SECTION 23 – SCHOOL PAY POLICY

September 2022 – August 2023

Status of Policy

- This policy was published by the local authority in September 2022 and recommended for adoption effective from 1 September 2022 and will be reviewed by the local authority in the summer of 2023.
- This policy has been revised to take account of the changes to teachers' pay arrangements set out in the School Teachers' Pay and Conditions Document 2022.

If you have any queries about the application of this policy / procedure, please contact your designated HR Advisor.

Governing bodies are required to tailor parts of this policy to meet their own specific requirements.

This policy and procedure should be applied in accordance with the aims of the council's Equalities Policy Statement.

Date policy agreed for adoption by Governing Body: 29.11.22

National Conditions with elements which are locally determined.

(Contact – HR Advisor for your school) North Yorkshire HR

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Introduction

The School Teachers ’Pay and Conditions Document (“the Document”) places a statutory duty on schools to have a pay policy in place that sets out the basis on which they determine teachers ’pay, and to establish procedures for determining appeals. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.

Schools, when taking pay decisions, must have regard to their pay policy, the staffing structure, and all procedures regarding support staff pay. A copy of the staffing structure should be attached to the pay policy.

The governing body of the school will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life. Aspects of this policy may relate to teaching or support staff, or both.

All pay-related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees ’(Prevention of Less Favourable Treatment) Regulations 2002, all as amended.

The policy should be reviewed each year, or when other changes occur to the School Teachers ’Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy should comply with the current School Teachers ’Pay and Conditions Document and the accompanying statutory guidance. It should be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance take precedence.

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School pay policy for 1 September 2022 to 31 August 2023

Basic principles

The governing body of Stockton on the Forest **("the school")** will pay teachers in accordance with this pay policy and the relevant School Teachers 'Pay and Conditions Document ("the Document"), and all relevant local agreements, including the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book'). Support staff will be paid using the Council's pay scales and in accordance with their national conditions of service, including the NJC for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book 'for support staff), or all relevant local agreements.

Annual determination of pay

From September the governing body will set the pay scale for teachers 'main pay range and upper pay range in line with the minimum and maximum of the pay range and the Pay Review Committee will use the reference points detailed in the pay policy (and the Document) when making pay determinations.

All teaching staff salaries, including those of the headteacher, deputy headteacher(s) and assistant headteacher(s) will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete 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 and any changes in pay will be backdated accordingly.

Decisions about teachers 'pay progression are linked to performance.

September 2022 pay award

A 5% increase will be applied to all pay points and allowance ranges and advisory point, with higher increases to some parts of the Main Pay Range. The governing body of the school will apply the mandatory and advisory values from September 2022 to the stipulated pay reference points in all pay ranges, as set out below and as recommended. These include:

- Main pay range
- Upper pay range
- Leading practitioner range
- Unqualified teachers range
- Leadership group range (including headteacher group pay ranges)
- Allowances across all pay ranges i.e. Teaching & Learning Responsibility payments (TLRs) and Special Educational Needs allowances (SEN)

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Salary ranges

The Document sets out a minima and maxima for each pay range for all teaching staff. It is discretionary to each school to agree the pay points between the minimum and maximum of each pay range.

The governing body of **the school** will continue the use of reference points from September 2022 for each pay range.

Leadership group pay

New appointments to the leadership group

For appointments on or after 1 September 2022, the governing body must determine the pay range to be advertised and agree pay on appointment in accordance with the Document, and the Recruitment and Selection Procedures for Headteachers and members of the wider leadership team.

The governing body will adopt the following three-stage approach when setting the pay for new appointments to the headship and the wider leadership group.

There is no need to reassess the pay or allowances for existing headteachers or for the wider leadership group in September 2022. This includes those who were appointed to a leadership post prior to 1 September 2022 but who will not take up post until on or after that date. The pay for those in post will only need to be reviewed when there are significant changes to responsibilities.

The school may choose to review the pay of all of their leadership posts if it is required to maintain consistency either with pay arrangements for new appointments to the leadership group or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.

The three-stage process offers governing bodies substantial flexibility to set pay at the level needed to attract headteachers and other members of the wider leadership team by systematically considering the circumstances of the role before advertising the post.

The three stages are:

Stage 1 – Defining the role and determining the headteacher group

This stage should be used to define the job and identify the broad range as a provisional guide to determining an appropriate level of pay.

Stage 2 – Setting the indicative pay range

At this stage governing bodies will need to consider the complexity and challenge of the role in the particular context of the school and make a judgement on pay in light of this.

Stage 3 – Deciding the starting salary and individual pay range

The third stage is essentially about deciding on the starting salary for the individual who is to be offered the post.

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The pay range for the leadership group

The pay reference points applicable to the leadership group with effect from 1 September 2022 until 31 August 2023 are:

Pay reference Point	Financial Value
1	44,305
2	45,414
3	46,548
4	47,706
5	48,895
6	50,122
7	51,470
8	52,659
9	53,973
10	55,360
11	56,796
12	58,105
13	59,558
14	61,042
15	62,561
16	64,225
17	65,699
18	67,351
19	69,022
20	70,733
21	72,483
22	74,283
23	76,122
24	78,010
25	79,949
26	81,927
27	83,956
28	86,040

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Pay reference Point	Financial Value
29	88,170
30	90,365
31	92,597
32	94,898
33	97,256
34	99,660
35	102,137
36	104,666
37	107,267
38	109,922
39	112,601
40	115,410
41	118,293
42	121,258
43	123,057

Headteacher Group

The pay reference points applicable to the headteacher group ranges with effect from 1 September 2022 until 31 August 2023 are:

Main Pay Range from 1 September 2022	
Group	**Financial value**
1	L6 (50,122) – L17 (65,699)
2	L8 (52,659) – L20 (70,733)
3	L11 (56,796) – L23 (76,122)
4	L14 (61,042) – L26 (81,927)
5	L18 (67,351) – L30 (90,365)
6	L21 (72,483) – L34 (99,660)
7	L24 (78,010) – L38 (109,922)
8	L28 (86,040) – L43 (123,057)

Headteacher pay range

- The governing body must assign its school to a headteacher group whenever it proposes to appoint a new headteacher in accordance with the Document.

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- The Pay Review Committee must also re-determine the headteacher's pay range if it becomes necessary to change the headteacher group (including where the headteacher becomes responsible and accountable for more than one school in a federation on a permanent basis).

- The Pay Review Committee may also determine the headteacher's pay range at any time if it is considered that it is necessary to reflect significant change in the responsibilities of the post.

- The Pay Review Committee should not take into account the salary of the serving headteacher if it re-determines the headteacher's pay range for a new appointment.

Deputy and assistant headteacher pay range

The Pay Review Committee should determine the pay range(s) for deputy and assistant headteachers when it proposes to make new appointments, or where there is a significant change in the responsibilities of serving deputy or assistant headteachers. It should take account of the responsibilities and challenges of the post and whether the post is difficult to fill.

Determination of leadership pay ranges

The governing body must determine pay ranges for the headteacher and for deputy headteachers and assistant headteachers in accordance with the Pay Policy.

When determining an appropriate pay range, the governing body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the governing body must consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that if would be appropriate to set the starting salary above the minimum scale point of the relevant headteacher group.

The governing body must ensure that there is appropriate scope within the range to allow for performance related progress over time. When determining other leadership pay increases (other than the headteacher), pay recommendations will be made by the headteacher in line with those of other teaching staff.

Pay ranges for headteachers will not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the Pay Review Committee determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Pay Review Committee must ensure that the maximum payments in relation to taking on temporary responsibilities or duties that are in addition to the post do not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body will seek external independent (from the local authority for a maintained school) advice providing such agreement and support its decision with a business case.

The maximum of the deputy or assistant headteacher's pay range must not exceed the maximum of the headteacher group for the school, calculated in accordance with the Document. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.

Where the headteacher is appointed to be permanently responsible and accountable for more than one school, the Pay Review Committee should base the determination of the

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headteacher group on the total number of pupil units across all schools, which will give a group size for the combined total in accordance with the Document.

Determination of temporary payments to headteachers

The Pay Review Committee may determine that payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the Pay Review Committee must not have previously taken such reason or circumstance into account when determining the headteacher's pay range.

The total sum of the temporary payments made to a headteacher in any school year must not exceed 25% of the annual salary that is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteachers group, except in wholly exceptional circumstances. Any temporary payments must be made in agreement with the governing body and external advice should be sought before producing a business case, seeking such agreement. In the case of maintained schools, this advice should normally be sought from the local authority.

Pay progression for leadership group members

The Pay Review Committee must review annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the Document.

The Pay Review Committee must decide how pay progression will be determined, subject to the following:

(a) pay progression must be related to the individual's performance, as assessed through the school's appraisal arrangements

(b) a recommendation on pay must be in writing as part of the individual's appraisal report, and in making its decision the Pay Review Committee must have regard to this recommendation

(c) In order to reach a decision whether or not to award pay progression, the Pay Review Committee must have sought to agree objectives with the individual relating to school leadership and management and pupil progress and, in the absence of such agreement, must have set objectives, and must appraise the performance of the individual taking account of those objectives

(d) pay decisions must be clearly attributable to the performance of the individual

(e) sustained high quality of performance, having regard to results of the most recent appraisal and performance against the objectives agreed, should give the individual an expectation of progression up the pay range

(f) where in accordance with the provisions of an earlier Document, the Pay Review Committee has determined a pay range the maximum of which exceeds the highest salary payable under this Document, it must continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of this Document.

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Headteachers temporarily accountable for more than one school

Where there is a vacancy in the post of headteacher and it is not possible to appoint a deputy headteacher or another member of the teaching staff to take on the position of acting headteacher, a headteacher of another school may be appointed to be responsible and accountable for that school in addition to their continuing role as the headteacher of their own school.

The role should be regarded as an acting headship on a temporary basis for as long as arrangements are made for a permanent headteacher to be recruited or to make alternative permanent arrangements. There is an expectation that these temporary arrangements should be time-limited and subject to regular review and the maximum duration should be no longer than two years.

In such temporary arrangements, a fixed-term variation of contract must be issued by the contracting employer. This will specify that the headteacher, in addition to their substantive post, is for a fixed period employed additionally as headteacher of the additional school(s). At the end of the fixed-term variation the headteacher will revert to their substantive post.

Where the arrangement for the headteacher is temporary, any adjustment to their pay is temporary, and any safeguarding provisions will not apply when the arrangements cease.

Extended services

If the local authority approaches the school to take responsibility for the provision of a range of extended services on their site for children and young people from the area, and it is agreed by the headteacher and governing body to take on significant additional responsibility for which the headteacher is directly accountable to the local authority or the Children's Trust and the headteacher is permanently appointed as headteacher at that school, the governing body has the discretion to take this into account when setting the headteacher's pay range.

Any salary uplift should be proportionate to the level of responsibility and accountability being undertaken.

Where the headteacher has an interest in the quality of service that is co-located on the school's site (e.g. a speech therapy centre) that helps the development of young people within the school or across a number of schools, but is not responsible or accountable for that service, this is not part of the headteacher's core responsibilities, and would therefore not be taken into account when setting the headteacher's pay range.

Fixed term contracts

The governing body may appoint a headteacher on a fixed-term contract where it is determined that the circumstances of the school require it. In establishing such a contract the governing body should 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. In these circumstances the governing body will seek external advice (from the local authority for a maintained school).

Classroom teachers: Main Pay Range

The pay reference points applicable to classroom teachers with effect from 1 September 2022 until 31 August 2023 are:

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Main Pay Range from 1 September 2022	
Pay reference point	**Financial value**
M1 (minimum)	28,000
M2	29,800
M3	31,750
M4	33,850
M5	35,990
M6 (maximum)	38,810

A teacher on the main pay range must be paid such salary within the minimum and maximum of the main pay range as set out above.

Pay determination for teachers from 1 September 2022

Pay reviews

From 1 September 2022, each teacher will have their pay recommendation reviewed by the Pay Review Committee. This committee will be made up of 3 non-staff members of the governing body and these governors will be separate from those that serve on the school's Pay Appeals Committee.

The Pay Review Committee will make decisions on teachers 'pay based on this pay policy and the school's Appraisal Policy. It is therefore important that this policy is read in conjunction with the school's Appraisal Policy.

The Pay Review Committee will:

- receive recommendations and advice on pay progression for each teacher from the headteacher (NB: the headteacher will also act as moderator of pay recommendations where teacher appraisals, and hence individual pay recommendations, are conducted by staff other than the headteacher)

- make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher in question, with decisions being rooted and justifiable in evidence

- ensure that arrangements are made for all teachers to be provided with a written statement from the headteacher setting out their salary and any other financial benefits to which they are entitled.

In this school, the Pay Review Committee will examine in detail each pay recommendation that would lead to:

- *an accelerated increase of 2 points*
- *no increase in pay*

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In addition, the Pay Review Committee will examine in detail each pay recommendation where the appraiser is the headteacher.

For other pay recommendations where the headteacher has acted as the moderator, the Pay Review Committee will examine in detail an appropriate sample of recommendations.

This sampling by the Pay Review Committee and their detailed review of other recommendations will also serve as an equality impact assessment to ensure that there is no direct or indirect discrimination taking place in relation to pay determination.

Pay progression

The new main pay range for teachers from 1 September 2022 includes 6 **full reference** pay points (i.e. points M1 to M6 in the pay table set out above), which should be used as the normal reference for progression decisions.

No teacher will have their pay reduced.

Movement up the main pay range **will normally be by one full point**,on the recommendation made by the appraiser and on the assessment of the teacher's performance as stated in the school's Appraisal Policy.

Early Career Teachers (ECTs) will be eligible for incremental progession after the first year of their 2-year induction period.

Any pay progression is not linked to the school's budgetary situation.

Accelerated pay progression

If evidence shows that a teacher has exceptional performance and the decision is rooted in evidence, in line with the definitions in the school's Appraisal Policy, the Pay Review Committee will consider use of its discretion to award more than one full point in one year.

No pay progression

The Pay Review Committee will consider use of its discretion to award no progression up the pay range in the following circumstances:

- where evidence shows that a teacher's performance has failed to meet, fully, the criteria (set out in the Appraisal Policy), the Pay Review Committee will consider use of its discretion to award no progression. In such circumstances the Pay Review Committee will provide the reasons why the decision was made to award no pay progression. Due consideration will be given to unmet objectives that are due to reasons beyond the teacher's control.

- where the teacher's performance is causing concern or has, during the period under review, caused concern to the extent that action has been taken in accordance with the section of the school's Appraisal Policy entitled "*Dealing with Concerns about Performance*".

- where the teacher's performance is being dealt with or has, during the period under review, been dealt with under the school's formal capability procedure.

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Classroom teachers: Upper Pay Range

The pay reference points applicable to Upper Pay Range with effect from 1 September 2022 until 31 August 2023 are:

Upper Pay Range from 1 September 2022	
Pay reference point	**Financial value**
UPR1 (minimum)	40,625
UPR2	42,131
UPR3 (maximum)	43,685

A teacher on the upper pay range must be paid such a salary within the minimum and maximum of the upper pay range set out above as the pay review committee determines.

Pay determinations effective from 1 September 2022

The Pay Review Committee must pay a teacher on the upper pay range if:

- the teacher is employed in a school as a post-threshold teacher, for as long as the teacher is so employed at the school without a break in the continuity of their employment
- the teacher applied to the school (it is the responsibility of individual teachers to decide whether or not to apply) to be paid on the upper pay range in accordance with the school's application process (set out below), that application is successful, the teacher is still employed at the school and there has been no break in their continuity of employment, or
- the teacher was employed as a member of the leadership group in that school, has continued to be employed at that school without a break in the continuity of their employment, was first appointed as such on or after 1 September 2000, and occupied such a post or posts for an aggregate period of one year or more
- the teacher will not be paid on the pay range for leading practitioners or as a member of the leadership group.

The Pay Review Committee may pay a teacher on the upper pay range if:

- the teacher is defined as a post-threshold teacher but was not employed as a post-threshold teacher in **this school**, or was employed in a post-threshold teacher in **this school** prior to a break in their continuity of employment
- the teacher applied to another education setting to be paid on the upper pay range in accordance with paragraph 15 of the Document, and that application process was successful
- the teacher was formerly paid on the pay range for leading practitioners

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- in the case of an unattached teacher, the teacher previously applied to be paid on the upper pay range (either to an educational setting or to an authority) and that application was successful.

Application to be paid on the upper pay range

Qualified teachers may apply to be paid on the upper pay range once a year in line with **this school's** application process.

In accordance with the 2022 Document, the school has the discretion to decide what application process shall be followed. It is the intention of **this school** to maintain the existing application process that is in place and that is set out in detail below.

- *A recommendation is made by the Appraiser based on the evidence gathered during the Appraisal process. Note: The collection of evidence should be proportionate and not increase workload for teachers, other than the collating of evidence emerging naturally from performance of duties.*

- *This recommendation will then be reviewed by the headteacher. At this stage the teacher may submit additional evidence but this is not a requirement.*

- *The headteacher will then either confirm the recommendation to the Pay Review Committee or if the headteacher disagrees with the recommendation of the appraiser he/she will provide the Pay Review Committee with the reasons for their alternative decision.*

The Pay Review Committee shall assess any such information received and make a determination, in line with the school's pay policy, on whether the teacher meets the criteria set out below in the following paragraph. Where a teacher is subject to the 2011 or the 2012 Regulations, the Pay Review Committee shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

An application from a qualified teacher will be successful where the pay review committee is satisfied:

(a) that the teacher is highly competent in all elements of the relevant standards, and

(b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

There must be evidence that the teacher has maintained the criteria set out above (and in accordance with the 2022 Document) to support successful progression to the upper pay range (see table below). In particular observations of teaching must have been consistently highly competent to exceptional.

In this school, this means:

Criterion	Description
Highly competent	The teacher's performance is assessed as having excellent 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.

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Criterion	Description
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	The teacher must have had two consecutive successful appraisal reports in this school (or governors agree to receive and consider demonstrable evidence from their most recent employer, i.e. school, to support their application) and have made good progress towards their objectives during this period (additional consideration may be necessary for those on maternity leave or sick leave – seek HR advice). They will have been expected to have shown that their teaching expertise has grown or maintained a level over the relevant period that is consistently highly competent to exceptional.

When considering an increase in a teacher's pay on the Upper Pay Range, the Pay Review Committee's decision will be clearly attributable to the performance of the individual teacher and able to be objectively justified, rooted in evidence.

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above, have made good progress towards their objectives, and are demonstrating continuing professional development, the teacher will normally move to the next available point on the upper pay range after 2 years (unless exceptional performance is being considered). This is not dependent on the school's budgetary situation.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above, and where the teacher has met or exceeded their objectives, the Pay Review Committee may use its discretion to decide on enhanced progression from the minimum to the maximum pay point of the Upper Pay Range.

The Pay Review Committee will be advised by the headteacher in making all such decisions.

Other applications to be paid on the Upper Pay Range

All applications should include the results of appraisals under the Appraisal Regulations 2012, including any recommendations on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application, from this school and other schools, in support of their application.

Process

One application per year may be submitted annually. The closing date for applications is normally 30th June each year for payment to be effective from 1 September of that same year. The process for applications is as follows:

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- teacher completes the school's application form (schools may wish to attach the form that they wish staff to use)

- teacher submits the application form and supporting evidence to the headteacher by the cut-off date of 30th June

- where the assessor is to be someone other than the headteacher, the teacher will receive notification of the name of their assessor for their application within 5 working days

- the assessor will assess the application, which will include a recommendation to the school's Pay Review Committee

- the application, evidence and recommendation will be passed to the headteacher for moderation purposes, if the headteacher is not the assessor

- the Pay Review Committee will make the final decision, advised by the headteacher

- teachers will receive written notification of the outcome of their application by 31st July. 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)

- if requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria, followed up in writing where appropriate.

- successful applicants will move to the Upper Pay Range on 1 September. What level to progress to will be decided by the Pay Review Committee, based on the recommendation of the headteacher

- unsuccessful applicants can appeal the decision. The appeals process is set out at the end of this pay policy.

Assessment of applications for progress to UPS

The teacher applying to be paid on the Upper Pay Range will be required to meet the criteria set out in the Document, namely that:

- the teacher is **highly competent** in all elements of the relevant standards

- the teacher's achievements and contribution to the school are **substantial and sustained**.

See table above (page 15) for descriptions of (i) highly competent, (ii) substantial and (iii) sustained.

Leading practitioner posts

Where the Governing Body decides to establish one or more leading practitioner posts on the school's establishment, this will be done in accordance with the 2022 Document and the

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additional duties attributable to the post will be set out in the job description of the leading practitioner.

The Leading Practitioner Pay Range

The Pay Review Committee will determine an appropriate pay range from the following pay scale range with effect from 1 September 2022 until 31 August 2023:

Leading Practitioner Pay Range from 1 September 2022	
Pay reference point	**Financial value**
LPP1 (minimum)	44,523
LPP2	45,638
LPP3	46,777
LPP4	47,941
LPP5	49,134
LPP6	50,365
LPP7	51,722
LPP8	52,915
LPP9	54,237
LPP10	55,627
LPP11	57,073
LPP12	58,389
LPP13	59,848
LPP14	61,340
LPP15	62,867
LPP16	64,561
LPP17	66,019
LPP18 (maximum)	67,685

Teachers paid on the pay range for Leading Practitioners

The school has the discretion to create posts for qualified teachers whose primary purpose is modelling and leading improvement of teaching skills. There are no national criteria for appointment to such posts in school.

It is the responsibility of the headteacher to decide whether or not any such posts should contain an element of outreach. There is no central requirement for them to do so.

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Setting an individual post range within the pay range for Leading Practitioners from September 2022

When setting the individual post range for teachers on the pay range for leading practitioners, the governing body will have regard to the challenge and demands of the individual post and internal pay relatives.

If the school creates more than one such post, the individual post ranges for each post will be determined separately and may differ to reflect the different demands and challenges of each post.

The headteacher will agree appraisal objectives for the leading practitioner.

The Pay Review Committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with the Document.

The Pay Review Committee will take account of other evidence. The evidence should show the Leading Practitioner:

- has made good progress towards their objectives
- is an exemplar of teaching skills, which should impact significantly on pupil learning, 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 contributes to school improvement.

NB: "Highly competent" and "substantial" are as defined in the section in this policy dealing with the Upper Pay Range.

When considering an increase in a teacher's pay on the leading practitioner pay range, the Pay Review Committee's decision will be clearly attributable to the performance of the individual teacher and able to be objectively justified, rooted in evidence.

Progression up the leading practitioner pay range will normally be by one point in any one year, but the Pay Review Committee may use its discretion to award up to 2 points progression in any one year where the performance of the teacher is shown to be exceptional.

The Pay Review Committee will be advised by the headteacher in making all such decisions.

Unqualified teachers

The following categories of unqualified teachers are allowed by law:

- persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience and

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where no suitable qualified teacher, graduate teacher, registered teacher or teacher on an employment-based teacher training scheme is available

- teachers trained overseas
- persons granted a licence under the provisions of Part II of Schedule 2 to the Education (teachers) Regulations 1993
- student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment-based teacher training leading to QTS
- assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (teachers) Regulations 1982 before 1 September 1989.

The Unqualified Teachers Pay Range

The pay reference points applicable to unqualified teachers with effect from 1 September 2022 until 31 August 2023 are:

Unqualified Teacher Pay Range from 1 September 2022	
Pay reference point	**Financial value**
UQ1 (minimum)	19,340
UQ2	21,559
UQ3	23,777
UQ4	25,733
UQ5	27,954
UQ6 (maximum)	30,172

Pay reviews

From 1 September 2022, each unqualified teacher will have their pay reviewed by the Pay Review Committee.

The Pay Review Committee will:

- consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination, and if so, to what salary within the relevant pay range
- receive recommendations and advice on pay progression for each unqualified teacher from the headteacher (NB: the headteacher will act as moderator of pay recommendations where unqualified teacher appraisals, and hence individual pay recommendations, are conducted by staff other than the headteacher)

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- make decisions on pay progression for each unqualified teacher that are clearly attributable to the performance of the unqualified teacher in question, with decisions being rooted and justifiable in evidence

- ensure that arrangements are made for all unqualified teachers to be provided with a written statement setting out their salary and any other financial benefits to which they are entitled.

Pay progression

The new unqualified teachers 'pay range from 1 September 2022 includes 6 full pay reference points (i.e. points UQ1 to UQ6 in the pay table set out above), which should be used as the normal reference for progression decisions.

No teacher (which includes unqualified teachers) will have their pay reduced.

Movement up the unqualified teacher pay range **will normally be by one full point** based on consideration of criteria, and based on the recommendation made by the appraiser and will be based on the assessment of the teachers performance as stated in the School's Appraisal Policy.

If evidence shows that a teacher has exceptional performance, in line with the definitions in the school's Appraisal Policy, the Pay Review Committee will consider use of its discretion to award more than one full point in one year.

Any pay progression is not linked to the school's budgetary situation.

If evidence shows that an unqualified teacher's performance has failed to meet, fully, the criteria set out in the Appraisal Policy, the Pay Review Committee will consider use of its discretion to award no pay progression. In such circumstances the Pay Review Committee will provide the reasons why the decision was made to award no pay progression.

The Pay Review Committee will also consider use of its discretion to award no progression up the pay range in the following circumstances:

- where the teacher's performance is causing concern or has, during the period under review, caused concern to the extent that action has been taken in accordance with the section of the school's Appraisal Policy entitled "Dealing with Concerns about a Performance".

- where the teacher's performance is being dealt with, or has, during the period under review been dealt with under the school's formal capability procedure.

Other payments and allowances applicable to teachers

Teaching and Learning Responsibility payments (TLRs)

The following pattern of TLR payments are available on the council's payroll system, and the governors will apply the values provided in the table below for posts it identifies in this school that warrant a TLR payment.

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Temporary TLR payments (TLR3) Must be for a specified time-limited period	
TLR payment identifying description	**Amount as at 1 September 2022**
TLR3(a) (minimum)	600
TLR3(b)	1,192
TLR3(c)	1,787
TLR3(d)	2,381
TLR3(e) (maximum)	2,975

Lower level TLR payments (TLR2)			
Main TLR scale		Alternative TLR scale (i)	
TLR payment identifying description	**Amount as at 1 September 2022**	**TLR payment identifying description**	**Amount as at 1 September 2022**
TLR2(a) (minimum)	3,017	TLR2(a)i	3,352
TLR2(b)	5,025	TLR2(b)i	5,358
TLR2(c)	7,031	TLR2(c)i (maximum)	7,368

Higher level TLR payments (TLR1)	
TLR payment identifying description	**Amount as at 1 September 2022**
TLR1(d) (minimum)	8,706
TLR1(e)	10,714
TLR1(f)	12,722
TLR1(g) (maximum)	14,732

The Pay Review Committee may award a TLR to a classroom teacher in accordance with the Document. TLR1 and TLR2 posts in this school are shown on the staffing structure and are for clearly defined and sustained additional responsibilities for the purpose of ensuring the continued delivery of high quality teaching and learning. 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.

The Pay Review Committee will consider awarding a TLR3 payment in circumstances where the school requires a teacher to take on additional clearly time-limited school improvement projects, or one-off* externally driven responsibilities as set out in the Document. The governing body will set out in writing to any teacher appointed to such a post the duration of the fixed term, and the amount of the award that will be paid. The TLR3 payments available in this school are as set out in the pay table above. NB: TLR3 payments are not subject to safeguarding, or pro rata adjustment.

* Consecutive TLR3s may be awarded for tutoring to deliver catch-up support to pupils on learning lost during the Covid-19 pandemic, taking place outside of normal directed hours but during the school day

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Special Educational Needs allowance

Special Educational Needs (SEN) allowances are payable to teachers who spend most or a great deal of their time teaching pupils with such needs. An SEN allowance of no less than **£2,384 and no more than £4,703** per annum is payable to a classroom teacher if that teacher:

- is in any SEN post that requires a mandatory SEN qualification
- is in a special school
- teaches pupils in one or more designated special classes or units in a school
- is in any non-designated setting (including any PRU) that is equivalent to a designated special class or unit where the post:
    i. involves a substantial element of working directly with children with special educational needs
    ii. requires the exercise of their professional skills and judgement in the teaching of children with special needs
    iii. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit.

Where the allowance is payable, the school will determine the spot value of the allowance for each relevant teacher, taking in to consideration the structure of the SEN provision and the following factors:

- whether any mandatory qualifications are required for the post
- the qualifications and expertise of the teacher relevant to the post
- the relative demands of the post,

Allowance payable to unqualified teachers

The Pay Review Committee may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it is considered, in the context of the staffing structure and pay policy that the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- qualifications or experience which bring added value to the role being undertaken.

Acting allowance

Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher or assistant headteacher, but has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher, the Pay Review Committee must, within the period of four weeks beginning on the day on which such duties are first assigned and carried out,

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determine whether or not an allowance ("acting allowance") must be paid in accordance with the 2022 Document.

If the Pay Review Committee determines that the teacher will not be paid an acting allowance, but the teacher continues to be assigned and to carry out duties of the headteacher, deputy headteacher or assistant headteacher (and has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher), the Pay Review Committee may at any time after that determination make a further determination as to whether or not an acting allowance must be paid.

If the Pay Review Committee determines that the teacher must be paid an acting allowance, it must be of such amount as is necessary to ensure that the teacher receives remuneration equivalent to the salary that the Pay Review Committee considers to be appropriate.

Where a teacher is assigned and carries out the duties of the headteacher, deputy headteacher or assistant headteacher, in relation to whom a pay range (as the case may be) has been determined and an acting allowance is paid in accordance with the Document, the teacher's total remuneration must not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.

The teacher may be paid an acting allowance with effect from such day on or after the day on which duties of the headteacher, deputy headteacher or assistant headteacher are first assigned and carried out as the governing body may determine.

Performance payments to seconded teachers

The governing body of this school may pay a teacher who is seconded to this school a lump sum payment in accordance with the 2022 Document.

Recruitment and retention incentive and benefits

The Pay Review Committee may make such payments or provide such other financial assistance, support and benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers in school.

Where the Pay Review Committee is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, the Pay Review Committee must conduct a regular formal review of all such awards. The Pay Review Committee will make it clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Headteachers, deputy headteachers and assistant headteachers may not be awarded payments relating to the above two paragraphs (in accordance with the 2022 Document) other than as reimbursement of reasonably incurred housing and relocation costs. All other recruitment and retention considerations in relation to a headteacher, deputy headteacher and assistant headteacher, including non-monetary benefits, must be taken into account when determining the pay range.

Where the governing body pays a recruitment or retention incentive or benefit awarded to the headteacher, deputy headteacher or assistant headteacher under a previous Document, subject to review, the Pay Review Committee may continue to make that payment at its existing value until such time as the respective pay range is determined under the Document.

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Other additional payment provisions relating to teachers

The Pay Review Committee may make such payments as it sees fit to a teacher in respect of:

Continuing Professional Development

For any CPD activities taking place at weekends or during school holidays, the governing body will give consideration to payment in the individual circumstances of the case. No additional payment will be made for such activities which take place within the defined working year.

Initial Teacher Training activities

Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of the Document.

Payment for out of school hours learning activity

Consideration will be given to payment for involvement in out of school hours learning activities that **fall outside a teacher's directed time**. Examples of such activities may include homework clubs, summer schools and sporting activities. All such activities should require the exercise of a teacher's professional skills or judgement.

In each of the above three categories payment will usually be made at the teacher's normal hourly rate (based on relevant point on pay scale, excluding any other allowance payments).

If the payment is to be calculated using a different method the teacher should be informed in advance of undertaking the out of school hours learning activity.

Payment for additional responsibilities and activities

Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

Service provision

Where the headteacher is providing a service to another school, for example as a National Leader of Education (NLE), the Pay Review Committee should determine how much, if any, additional payment is due to the headteacher in line with the provisions of the Document and the school's pay policy, e.g. where the contract requires work outside school sessions.

The Pay Review Committee will consider the remuneration of other teachers who as a result of the headteacher's additional role are taking on additional responsibilities and activities.

Where the arrangements for the headteacher are temporary, any adjustment to pay of other teachers is also temporary, safeguarding arrangements will not apply when the arrangements cease.

If the Pay Review Committee considers an additional payment, it must refer to the current Document.

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Other issues

Calculating part-time teachers 'pay

The proportion of time a part-time teacher works is calculated against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding:

- break times
- registration
- assemblies

The STTW of a full-time classroom teacher is used as the figure for calculating the percentage of the STTW for a part-time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part-time teacher.

Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.

A part-time teacher may be requested (**but not required**) to voluntarily work on a day or part of a day they do not normally work and, if agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.

Short notice/supply teachers

Teachers employed on a day-to-day or other short-notice basis will be paid in accordance with the provisions of the Document on a daily basis, calculated on the assumption that a full working year consists of 194* days, periods of employment for less than a day being calculated pro rata.

* For 2022/23 only to account for additional bank holiday to observe the funeral of Her Majesty Queen Elizabeth II (normally 195)

Salary safeguarding for teachers

Schools must pay safeguarded salary sums in line with the Document. The governing body is required to review the responsibilities of any teachers who are entitled to safeguarded sums that in total exceed **£500** (excluding generally safeguarded recruitment and retention payments) and may allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the period of safeguarding. The governing body will ensure that appropriate notice is given of any new responsibilities that are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities allocated will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those responsibilities.

The teacher shall not be paid any safeguarded sums if the teacher unreasonably refuses to carry out such additional responsibilities, provided that the teacher is notified of the governing body decision to cease paying the safeguarded sums at least one month before it is implemented.

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Appeals

A teacher may seek a review of any determination in relation to his/her pay or any other decision taken by the governing body that affects his/her pay. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the Pay Review Committee:

- incorrectly applied the school's pay policy
- incorrectly applied any provision of the Document
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased, or
- otherwise unlawfully discriminated against the teacher.

Each step and action of this process must be taken without unreasonable delay. The timing and location of any formal meeting required must be reasonable. Any formal hearing must allow both parties to explain their cases.

The order of proceedings

Once the teacher receives written confirmation of his/her pay determination and where applicable the basis on which the decision was made; if the teacher is not satisfied, he/she should take the following action:

Informal stage

The teacher should seek to resolve the matter initially by discussing it informally with the chair of the Pay Review Committee and the headteacher and the member of staff making the pay recommendation to the Pay Review Committee (usually the headteacher). The teacher should request such an informal meeting for this purpose within ten working days of receipt of the pay decision.

Once such a request for meeting has been received, a meeting should be arranged as soon as possible but no later than 10 working days after receipt of the request. This is an informal meeting and there is no entitlement for the teacher to be accompanied by a trade union representative or colleague.

The chair of the Pay Review Committee will consider their decision as a result of the informal meeting and will notify the teacher of the outcome in writing and if the pay decision remains unchanged, this will also include details of how the teacher may appeal formally to the Pay Appeals Committee.

If for good reason it is not possible to hold an informal meeting or, after such an informal meeting the teacher continues to be dissatisfied with the decision, he/she may follow a formal appeal process, which will take the form of an appeal hearing before the Pay Appeals

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Committee. The teacher is entitled to be accompanied by a colleague or union representative at such an appeal hearing.

Formal stage

The teacher should set down in writing the grounds for questioning the pay decision and send it to the chair of the Pay Appeals Committee, within ten working days of the notification of the decision being appealed against confirming that the informal stage of the process has been complete or explaining why it was not possible for this stage to be followed.

The Pay Appeals Committee should, where possible, schedule an appeal hearing to be held within 20 working days of receipt of the written complaint, to consider it and give the teacher an opportunity to make representations in person.

Appeal hearing

Any appeal should be heard by the school's Pay Appeals Committee, which will comprise of three non-staff governors who were not involved in the original determination. The hearing will take place, normally within 20 working days of the receipt of the written appeal notification.

The appeal hearing will be attended by:

- the teacher appealing the pay decision, and their representative if one is being used
- the chair of the Pay Review Committee
- the headteacher (and/or any other relevant member of staff who made the pay recommendation to the Pay Review Committee).

The appeal hearing will allow for:

- the teacher to set out their case, giving detail of their appeal in relation to the decision regarding their pay
- the chair of the Pay Review Committee and the headteacher (or other relevant member of staff having made the pay recommendation) to set out the detail of the process and steps they took in recommending and making the pay decisions
- once all parties have given the information and detail they wish to be considered by the Pay Appeals Committee, they will withdraw from the meeting and allow the Pay Appeals Committee to make their decision in private
- the decision of the Pay Appeals Committee will be sent to the teacher in writing, without undue delay, and copied to all other attendees at the meeting.

The decision of the Pay Appeals Committee will be final.

School support staff

Support staff pay

Support staff will be appointed to a post covered by the Council's conditions of service and be graded from the scales contained within those conditions. Each post will have a

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designated job description and grade. Annual incremental progression will take place within the salary grade after completion of 12 months' service on 1 April or 1 October each year until the top of the grade is reached. The grade will normally remain static unless a significant increase in the duties and responsibilities attached to the post takes place. Other payments, such as overtime, standby, call out will be payable in line with the appropriate local agreements. The pay structure for support staff will be reviewed in line with national negotiations by the National Joint Council (NJC) for Local Government Service (LGS) staff. Any pay awards will be applicable from 1 April. The current pay and allowance rates for the 12-grade pay structure and for apprentices can be found on the York Education site.

Temporary Additional Responsibility Allowance (TARAs)

Temporary Additional Responsibilities (TARs) are defined as duties performed by an employee that are in addition to their own substantive post's duties, are outside the scope of tasks that the employee could normally be asked to do, and are performed for a temporary period only. An allowance may be payable if the re-score of the substantive job plus the temporary increased duties moves into a higher grade.

Acting up

Acting up is where an employee temporarily takes on the full range of duties of a more senior post for a period not exceeding six months, normally within the same line management structure. Acting up usually occurs while recruitment arrangements are taking place. Where an employee undertakes the full duties of a higher level post, they will be entitled to be paid at least the minimum level of the grade for that post.

Training days

All support staff are required to attend for work on the 5 days of the school academic year that are designated as training days, i.e. when pupils are not required to attend school. Part-time staff are required to attend a pro rata number of hours / days.

Teaching assistants

There is a local agreement in place for teaching assistants that will be applied to such staff employed in this school. In particular staff employed as teaching assistants at levels 3 and 4 should be aware of the following:

Contractual work requirements for teaching assistant levels 3 and 4 during school closure period

Staff at levels 3 and 4 are paid for the full 52 weeks per year with no abatement of salary in recognition of the fact that they may be contractually required to carry out work during the school closure period as a normal part of their role. This work will be specifically in support of teaching and learning and delivery of the curriculum.

Work at levels 3 and 4 will be **output driven**, with staff working in co-operation with teachers and the school's senior management team to ensure all necessary tasks are completed in a timely fashion to fulfil the requirements of the role, specifically in relation to implementing and delivering work programmes for pupils.

The spirit of this agreement aims to recognise that TA staff at levels 3 and 4 will work as professionals that are complementary to teachers and will, to a degree, have freedom to plan their own workload in areas outside of the pupil contact periods. It is in this context that

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this agreement provides for staff at levels 3 and 4 to work outside of the normal school term time pattern. It is expected that work outside of the normal term time working pattern will need to be undertaken, specifically around areas of planning and preparation of materials in order to fulfil the job role and this is the justification for payment for the full year.

- TAs will not be expected to carry out ad hoc tasks that do not form part of the normal job role for a TA in the school closure period.

- Schools should ensure that a TA has sufficient contractual hours built into their normal working week to complete tasks that will require the TA to be present at school.

- There will be no requirement for staff to actually attend on site at school during the school closure period or to be supervised, other than by mutual agreement.

- It is not expected that there will be either a fixed minimum or maximum amount of time set that a TA at level 3 or 4 will work outside of the term-time pattern.

- It will be for the TA to determine in partnership with the school what is reasonable in order to fulfil the tasks necessary to achieve planned outcomes.

- The headteacher and governing body in each school will be expected to ensure an appropriate work–life balance is in place for all staff including TAs.

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Appendix 1

Template

Terms of reference for Pay Review Committees for City of York schools

(last verified by CYC: October 2022)

Please note that this template covers all possible responsibilities that could be delegated to the committee and as such is for guidance only. The governing body needs to adapt these terms of reference to suit the individual needs of their school.

Signature of chair of governors: .....
Date of adoption: .....
Date of review:.....



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Stockton on the Forest School

Pay Review Committee

Terms of reference

The governing body must review the delegation of functions and the establishment, terms of reference and membership of committees annually.

1. Composition

At least three non-staff members of the governing body with voting rights. Members will not be permitted to serve on the Pay Review Committee **and** Pay Appeals Committee.

The governing body or the committee may appoint associate members to serve on the committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

2. Quorum

The quorum for meetings and any vote will be three governors who are members of the committee, or more, as determined by the committee.

3. Terms of reference of the committee

The Pay Review Committee will make decisions on the pay of school leaders and teachers, based on the school's pay policy and appraisal policy. It is therefore important that the terms of reference are read in conjunction with these policies.

Leadership group pay: headteacher

The Pay Review Committee must:

1. review annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the pay policy and the Document

2. consider revision of the pay range of members of the leadership group, within the group range for the school, at any time if they consider it is necessary and in accordance with the pay policy and the Document

3. consider awarding a temporary payment to the headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, as provided for in the pay policy, and also in the event that the headteacher takes on temporary accountability for one or more additional schools. In these circumstances the total sum of the temporary payments made to the headteacher in any school must not exceed 25% of the

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annual salary that is otherwise payable to the headteacher, and the total sum of salary and other payments made to the headteacher must not exceed 25% above the maximum of the headteachers' group, except in wholly exceptional circumstances, as per the pay policy and the Document, and in agreement with the governing body, and must seek external advice (from the local authority for maintained schools) before producing a business case, seeking such agreement

4. consider the use of discretionary payments, as per the provisions of the pay policy and the Document

5. within a four-week period of start of unplanned acting duties, determine whether or not the acting postholder will be paid an acting allowance in accordance with the pay policy and the Document

6. notify in writing to the headteacher of the pay determination made.

Teachers: Main Pay Range

From 1 September 2022, each teacher will have their pay reviewed by the Pay Review Committee.

The Pay Review Committee will:

1. receive recommendations and advice from the headteacher on pay progression for each teacher

2. make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher and are evidenced

3. ensure that arrangements are made for all teachers to be provided with a written statement from the headteacher setting out their salary and any other financial benefits to which they are entitled

4. consider in detail and with reference to supporting evidence, any pay recommendations that include an accelerated increase beyond one full point, an increase of one full point or no increase in pay for individual teachers

5. examine in detail each pay recommendation where the headteacher has acted as appraiser

6. examine in detail a sample of recommendations where the headteacher has acted as moderator

7. make final decisions relating to progression to the Upper Pay Range (threshold), advised by the headteacher.

Teachers: Upper Pay Range

The Pay Review Committee will determine:

1. with reference to supporting evidence and with advice from the headteacher, that one point be awarded to a teacher on the Upper Pay Range whose achievements and contribution to the school, throughout the relevant period

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(usually two years since achieving their current UPR pay point), have been substantial and sustained

2. with reference to supporting evidence and with advice from the headteacher, whether there should be any progression for teachers on the Upper Pay Range.

Leading Practitioner posts

The Pay Review Committee will:

1. consider, with advice from the headteacher and reference to supporting evidence, the results of a leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay

2. use its discretion, with the advice of the headteacher, to award up to two points progression in any one year where the performance of the teacher is shown to be exceptional.

Unqualified teachers

The Pay Review Committee will:

1. receive recommendations and advice from the headteacher on pay progression for each unqualified teacher

2. make decisions, with reference to supporting evidence, on pay progression for each unqualified teacher

3. ensure that arrangements are made for all unqualified teachers to be provided with a written statement setting out their salary and any other financial benefits to which they are entitled

4. consider in detail and with reference to supporting evidence, any pay recommendations which includes an accelerated increase beyond one full point, increases of one full point or no increase in pay for individual teachers.

TLRs

The Pay Review Committee will:

1. consider awarding a TLR to a classroom teacher in accordance with the pay policy and the Document

2. consider awarding a TLR3 payment in circumstances where the school requires a teacher to take on additional responsibilities for clearly time-limited school improvement projects or one-off externally driven responsibilities, as set out in the pay policy and the Document.

4. Functions delegated to the headteacher

As per the pay policy.

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5. Functions retained by the governing body

Responsibility for recruitment and pay of the headteacher, in accordance with the pay policy. Responsibility for the awarding of any recruitment and retention allowances or other permitted payments.

6. Appointment of chair and clerk

The appointment of the chair shall be determined by the governing body or the committee and reviewed annually. The governing body shall appoint a clerk to the committee. This clerk cannot be the headteacher.

7. Minutes

A written record of the meetings of the committee will remain confidential. A verbal update is provided by the Pay Committee Chair to the Governing Body, confirming that the process has been completed in line with the Pay Policy.

8. Frequency of meetings

Meetings will be held annually, following completion of the school's performance review cycle.

9. Convening meetings

A meeting shall be convened by the clerk under the direction of the governing body and the chair of the committee. The clerk will give every member of the committee and the headteacher written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

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Appendix 2

Template

Terms of reference for Pay Appeals Committees for City of York schools

(last verified by CYC: October 2022)

Please note that this template covers all possible responsibilities that could be delegated to the committee and as such is for guidance only. The governing body needs to adapt these terms of reference to suit the individual needs of their school.

Signature of chair of governors: .....
Date of adoption: .....
Date of review:.....

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Stockton on the Forest School

Pay Appeals Committee

Terms of reference

The governing body must review the delegation of functions and the establishment, terms of reference and membership of committees annually.

1. Composition

At least three non-staff members of the governing body with voting rights. Members will not be permitted to serve on the Pay Review Committee **and** Pay Appeals Committee.

The governing body or the committee may appoint associate members to serve on the committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

2. Quorum

The quorum for meetings and any vote will be three governors who are members of the committee, or more, as determined by the committee.

3. Terms of reference of the committee

The Pay Appeal Committee will consider appeals against decisions made by the Pay Review Committee on the pay of school leaders and teachers. These decisions will be based on the school's pay policy and appraisal policy. It is therefore important that the terms of reference are read in conjunction with these policies.

The Pay Appeals Committee will:

1. schedule a hearing to be held within 20 working days of receipt of a written appeal
2. consider the appeal and the representations of the teacher
3. consider the detail of the decision making process as set out by the headteacher, chair of the Pay Review Committee or other relevant member of staff
4. decide whether to uphold or dismiss the appeal
5. inform the teacher of their decision in writing and without undue delay.

The decision of the Pay Appeals Committee will be final.

4. Functions delegated to the headteacher

None.

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5. Functions retained by the governing body

None.

6. Appointment of chair and clerk

The appointment of the chair shall be determined by the governing body or the committee and reviewed annually. The governing body shall appoint a clerk to the committee. This clerk cannot be the headteacher.

7. Minutes

A written record of the meetings of the committee will be held on file in the school.

8. Frequency of meetings

Meeting will be held as necessary, in response to receipt of a written appeal following completion of the earlier stages of the appeal process.

9. Convening meetings

A meeting shall be convened by the clerk under the direction of the governing body and the chair of the committee. The clerk will give every member of the committee and the headteacher written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

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