

Policy for Determining Teachers and Support Staff's Pay
01 September 2024 – 31 August 2025

This is the recommended model policy offered by Wiltshire Council School HR Advisory Service. It has been consulted with the recognised unions (NAHT, NEU, ASCL, NASUWT, Unison GMB and Unite).

The governing body of Clarendon Federation adopted this policy on 07/02/2025. It will be reviewed upon receipt of the new School Teachers Pay and Conditions Document (STPCD) which is updated annually. A copy of this policy will be made available for reference to all staff.

1. Introduction

1.1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions.

1.2. For support staff, in accordance with the Education Act 2002 and associated statutory guidance, and to ensure equal pay for work of equal value, the Governing Body will consult the LA about the appropriate pay grade for all new or changed support posts, and apply the evaluated pay grade for the job content based upon an evaluation using is the Greater London Provincial Council (GLPC) Job Evaluation Scheme for support staff to ensure equal pay for equal value.

1.3. In adopting this pay policy the aim is to

- : • maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high-quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.

2. Pay Panel and Pay Appeal Panel (*academies to detail below composition of panels to reflect requirements as per their scheme of delegation*)

2.1. Pay decisions at this school are made by a pay panel or committee (usually comprising of 3 governors) and they will hold responsibility for reviewing and determining staff salaries and for making recommendations to the Governing Board for the annual budget needed for pay.

2.2. The governing body delegates its pay appeal panel responsibility for hearing appeals from staff against pay decisions.

2.3. No staff governors will sit on the pay panel or appeal pay panel when pay issues are being considered. It may be necessary for parent governors to withdraw from the panel or appeal panel when pay is discussed of a teacher who teaches their child due to a potential conflict of interest.

3. Pay Reviews

3.1. The governing body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

3.2. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that led to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

3.3. Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

4. Basic Pay Determination on Appointment

4.1. All pay scales used at Clarendon Federation for teaching and support staff can be found in Appendix 1.

5. Leadership Posts

5.1. The governing body will adopt a three-stage approach to set the pay at the level needed to attract headteachers and other members of the 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
- Stage 2 – Setting the indicative pay range
- Stage 3 – Deciding the starting salary and individual pay range

5.2. All decisions and reasons will be well documented at every stage and will be made on objective criteria so that there is no discriminatory

effect on any teacher of group of teachers with a particular protected characteristic under the Equality Act 2010.

5.3. The pay ranges for the headteacher, deputy headteacher(s) and assistant headteacher(s) will be determined in accordance with the criteria specified in the Part 2 – Leadership group pay of the STPCD 2024.

5.4. The Governing Body has the current pay ranges:

Executive Headteacher pay range	Group 3
Head of School (infants) Head of School (juniors)	L10 - 14 L10 – 14
Assistant Headteacher pay range	L 6 – 10.

5.5. The governing body will determine the pay range in accordance with the STPCD where they:

- (1) need to make an appointment to the leadership range.
- (2) decide that the duties of a member of an existing leadership range have significantly changed.
- (3) determine that there is a requirement to maintain consistency either with pay arrangements for new appointments to the leadership group, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly change.

6. Leading Practitioners

6.1. The range for a leading practitioner will enable performance related progression and the reference points are taken from the table attached at Appendix 1

6.2. Newly appointed leading practitioners will be placed on the lowest point of the pay range for the role.

7. Teaching Staff

7.1. The governing body (or delegated selection panel) will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate to reflect one of the reference points in the relevant pay range in this policy as detailed in the advert.

7.2. In making such determinations, the governing body may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- 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.

7.3. The school will recognise pay portability across schools.

8. Unqualified Teachers

8.1. The governing body will use the advisory points as stated in the STPCD for unqualified teachers when appointing new staff and for current unqualified teachers who are on this pay range for performance related pay as detailed in Appendix 1.

8.2. An unqualified teacher will be subject to the same appraisal policy and process as teachers with QTS.

9. Part-time Teachers

9.1. Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

10. Short notice/supply teachers

10.1. Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days: periods of employment for less than a day being calculated pro-rata.

11. Teaching and Learning (TLR) payments

11.1. TLRs will be awarded to the holders of the posts indicated in the attached staffing structure, in accordance with Part 4, Allowances and other payments, paragraph 20 of STPCD 2024

11.2. Subject to paragraph 3 and paragraphs 20.2 and 20.3 of the STPCD Unqualified teachers may not be awarded TLRs.

11.3. The annual value range of TLRs:

TLR 1	The annual value of a TLR1 must be no less than £9,782 and no greater than £16,553.
TLR 2	The annual value of a TLR2 must be no less than £3,391 and no greater than £8,279.
TLR 3	The annual value of an individual TLR3 must be no less than £675 and no greater than £3,344.

11.4. A TLR is a payment integral to a post in the schools staffing structure and the governing body will therefore award the TLR integrated with this post to two or more people when job sharing that post.

11.5. When awarding TLR's to a part time teacher the amount will be paid pro rata at the same proportion as the teacher's part time contract.

11.6. The governing body will not award a TLR1 or TLR2 concurrently, however a teacher in receipt of either a TLR1 or TLR2 may also hold a TLR3 concurrently.

11.7. The values of the TLRs to be awarded are set out below:

11.8. TLR 2 will be awarded to the following values as detailed below

To the holder of post(s)	Value
SENCo	3391
Phase Leader	3391
Phase Leader/Fed.	5021
Resource Base Manager	3391

12. Recruitment and Retention incentives and benefits

12.1. The governing body will make such payments or provide such other financial assistance, support or 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 as detailed in the STPCD 2024 Part 4, Allowances and other payments paragraph 27. Details of any payments will be attached to this pay policy.

12.2. The governing body will award Special Needs Allowances to qualified classroom teachers according to the SEN guidance detailed in Part 4 Allowances and other Payments, paragraph 21 of the STPCD 2024.

- 12.3. The value of SEN allowances to be paid at the school will be *(insert the spot value of SEN allowance(s) paid at the school – minimum of no less than £2,679 and no more than £5,285)*

13. Honoraria

- 13.1. The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There is no provision within the STPCD for the payment of honoraria. Any such award made to a teacher for their teaching work would be unlawful.

14. Other payments

14.1. Acting up Arrangements

- 14.1.1. In the case of an acting Headteacher, Deputy Headteacher or Assistant Headteacher payment will be at the lowest point of the appropriate range if the duties of the post are to be carried out in full or where the teacher is already paid at a point on the range, at least one point higher than the teacher's substantive point.

14.1.2.

In the case of an Acting Head teacher or Deputy Head teacher or Assistant Headteacher, the governing body will, within 4 weeks of the teacher being assigned the duties, consider whether or not s/he will receive an additional payment.

15. Pay Progression

- 15.1. For staff on leadership posts - Pay progression is subject to a review of performance taking into account performance objectives and the requirements required of a member of staff appointed on the leadership range. The governing body has discretion to move a member of staff on the leadership range by more than one reference point (to a maximum of two). Annual pay progression within the range for the post is not automatic. The governing body will consider whether to award one or two pay progression points.
- 15.2. Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive annual pay progression within the maximum of their pay range, subject to successful performance as defined in the school's pay policy. Pay progression will not be withheld for reasons other than performance.

- 15.3. For other teaching staff (apart from ECTs) - In this school all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.
- 15.4. The criteria this school will use when making decisions on pay progressions are a successful performance management cycle.
- 15.5. Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive annual pay progression within the maximum of their pay range, subject to successful performance as defined in the school's pay policy. Pay progression will not be withheld for reasons other than performance
- 15.6. For Early Career Teachers (ECT) - ECTs have separate arrangements and pay decisions will be made by means of the statutory induction process. The early career framework (ECF) sets out what early career teachers are entitled to learn about and learn how to do when they start their careers. It underpins a new entitlement for 2 years of professional development designed to help early career teachers develop their practice, knowledge and working habits.
- 15.7. Whilst there is no longer any statutory requirement in the STPCD for the governing body to award early career teachers (ECTs) pay progression on the completion of induction, it is free to do so if it chooses. The governing body must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.

16. Movement to Upper Pay Range (UPR)

- 16.1. To be eligible to be assessed, teachers must have Qualified Teacher Status (QTS). There are no barriers to movement onto the UPR that relate to length of service and no requirement to be at the top of the main pay range.
- 16.2. Applications and Evidence
- 16.2.1. Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is

the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

- 16.2.2. Applications may be made at least once a year. Applications to be made to the head of school/ Executive Headteacher by 31 December 2024.
- 16.2.3. All applications should include the results of appraisals including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the last two years of service and include two successful appraisal cycles.
- 16.2.4. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.
- 16.2.5. All applications include the results of reviews or appraisals under the 2011 or 2012 regulations, (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the last two years of service and include two successful appraisal cycles ensuring that teachers who have had breaks in service are treated equitably. This information should go to their line manager.

16.3. The Assessment

- 16.3.1. An application from a qualified teacher will be successful where the governing body is satisfied that:
 - (a) the teacher is highly competent in all elements of the relevant standards; and
 - (b) the teacher's achievements and contribution are substantial and sustained.
- 16.3.2. For the purposes of this pay policy:
 - 'Highly competent' means:
practice which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of

the school, in order to help them meet the relevant standards and develop their teaching practice)

- 'Substantial' means:
of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning); and
- 'sustained' means:
maintained continuously over a long period e.g. X number of school year(s).

16.3.3. The application will be assessed robustly, transparently and equitably, the initial assessment by head of school will be, if appropriate, presented to the governing body pay panel for approval.

16.4. Processes and procedures

16.4.1. The assessment will be made within 20 working days before the applicant will receive a response to their application

16.4.2. If successful, applicants will move to the upper pay range at the start of the academic year.

16.4.3. If unsuccessful, feedback will be provided by the head of school/ Executive Head teacher, within 10 working days of decision. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

16.5. Communications relating to pay determinations

16.5.1. Teachers will be notified of the outcome of pay decisions as soon as possible after the pay determination date and no later than one month after the pay decision has been made. Teachers will also be notified of any subsequent change in pay during the school year as a result of a change in their job (promotion etc).

16.5.2. Each year teachers will receive written details about their pay and this information will set out the following:

- i. any payments and financial benefits awarded to the teacher and the period for which they are awarded
- ii. any safeguarded sums to which the teacher is entitled

- iii. in the case of a leadership group or leading practitioner teacher, the basis on which remuneration has been determined and the criteria
- iv. the nature of any fixed-term contract (including a fixed-term appointment to the leadership group or as a leading practitioner)
- v. where the school's pay policy is located.

17. Appeals

- 17.1. The arrangements for considering pay appeals are as follows:
- 17.2. A teacher may appeal against any determination in relation to their pay or any other decision taken by the governing body (or panel/committee or individual acting with delegated authority) that affects their pay.
- 17.3. The grounds for appeal are that the person or panel/committee by whom the decision was made.
- a) incorrectly applied the school's pay policy
 - b) incorrectly applied any provision of the STPCD.
 - c) failed to have proper regard for statutory guidance.
 - d) failed to take proper account of relevant evidence.
 - e) took account of irrelevant or inaccurate evidence.
 - f) was biased; or
 - g) unlawfully discriminated against the teacher.
- 17.4. Appendix 2 details the order of pay and pay appeal proceedings.

18. Support Staff

- 18.1. In accordance with the Education Act 2002 and associated statutory guidance, and to ensure equal pay for work of equal value, the Governing Body will consult the LA about the appropriate pay grade for all new or changed support posts, and apply the evaluated pay grade for the job content based upon an evaluation using is the Greater London Provincial Council (GLPC) Job Evaluation Scheme for support staff to ensure equal pay for equal value.
- 18.2. The pay rates are based upon the pay range determined within the National Joint Council for Local Government Services and the current rates are attached to this pay policy
- 18.3. If the school wishes to provide an apprentice post this will be done in accordance with the school's apprentice scheme policy and procedure.

- 18.4. Where a support staff employee works additional hours, over and above their normal contractual hours, this must be agreed in advance with their headteacher. All additional hours worked which cannot be taken back as time off in lieu will be paid at plain time.
- 18.5. Hours worked on a bank holiday will either be
- paid normal rate of pay for that day plus plain time or
 - Normal rate of pay for that day plus time off in lieu of the hours worked at a later date.
- 18.6. If the headteacher agrees for an enhanced rate of pay rather than take time off in lieu, an overtime and additional hours claim form needs to be completed and sent to the school's payroll provider for payment.
19. Monitoring the impact of the policy
- 19.1. The governing body will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation

Appendix 1 – Pay Scales Used at Clarendon Federation for Teaching Staff.

Unqualified Teacher Pay Range		Annual Salary 1.0 FTE (01 September 2024)
Statutory minimum point	UQ1	£21,731
*Reference point	UQ2	£24,224
*Reference point	UQ3	£26,716
*Reference point	UQ4	£28,914
*Reference point	UQ5	£31,410
Statutory maximum point	UQ6	£33,902

Classroom Teachers Pay Range		Annual Salary 1.0 FTE (01 September 2024)
Statutory minimum point	M1	£31,650
*Reference point	M2	£33,483
*Reference point	M3	£35,674
*Reference point	M4	£38,034
*Reference point	M5	£40,439
Statutory maximum point	M6	£43,607

Upper Pay Range Teachers Pay Range		Annual Salary 1.0 FTE (01 September 2024)
Reference Point	UPR 1	£45,646
Reference point	UPR 2	£47,338
Reference point	UPR 3	£49,084

Leading Practitioner		Annual Salary 1.0 FTE (01 September 2024)
Statutory Minimum Point	LP1	£49,781
Statutory Maximum Point	LP18	£76,050

Note: the minimum of the Leading Practitioners Pay Range equates to the minimum of the Leadership Group Range and the maximum equates to Leadership Group Range point L18. Schools wishing to use pay points within the Leading Practitioners Range should use values equal to L1 to L18.

Headteacher, Deputy and Assistant Leadership range

Leadership Pay Range		Annual Salary 1.0 FTE (01 September 2024)
Statutory Minimum point	L1	£49,781

Reference point	L2	£51,027
Reference point	L3	£52,301
Reference point	L4	£53,602
Reference point	L5	£54,939
Reference point	L6	£56,316
Reference point	L7	£57,831
Reference point	L8	£59,167
Reference point	L9	£60,644
Reference point	L10	£62,202
Reference point	L11	£63,815
Reference point	L12	£65,286
Reference point	L13	£66,919
Reference point	L14	£68,586
Reference point	L15	£70,293
Reference point	L16	£72,162
Reference point	L17	£73,819
Reference point (L18) Maximum salary [Group] *	(L18) *	£74,926
Reference point	L18	£75,675
Reference point	L19	£77,552
Reference point	L20	£79,475
Reference point (L21) Maximum salary [Group] *	(L21) *	£80,634
Reference point	L21	£81,441
Reference point	L22	£83,464
Reference point	L23	£85,529
Reference point (L24) Maximum salary [Group] *	(L24) *	£86,783
Reference point	L24	£87,651
Reference point	L25	£89,830
Reference point	L26	£92,052
Reference point (L27) Maximum salary [Group] *	(L27) *	£93,400
Reference point	L27	£94,332
Reference point	L28	£96,673
Reference point	L29	£99,067
Reference point	L30	£101,533
Reference point (L31) Maximum salary [Group] *	(L31) *	£103,010
Reference point *	L31	£104,040

Reference point	L32	£106,626
Reference point	L33	£109,275
Reference point	L34	£111,976
Reference point (L35) Maximum salary [Group] *	(L35) *	£113,624
Reference point	L35	£114,759
Reference point	L36	£117,601
Reference point	L37	£120,524
Reference point	L38	£123,506
Reference point (L39) Maximum salary [Group] *	(L39) *	£125,263
Reference point	L39	£126,517
Reference point	L40	£129,673
Reference point	L41	£132,913
Reference point	L42	£136,243
Statutory Maximum point*	L43	£138,265

*These points are the maximum salaries for the eight head teacher group ranges

Please note, points 18*, 21*, 24*, 27*, 31*, 35*, 39* and 43 on the Leadership Pay Range are the proposed salary figures for head teachers at, or moving to, the top of the school group ranges only. These different figures are a legacy of the 2015 STPCD which provided for no uplift to the maxima of the eight head teacher group ranges.

Support Staff Pay Scales

Wiltshire Pay Scales

With effect from 1 April 2024
Pro rata for part time staff

Grade	SCP	Annual Salary	Hourly Rate
B	2	£23,656	£12.26
C	2	£23,656	£12.26
	3	£24,027	£12.45
	4	£24,404	£12.65
D	4	£24,404	£12.65
	5	£24,790	£12.85
	6	£25,183	£13.05
E	6	£25,183	£13.05
	7	£25,584	£13.26
	8	£25,992	£13.47
F	9	£26,409	£13.69
	10	£27,269	£14.13
	11	£27,711	£14.36
G	12	£28,163	£14.60
	13	£29,093	£15.08
	14	£30,060	£15.58
H	15	£30,559	£15.84
	16	£31,586	£16.37
	17	£32,654	£16.93

Grade	SCP	Annual Salary	Hourly Rate
I	18	£33,366	£17.29
	19	£34,314	£17.79
	20	£35,235	£18.26
J	21	£36,124	£18.72
	22	£37,035	£19.20
	23	£37,938	£19.66
K	24	£38,626	£20.02
	25	£39,513	£20.48
	26	£40,476	£20.98
L	27	£41,511	£21.52
	28	£42,708	£22.14
	29	£43,693	£22.65
M	30	£44,711	£23.17
	31	£45,718	£23.70
	32	£46,731	£24.22
N	33	£47,754	£24.75
	34	£48,710	£25.25
	35	£49,764	£25.79
O	36	£50,788	£26.32
	37	£51,802	£26.85
	38	£52,805	£27.37

Hourly Rates rounded to 2 decimal points

Appendix 2

The order of the pay and pay appeal proceedings is as follows:

- 1. Stage one – informal discussion with the appraiser / headteacher prior to confirmation of pay recommendation**
 - 1.1. The teacher is made aware of the pay recommendation being given by the headteacher to the pay panel. If the teacher is dissatisfied with the pay recommendation, they can discuss this with the headteacher prior to the recommendation going to the pay panel
- 2. Stage two – a formal representation to the governors pay panel making the pay determination**
 - 2.1. The pay recommendation is submitted to the pay panel. Where a teacher believes an incorrect recommendation is being made to the pay panel they have the right to make representation and be accompanied by a work colleague or trade union representative or submit a written case.
 - 2.2. After the pay panel meeting the teacher receives written confirmation of the pay decision and the basis on which the decision was made.
- 3. Stage three – a formal appeal hearing with an appeals panel of governors**
 - 3.1. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision. (In the case of the Headteacher, the matter should be referred to the chair of the pay panel.)
 - 3.2. Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
 - 3.3. The teacher should set down in writing the grounds for questioning the pay decision and send it to the Headteacher within ten working days of the notification of the decision being appealed against or of the outcome of the discussion⁷⁶⁰⁵⁰
 - 3.4. An appeal panel should be arranged within ten working days of receipt of the written appeal. This appeal panel will consist of three governors who were not involved in the original pay panel. The teacher is able to attend and make representations and be accompanied by a work colleague or trade union representative. The headteacher will present to the appeal panel. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is

final as set out in Section 3, paragraph 7 of the STPCD 2024 and there is no recourse to the school grievance procedure.