

Worlingham CEVC Primary School



PAY POLICY 2023/2024

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

Date approved:	13.02.2024
Name of Committee:	Personnel
Chair of Committee signature:	<i>Mrs Stephanie Holbrough</i>
Date of next review:	Spring 2025

Headteacher: Mrs Holly Marchand
School No. 935 3111

Worlingham CEVC Primary School

PAY POLICY FOR ACADEMIC YEAR 2023 - 24

The Personnel Committee in consultation with the Finance Committee of Worlingham CEVC Primary School adopted this policy on 13th February, 2024 following consultation with staff and school representatives of the recognised unions.

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POLICY FOR ALL STAFF

1. STATEMENT OF INTENT

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy is intended to support that statutory duty.

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

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

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

2. EQUALITIES LEGISLATION

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

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010.

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

3. EQUALITIES AND PERFORMANCE RELATED PAY

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

4. JOB DESCRIPTIONS

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

5. ACCESS TO RECORDS

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

6. APPRAISAL

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

7. GOVERNING BODY OBLIGATIONS

The governing body will fulfil its obligations to:

- Teachers: as set out in the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the Burgundy Book). The governing body will also comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers;
- Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and Suffolk County Council's Single Status Agreement and local pay and grading arrangements,

as they apply to schools and where not already amended as described in this policy or the school's Appraisal Policy.

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

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

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

8. HEADTEACHER AND EMPLOYEE OBLIGATIONS IN RESPECT OF APPRAISAL

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

9. DISCRETIONARY PAY AWARDS

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

10. SAFEGUARDING OF PAY

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

11. PROCEDURES

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

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

The governing body has delegated its pay powers to the Personnel/Finance committees. Any person employed to work at the school, other than the Headteacher,

must withdraw from a meeting at which the pay or appraisal of any other employee of the school is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is their own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

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

The terms of reference for the pay committee will be determined from time to time by the governing body and can be found in Appendix 5.

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

12. ANNUAL DETERMINATION OF PAY

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

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

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

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

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

13. ABSENCE AND/OR PARTIAL ACHIEVEMENT OF OBJECTIVES

Where any member of staff has been absent for some or all of the appraisal period, for example, as a result of long-term sickness absence or maternity/adoption/shared

parental leave, the assessment in relation to pay progression will be based on performance during any period of attendance and/or prior performance.

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

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

14. NOTIFICATION OF PAY DETERMINATIONS

Decisions will be communicated to each member of staff by the Headteacher, in writing, at the earliest opportunity and no later than one month after the pay determination. Decisions on the pay of the Headteacher will be communicated by the Personnel Committee, again, in writing. All communication regarding pay determinations will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued as soon as practicable after the pay decision has been made.

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

15. SALARY SACRIFICE ARRANGEMENTS

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

16. APPEALS PROCEDURE

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

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

PAY ARRANGEMENTS SPECIFIC TO SUPPORT STAFF

17. SUPPORT STAFF PAY

Following the TU side meeting held on 1 November 2023 a pay award increase of £1,925 was agreed across all spinal points on the pay scales and 3.88% on all other points and allowances (special educational needs, sleeping in allowances etc in a school context) effective from 1 April 2023.

17.1 Salary on appointment

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

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

17.2 Serving support staff

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

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

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

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

17.3 Acting-up Payments and Honoraria

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

An acting-up payment may be appropriate where an employee takes on the full duties of a more senior post for a substantial period (usually four weeks or more) in the absence of the post-holder or where there is a vacancy pending recruitment to a vacant post. Where an acting-up payment is agreed, the employee will receive a salary which is not less than the minimum point of the salary for the “acting-up” post, and at least one incremental point higher than their substantive salary.

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

17.4 Support Staff Holiday Pay Calculations

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

17.5 Additional or Second Job

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

17.6 Apprentices

If the school employs an Apprentice, you must ensure you abide by the Government guidance for minimum pay, however it is at the schools’ discretion if they wish to pay above the minimum. Local Authority schools can claim funding for the Apprenticeship course qualification from Suffolk County Council. The relevant link is attached below, [Employing an apprentice: Pay and conditions for apprentices - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/employing-an-apprentice-pay-and-conditions-for-apprentices) For further information please contact rising.high@suffolk.gov.uk

PAY ARRANGEMENTS SPECIFIC TO TEACHING STAFF

18. PAY ARRANGEMENT SPECIFIC TO TEACHING STAFF

Pay decisions relating to performance in the 2022-23 academic year will be made in accordance with the school's Pay and Appraisal Policies for 2022-23. The following paragraphs set out the arrangements for appointments or determinations made on or after 1 September 2023 and for pay decisions relating to performance throughout the 2023-2024 academic year.

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

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

18.1 PAY RANGE FOR LEADERSHIP POSTS

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

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

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

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

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

The national pay award for teachers for 2023-24

- **A 6.5% uplift to all pay points and allowances for both teachers and leaders.**
- **A higher uplift (up to 7.1%) to M1 pay points in London Fringe and the Rest of England to reach the Government's commitment of £30,000 starting salaries.**

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

In accordance with the STPCD, the Personnel/Finance committees will determine leadership pay on appointment and may re-determine leadership pay following any significant change in responsibilities. It may also determine that it is necessary to review the pay of all leadership posts to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or with pay arrangements for members of the leadership group whose responsibilities have significantly changed after that date.

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

When determining the Leadership Pay Range, the Governing body will consider:

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

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

18.3 Serving Headteachers, Deputy Headteachers and Assistant Headteachers

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

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

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

18.4 Temporary Payments to the Headteacher

Only in very rare and exceptional circumstances can an additional Temporary Payment be considered in accordance with the provisions of the STPCD. A temporary payment will only be considered for additional Headteacher responsibilities that are undertaken on a temporary basis, and which have not already been taken account of when setting base pay. The Personnel/Finance committees must be able to justify the rationale fully and objectively for any such payments, taking into account any financial impacts to the school budget. No additional payment will be considered for local collaboration as this forms part of the role of all Headteachers. Further details can be sourced in STPCD Part 2 Section 10.

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

19. ACTING ALLOWANCES

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

20. OTHER TEACHERS

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

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

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

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

20.2 Supply Teachers

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

20.3 Teachers Employed on a Short Notice Basis

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

20.4 NQT and Early Career Teachers (ECT)

Early Career Teachers (ECT's) require a two-year induction period. (ECT will replace the term NQT over the course of time). It is the responsibility of each school to have its own ECT Induction policy. Government guidance states that "during their two-year induction there will be no adverse impact upon ECT's pay or career progression opportunities. ECT's will still be able to progress on the pay scale as current arrangements allow both during and after induction".

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

20.5 Tutoring and TLR3

Main pay range teachers and upper pay range teachers can be awarded a fixed-term TLR3 to deliver school-led tutoring. Further details on TLRs can be found in STPCD Part 4. This award would be pensionable in the TPS.

21. PAY PROGRESSION FOR EXISTING MAIN PAY RANGE TEACHERS

The STRB has recommended the following changes for September 2023:

- 6.5% increase to all pay and allowance ranges and advisory points, with a higher increase to M1 of the Main Pay Range to achieve a minimum starting salary of £30,000.

September 2023 Main Pay Scale rates for teachers	
	2023-24 rates
Minimum (statutory minimum)	£30,000
Ref point 2	£31,737
Ref point 3	£33,814
Ref point 4	£36,051
Ref point 5	£38,330
Maximum point 6	£41,333

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

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

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

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

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

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

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

22. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

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

Applications will include the results of the two most recent appraisals in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those newer to teaching or returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

For the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a sound base of significant and

relevant evidence to support their application. It is the individual's responsibility to collect, collate and present the evidence for consideration in support of their application. Those teachers who are not subject to Teachers induction procedures, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

Process:

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

- The teacher must complete the school's application form (Appendix 3)
- The teacher should submit the application form and supporting evidence to the Headteacher by the cut-off date of 31st October.
- The teacher will receive notification of the name of the assessor, Headteacher, for their application within 5 working days
- The assessor will review the application and if requested by the employee can provide informal feedback prior to the formal submission of the application. Whilst not guaranteeing a positive recommendation, this feedback can provide the employee with the opportunity to collect, collate and present additional evidence before formal submission of their final application.
- The assessor will then formally assess the application and make a recommendation to the Personnel committee
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor
- The Personnel committee will make the final decision, considering evidence provided by the assessor or Headteacher
- The teacher will receive written notification of the outcome of their application within 21 days of receipt of their application.

Successful applicants:

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

Unsuccessful Applications:

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

- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 4.

Assessment:

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

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

At Worlingham CEVC Primary School this means:

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

“Substantial”: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

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

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

23. PAY PROGRESSION FOR EXISTING UPPER PAY RANGE TEACHERS

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

Upper Pay Scale Rates 2023-24	
Pay reference points	2023-24
Minimum point 1	£43,266
Reference point 2	£44,870
Maximum point 3	£46,525

The STRB has recommended the following changes for September 2023:

- 6.5% increase to all pay and allowance ranges and advisory points, with a higher increase to M1 of the Main Pay Range to achieve a minimum starting salary of £30,000.

Unlike main pay range teachers, to move up the UPR scale, one point biennially

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

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

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

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

24. LEADING PRACTITIONER ROLES

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

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

The Headteacher will agree appraisal objectives for any leading practitioner.

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

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

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

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

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

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

25. PAY ON APPOINTMENT AND PROGRESSION FOR UNQUALIFIED TEACHERS

The pay scale for Unqualified Teachers is:

Unqualified Teacher Pay Scale 2023-24	
Minimum	£20,598
Reference point 2	£22,961
Reference point 3	£25,323
Reference point 4	£27,406
Reference point 5	£29,772
Maximum	£32,134

The STRB has recommended the following changes for September 2023:

- 6.5% increase to all pay and allowance ranges and advisory points, with a higher increase to M1 of the Main Pay Range to achieve a minimum starting salary of £30,000.

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

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

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

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

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

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

26. TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

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

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

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, considering the criteria and factors set out in the STPCD.

The Personnel/Finance committees may award a TLR3 of between £639 to £3,169 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in, and considering the criteria set out in the STPCD. The Personnel committee will set out in writing to the teacher the duration of the fixed term, and the amount of the award, which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. In accordance with the STPCD, the governing body will not award consecutive TLR3 payments for the same responsibility.

Full details detailed in Appendix 7.

[Proposed changes to the School Teachers Pay and Conditions document for 2023/24](#) clarify that main pay range teachers and upper pay range teachers can be awarded a fixed-term TLR3 to deliver school-led tutoring.

27. SPECIAL EDUCATION NEEDS (SEN) ALLOWANCE

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

The Personnel/Finance committees will award an SEN spot value allowance (FTE) on a range of between £2,539 and £5,009 to any classroom teacher who meets the criteria as set out in the STPCD, where responsibilities are not separately recognised through payment on the leadership pay spine or through a TLR or other allowance.

When deciding on the amount of the allowance to be paid, the Personnel/Finance committees will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post. (and Pro-Rata accordingly).

The Personnel/Finance committees may award a spot value SEN allowance (FTE) of £2,539 to any classroom teacher who makes a particular contribution to the teaching of pupils with special educational needs which is significantly greater than would normally be expected of a classroom teacher (and Pro-Rata accordingly).]

The Personnel/Finance committees will, at its discretion, award a SEN allowance (FTE) of up to £5,009 to teachers who have demonstrated an aptitude for teaching pupils with severe and profound and multiple difficulties, and taken on the full range of pastoral, organisational and curricular responsibilities necessary to provide effective education for these pupils. The award of this point will, therefore, rest on elements of skill and responsibility (and Pro-Rata accordingly.)

The following factors will be taken into account:

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

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

28. ADDITIONAL PAYMENTS

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

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

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

The pay committee will make additional payments to teachers in accordance with the STPCD where advised by the Headteacher. Payment will be as the Personnel/Finance committees see fit.

29. RECRUITMENT AND RETENTION INCENTIVE BENEFITS

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

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

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

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

30. HONORARIA

The Personnel/Finance committees will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

31. APPLICATION OF NATIONAL PAY FRAMEWORK UPLIFT TO SALARIES AND ALLOWANCES (in respect of Main Pay Scale)– SEPTEMBER 2023

In line with our recommendations moving forward from September 2023, the application of the national pay framework, cost of living uplift and incremental awards (pay progression) is as follows from September 2023:

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

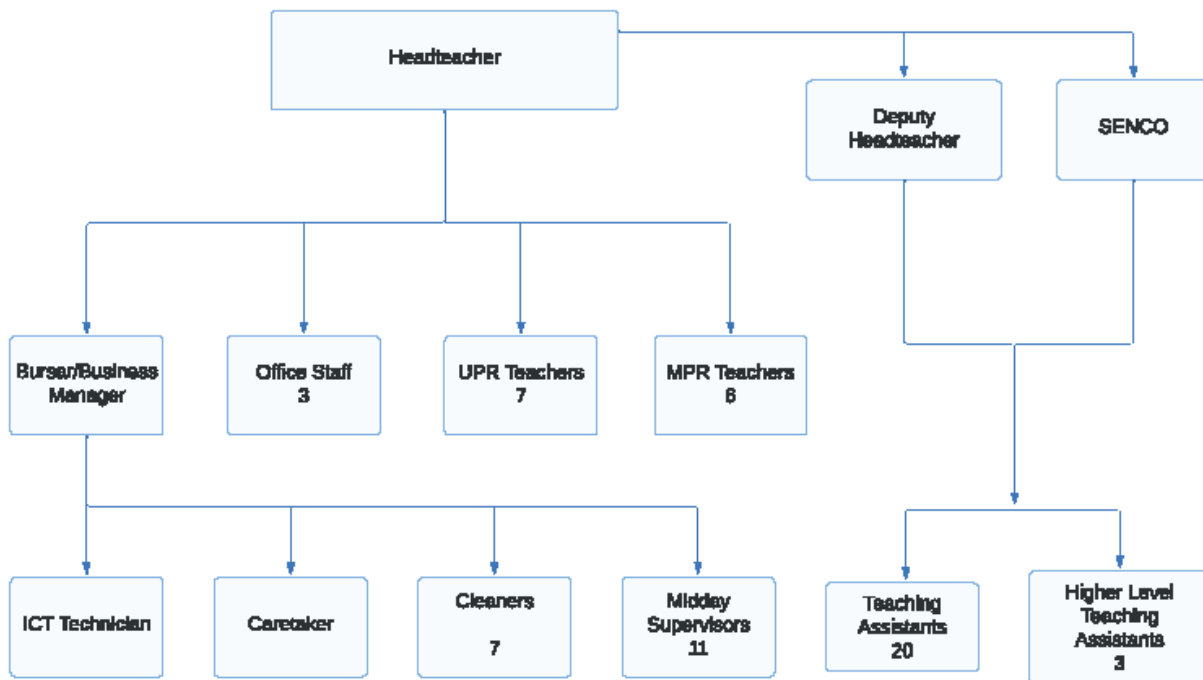
32. ADDITIONAL OR SECOND JOB

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

APPENDICES

APPENDIX 1 – SCHOOL STAFFING STRUCTURE

Worlingham CEVC Primary School
Staffing Structure 2023



APPENDIX 2 – RECOMMENDED PAY RANGES FOR SCHOOL LEADERS, 2023-24

	England and Wales (excluding the London Area) – 6.5% Cost of Living uplift for 2023-24
Leadership Minimum*	£47,185
Headteacher Group	
1	£53,380 – £71,019
2	£56,082 – £76,430
3	£60,488 – £82,258
4	£65,010 – £88,530
5	£71,729 – £97,639
6	£77,195 – £107,700
7	£83,081– £118,732
8	£91,633– £131,056
Headroom for Headteachers of multiple very large schools	

* Minimum for Deputy and Assistant Headteachers only

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

*Insert any application form to be used for Upper Pay Range applications
The following example may be helpful*

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

Examples of evidence that you may wish to include are:

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

Continued overleaf...

1. Progression to the Upper Pay Range (UPR) requires evidence that the applicant is a "highly competent" in all elements of the relevant standards.

Please outline below how you meet this criteria, with reference to the Teachers' Standards (<https://www.gov.uk/government/publications/teachers-standards>), the Expectations for UPR Teachers (Appendix 3b) and the particular role that you are fulfilling/the context within which you are working:

Continued overleaf...

2. Progression to the UPR requires evidence that the applicant's achievements and contribution to the school are “substantial”.

Please outline below how your contribution has raised standards of teaching and learning, not just in your own classroom but as a significant wider contribution to school improvement – this should show a clear impact on pupil progress across the school and on the effectiveness of colleagues.

Continued overleaf...

3. Progression to the UPR requires evidence that the applicant's achievements and contribution to the school have been “sustained”.

Please outline below how your teaching expertise has grown over a sustained period of time and is consistently good/developing outstanding professional practice:

Please attach any other written evidence that you have collated to support your application.
Thank you.

Name:

Signed:

Date:

APPENDIX 3b – EXPECTATIONS FOR UPPER PAY RANGE TEACHERS

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

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

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

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

APPENDIX 4 – PAY APPEALS PROCEDURE

Introduction

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

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

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

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

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

APPENDIX 5 – TERMS OF REFERENCE FOR PAY COMMITTEE

Finance Committee

Terms of reference:

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

Disqualification –

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

These terms of reference agreed by the Governing Body	28.11.23
--	----------

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Headteacher	G H/T	
Mrs L Hughes	Bursar	01.09.04
Mr M Bodmer	G	24.11.15
Mr M Hurren	G	28.11.23
Mrs S Holbrough	G	03.12.19

Chair of the Committee	Mr Matt Bodmer
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Clerk to the Committee	To be appointed by the Chair of Governors as appropriate.
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	2000
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Date of next review:	28.11.24
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Personnel Committee

Terms of reference:

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

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

Disqualification –

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

These terms of reference agreed by the Governing Body	28.11.23
--	----------

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Headteacher	G H/T	
Mrs S Holbrough	G	01.12.20
Mr P Hobbs	G	08.03.16
Mr M Fitt	G	22.06.21
Mrs J Sutton	G	29.03.22
Mr C Barrett	G	28.11.23

Chair of the Committee	Mrs Stephanie Holbrough
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Clerk to the Committee	To be appointed by the Chair of Governors as appropriate.
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	2000
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Date of next review:	28.11.24
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APPENDIX 6 – 2023-24 PAY RATES

Teacher pay rates, all effective 01/09/23

Statutory minimum and maximum values are shown in red.

	2023-24 rates
Unqualified Teacher Pay Range	
Minimum	£20,598
Reference point 2	£22,961
Reference point 3	£25,323
Reference point 4	£27,406
Reference point 5	£29,772
Maximum	£32,134

	2023-24 rates
Main pay range	
Minimum (statutory minimum)	£30,000
Ref point 2	£31,737
Ref point 3	£33,814
Ref point 4	£36,051
Ref point 5	£38,330
Max point 6	£41,333

	2023-24 rates
Upper Pay Range	
Minimum	£43,266
Reference point 2	£44,870
Maximum	£46,525

Leading Practitioner Pay Range	2023-24 rates
Minimum	£47,417
Maximum	£72,085
Teaching and Learning Responsibility (TLR) 3	2023-24 rates
Minimum	£639
Maximum	£3,169
Teaching and Learning Responsibility (TLR) 2	2023-24 rates
Minimum	£3,214
Maximum	£7,847
Teaching and Learning Responsibility (TLR) 1	2023-24 rates
Minimum	£9,272
Maximum	£15,690
Special Educational Needs Allowance (SEN)	2023-24 rates
Minimum	£2,539
Maximum	£5,009

Leadership posts excluding Headteacher		Headteachers									
Minimum	£47,185										
point 2	£48,366										
point 3	£49,574										
point 4	£50,807										
point 5	£52,074										
point 6	£53,380	Group 1	Min	£53,380							
point 7	£54,816			£54,816							
point 8	£56,082		Group 2	Min	£56,082						
point 9	£57,482				£57,482						
point 10	£58,959				£58,959						
point 11	£60,488				£60,488	Group 3	Min	£60,488			
point 12	£61,882				£61,882			£61,882			
point 13	£63,430				£63,430			£63,430			
point 14	£65,010				£65,010			£65,010	Group 4	Min	£65,010
point 15	£66,628				£66,628			£66,628			£66,628
point 16	£68,400			£68,400			£68,400			£68,400	
point 17	£69,970			£69,970			£69,970			£69,970	
point 18	£71,729	Group 5	Min	*£71,019			£71,729	Group 6		Min	£71,729
point 19	£73,509			£73,509			£73,509				£73,509
point 20	£75,331			£75,331			£75,331				£75,331
point 21	£77,195			£77,195	Group 7	Min	£77,195				£77,195
point 22	£79,112			£79,112			£79,112				£79,112
point 23	£81,070			£81,070			£81,070				£81,070
point 24	£83,081			£83,081			£83,081		Group 7	Min	£83,081
point 25	£85,146			£85,146			£85,146				£85,146
point 26	£87,253			£87,253			£87,253				£87,253
point 27	£89,414			£89,414			£89,414				£89,414
				Max		*£82,258					
							Max	*£88,530			

point 28	£91,633
point 29	£93,902
point 30	£96,239
point 31	£98,616
point 32	£101,067
point 33	£103,578
point 34	£106,138
point 35	£108,776
point 36	£111,470
point 37	£114,240
point 38	£117,067
point 39	£119,921
point 40	£122,912
point 41	£125,983
point 42	£129,140
Maximum	£131,056

	£91,633		£91,633		£91,633	Min	£91,633
	£93,902		£93,902		£93,902		£93,902
	£96,239		£96,239		£96,239		£96,239
Max	*£97,639		£98,616		£98,616		£98,616
			£101,067		£101,067		£101,067
			£103,578		£103,578		£103,578
			£106,138		£106,138		£106,138
		Max	*£107,700		£108,776		£108,776
					£111,470		£111,470
					£114,240		£114,240
					£117,067		£117,067
				Max	*£118,732		£119,921
							£122,912
						£125,983	
						£129,140	
						Max	*£131,056

**Historic dating back to 2015-16 pay award where group maximum points were capped*

Single Status Salaries 2023-24 (Full Time Equivalents)
Effective 1/04/23

Spinal Pt	2023 Basic	Grades		Hourly Rate
1	22,183	Grade 1	Grade 2	11.50
2	22,367			11.59
3	22,737			11.79
4	23,114	Grade 3		11.98
5	23,500			12.18
6	23,893			12.38
7	24,293			12.59
8	24,702			12.80
9	25,979		Grade 4	13.47
10	26,421			13.69
11	27,334			14.17
12	27,803			14.41
13	28,770			14.91
14	29,777			15.43
15	31,364	Grade 5		16.26
16	32,077			16.63
17	33,024			17.12
18	33,944			17.59
19	34,834			18.06
20	35,744			18.53
21	36,648			19.00
22	38,223		Grade 6	19.81
23	38,925			20.18
24	40,008			20.74
25	41,078			21.29
26	42,157			21.85
27	44,305	Grade 7		22.96
28	45,380			23.52
29	46,446			24.07
30	47,523			24.63
31	48,597			25.19
32	49,664			25.74
33	50,830			26.35
34	51,994			26.95
35	53,162			27.56
36	55,481		Grade 8	28.76
37	56,651			29.36

APPENDIX 7 – TLR PAYMENTS

Teaching and Learning Responsibilities Additional Staff Guidance

TLR Payments

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

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

There are 3 types of TLR payments -

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

Values of Payments -

The annual value of a TLR payments must be :

TLR 1 Payment	-	No less than £9,272 and no greater than £15,690
TLR 2 Payment	-	No less than £3,214 and no greater than £7,847
TLR 3 Payment	-	No less than £639 and no greater than £3,169

Criteria for TLR Award

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

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

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

School Expectations & Evidence

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

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

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

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

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

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

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

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

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

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

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

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

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

Review & Assessment

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

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

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

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

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

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

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

As set out in the School Teachers Pay and Conditions Document (STPCD) 2023.

Summary of changes to the policy

Document control			
Date	Section(s)	Update(s)	Author
15/9/2020	6	Appraisal – Section reduced and reference made to Schools Appraisal Policy, detail around HT/Employee/ Differentials removed.	Schools Choice
15/9/2020	15	Section referring to Part Time employees no longer required as it is a Statutory Requirement removed	Schools Choice
15/9/2020	16	No residential schools in Local Authority so removed	Schools Choice
15/9/2020	17	Salary sacrifice additional information input	Schools Choice
15/9/2020	21.11	Support staff holiday pay calculation added in	Schools Choice
15/9/2020	22	Options 1,2 and 3, amended to show Only 1 going forward i.e Cost of Living increase awarded irrespective of performance. Incremental increase is subject to performance	Schools Choice
15/9/2020	22.14	Temporary payments to HT's content reduced and reference made to STPCD	Schools Choice
15/9/2020	23	Acting Allowances content reduced and reference made to STPCD	Schools Choice
15/9/2020	24	Other Teachers NEW section added for Supply Teachers and now linked with Teachers Employed on Short Notice Basis, which has had holiday calculation amended	Schools Choice
15/9/2020		Pay Progression for MPR Teachers, Updated and explanation of weighting within MPR points. Only Table 1 included, previous Tables 2 and 3 deleted,	Schools Choice
15/9/2020		Re-wording of Options from Sept 2020	Schools Choice
15/9/2020		UPR Application, content reduced and simplified, Please Note we have added an opportunity for informal feedback prior to the formal submission and have removed the Informal Appeal Option.	Schools Choice
15/9/2020		Performance related Pay for UPR clarified.	Schools Choice

15/9/2020		Leading Practitioner Roles – reference to specific Para of STPCD	Schools Choice
15/9/2020		UQT's removed options relating to Performance Related Pay as progression up the pay-scale is clearly defined in the policy.	Schools Choice
15/9/2020	Appendix 3a	New Expectations for Upper Pay Range Teachers added	Schools Choice
15/9/2020	Appendix 4	Appeal Procedure – simplified and Informal stage removed as now included within Application Stage.	Schools Choice
15/9/2020	Appendix 6	Amended to be in line with Tables within Pay Policy	Schools Choice
15/9/2020		TLR and SEN sections now make reference to STPCD regarding Pro Rata for Part Time employees	Schools Choice
15/9/2020		TLR and SEN allowances updated within body of Policy. Previous references to “The Document” now state STPCD.	Schools Choice
30/09/2020		Amendments to numbering between points 17 and 18	Schools Choice
30/09/2020		Recommendations changed to black bold italics with additional key added	Schools choice
02/10/2020	Para 31	Removal of Options as these are not relevant. Updated in line with STPCD Recommendations	School Choice
22/06/2021	Page 3	Additional recommendation from Local Authority	Schools Choice
22/06/2021	Page 4/5	Introductory statement reduced	Schools Choice
22/07/2021	Page 10	Correction to reference of paragraph	Schools Choice
22/06/2021	Para 17.1	Reduced statement for clarity	Schools Choice
22/06/2021	Para 17.4	Reworded to make concise	Schools Choice
22/06/2021	Para 17.5	NEW, reference to additional or second job	Schools Choice
22/06/2021	Para 17.6	NEW, reference to Apprenticeships with appropriate links.	Schools Choice

22/07/2021	Page 14	Introduction to pay arrangements for Teaching Staff. Emphasis that incremental award would always be dependent on performance	Schools Choice
22/06/2021	Para 18	Reduced statement for clarity and optional paragraphs regarding advertising removed	Schools Choice
22/07/2021	18.2	Clarification that pay committee will review HT DHT and AHT annually	
22/06/2021	Para 18.3	Reduced wording and referenced to STPCD and clarification on the need of objective justification.	Schools Choice
22/06/2021	Para 20.1	Removed reference and option of Pay Portability	Schools Choice
22/07/2021	20.1	Clarification on determining starting salary	Schools Choice
22/06/2021	Para 20.4	NEW, NQT and ECT's guidance on pay progression	Schools Choice
10/09/2021	Para 20.5	NEW Tutoring	Schools Choice
22/06/2021	Para 21	Removal of wording re 2020 uplifts and all tables amended accordingly	Schools Choice
22/06/2021	Para 21	Removal of historical references	Schools Choice
22/06/2021		Re-defined throughout policy that incremental increase i.e pay progression is dependent on good performance.	Schools Choice
21/07/2021	Paragraph 23	STRB recommendations added into UPR	Schools Choice
	Paragraph 25	Table amended to show cost of living increase	
22/06/2021	Para 26	TLR payment defined these must be pro-rata'd for part time staff and additional information re: Tutoring	Schools Choice
22/06/2021	Para 27	SEN allowances defined these must be pro-rata'd for part time staff	Schools Choice
22/06/2021	Para 28	Additional payments clarified not applicable to Head Teachers.	Schools Choice
22/06/2021	Para 32	Reference to additional or second job for teachers	Schools Choice
22/06/2021	Appendix 4	Pay Appeals procedure, clarified no entitlement to invoke procedure if employee has left the school	Schools Choice
22/06/2021	Appendix 4	Deletion of modified procedure	
10/09/2021		Contents pages inserted	Schools Choice

13/09/2023	Para 21	Reference to Main 6 (a) and (b) removed	Schools Choice
Nov23	Para 17	Pay award 2022 details and 17.2 wording around implementation of pay award which Governing Body applies	Schools Choice
Nov23		2023 Pay rates applied	Schools Choice
Dec23	Para 21	Second paragraph on pp 20 reduced wording around pay progression	Schools Choice
Dec23	Para 23	Last but one paragraph pp21 removed "some or"	Schools Choice

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Reviewed By	Schools Choice HR
Document History	V1- Sept-20, V2-Sept-21, V3-Jan-23 V4 -Sept-23

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.