmNlLWZvci1oZWFkdGVhY2hlcnMvaGVhZHRlYWNoZXJzLXN0YW5kYXJkcy0yMDIw&ntb=1) (replaced National Standards of Excellence for Head Teachers in October 2020 and apply to all staff paid on the leadership Range).

d) Appraisal Objectives Criteria – Appendix 4 School Appraisal Guidance and Toolkit

f) Copy of School Development Plan and any other relevant school-based documents

g) Copy of their completed appraisal form

1. **In what circumstances can more than one increment be awarded at the end of the appraisal cycle?**

The removal of PRP means that the expectationis that for all teachers, including head teachers and other leaders paid on the leadership spine, one increment will be awarded in each appraisal cycle. As indicated in 1 above pay progression will be withheld in the circumstances stated.

1. **Can governors alter the head teacher’s IPR and if so in what circumstances and through what process?**

The Nottinghamshire Pay Policy clearly sets out the circumstances in paragraph 6.3 onwards and appendices 1, 2a-2c. Under no circumstances should the IPR be reset by the governing body just so that the head teacher can be awarded a pay award (one of eight points on the leadership spine) or because the Head Teacher has reached the maximum point of their 7 points IPR range. An interesting but still relevant article which appeared in the TES: [TES Article on breaking views - Heads deserve good pay](http://www.nottinghamshire.gov.uk/schoolsportal/hr-advice-support-and-training/policies-and-procedures/pay/pay-policy/pay-policy-2016)

1. **If a teacher has been placed on a focussed support plan, within the appraisal cycle, due to performance concerns, does this prevent pay progression?**

The Pay Policy states that where a teacher has been subject within the school year, to either (a) an additional informal focused support plan within appraisal or (b) the formal capability procedure, pay progression will be withheld.

1. **If a teacher has not fully met their objectives, can they still receive pay progression?**

Pay progression is no longer directly linked to the appraisal / performance process except as stated in q1 above.

1. **What options are available to a new head teacher who inherits an appraisal system which is neither robust nor fit for purpose but where there are concerns about a member of staff’s performance?**

The new head teacher cannot be held accountable or responsible for any previous leadership decisions but is responsible and accountable for making the required improvements. There needs to be a full explanation to the staff of the changes required based on the revised school policies, (Pay, Appraisal and Capability) and advice sought from the team. Unless there is secure evidence that discussions have taken place to record concerns about a teacher’s performance lack of progress toward meeting their appraisal objectives and associated success criteria, pay progression should normally be awarded. However, in cases where there are concerns about performance which have not been or do not appear to have been raised with a teacher, and where pay progression is due, including progression into UPR, the head teacher should ensure that the teacher is clear about the concerns before it is considered by the governing body. Where required the headteacher should ensure that appropriate support is put in place in consultation with the teacher. Future appraisal objectives and success criteria set for the teachers must be robust. The head teacher should set out for the teacher the implication of receiving the pay award in terms of the higher-level standards of performance required in the next appraisal cycle. Where pay progression from the MPR to the UPR is being considered it is a statutory requirement that the criteria, as set out in the School Pay policy paragraph 11.0 – 11.13, must be met.

1. **Which committee of the governing body should be responsible for ratifying decisions on pay?**

The appraisal regulations have not changed and at the ned of each appraisal cycle the appraiser must continue t make a recommendation on pay. Decisions on all pay recommendations must be taken appropriately and in accordance with the school’s decision planner. The Pay Policy sets out the arrangements. The governing body should determine according to the decision planner, which committee, normally the pay or personnel and pupils committee is responsible. There is no requirement to setup a separate pay committee solely to consider pay progression recommendations.

1. **How should appraisal targets be set in relation to career stages for teachers aiming to develop professionally as teachers move up pay bands?**

Teachers should be set objectives with success criteria which demonstrate they are capable of performing at their current career stage. Objectives should be challenging but realistic and require evidence from day to day practice. It is important that teachers who are considering an application to the UPR have appraisal targets set which enable them to meet the schools and statutory UPR criteria.

1. **What evidence will OFSTED expect a school to demonstrate?**

The updated OFSTED handbook published in 2024 expects schools t have a robust Appraisal Policy in place and for schools to effectively manage and support staff wellbeing. sets out the expectations and this is reflected / summarised in Appendix 3 of the Pay Policy.

**Additional Reference Documents:**

* School Teacher’s Pay and Conditions Document 2024 [STPCD](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fschool-teachers-pay-and-conditions&data=05%7C02%7Candy.wilson%40nottscc.gov.uk%7C3d1bee7beda840ddbec608dcef82824d%7C6e5a37bba9614e4fbaae2798a2245f30%7C0%7C0%7C638648591043993075%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=dt%2BmoQnhCQ82xUxXdvaDvHscE2fWoyGxVxlwqTzfzBk%3D&reserved=0)
* [Teacher appraisal (valid from September 2024)](https://assets.publishing.service.gov.uk/media/66a253b20808eaf43b50d742/Teacher_Appraisal_-_guidance_for_schools_July_2024.pdf)
* [Teacher capability: guidance for schools when dealing with serious under-performance (valid from September 2024)](https://assets.publishing.service.gov.uk/media/66a2359249b9c0597fdb04c6/Teacher_capability_-_guidance_for_schools_when_dealing_with_serious_under-performance.pdf)
* [Managing Teachers Pay](https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay)
* [Teachers' Standards 2012 (Introduction updated 2013)](http://www.nottinghamshire.gov.uk/media/115568/6-teachers-standards-2012.pdf)
* [Headteachers Standards 2020](https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020)
* [Teachers' Standards (Early Years) September 2013](http://www.nottinghamshire.gov.uk/media/115565/1-teachers-standards-early-years-september-2013.pdf)
* [National standards of excellence for head teachers 2020](https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020)
* [Standards for teachers' professional development](http://www.nottinghamshire.gov.uk/media/115566/4-standards-for-teachers-professional-development.pdf) and the [implementation guidance 2016](http://www.nottinghamshire.gov.uk/media/115567/5-stds-for-teachers-professional-dev-implementation-guidance.pdf)
* School inspection handbook - GOV.UK (www.gov.uk)
* [Schools Governance (Roles, Procedures and Allowances) (England) Regulations 2013](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf)
* Governing Bodies can find further guidance via the [GOV.UK website](https://www.gov.uk/schools-colleges/careers-employment).

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Lead HR Business Partner Rose Harris

Jo Stacey

Wanda Kalwa

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Lead HR Senior Business Partner Andy Wilson

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