

TSS Pay Policy (Teachers)

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(Please note this policy was adapted by Royal Borough of Windsor and Maidenhead (RBWM) HR from a copy righted model policy purchased from Educate Services.

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The Governing Body of Trinity St Stephen Church of England First School adopted this policy on 27 January 2025). It will be reviewed annually.

1. Introduction

- 1.1. The Governing Body has adopted the policy set out in this document to provide a clear framework for making decisions on teachers' pay and for the management of pay and grading issues for teaching staff employed in the school. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD).
- 1.2. The Governing Body is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair, equitable and transparent policy to determine the pay and grading for teaching staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3. The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Rights Act 1996, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4. Pay decisions will take account of the resources available to the school. The school staffing structure will support the school improvement plan. The Governing Body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.
- 1.5. This policy has been agreed by the Pay Committee of the Governing Body following consultation with staff and the recognised trade unions (RBWM HR has consulted with the Trade Unions on this updated model policy.) Any subsequent changes will also be subject to further consultation before amendment by the committee. The Pay Committee will have full authority to take decisions on behalf of the Governing Body on pay matters as defined in this policy. The terms of reference for this Committee is attached as [Appendix 1](#).
- 1.6. The school staffing structure is attached as [Appendix 2](#). Any subsequent changes to the staffing structure will be subject to consultation.
- 1.7. This policy applies to all teaching staff at the school, including leadership teachers and unqualified teachers. It also applies to part-time teaching staff and supply teachers.
- 1.8. The school will make copies of this policy available to all staff through school global network, emailing to all staff and hard copies available from the office.

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2. Aims of the policy

- 2.1. Pay decisions at this school are made by the Pay Committee. The Governing Body aims to use the school pay policy to:
- Maximise the quality of teaching and learning at the school;
 - Support the recruitment and retention of a high quality teacher workforce;
 - Support the school improvement plan;
 - Underpin the school's Appraisal policy;
 - enable the school to recognise and reward teachers appropriately for their contribution to the school;
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
 - Ensure that decisions on pay are managed in a transparent way whilst eliminating unnecessary bureaucracy for all concerned.
 - Provide flexibility to recognise individual staff performance linked to pay decisions;
- 2.2. The Governing Body will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3. Job roles and responsibilities

- 3.1. All teachers will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 3.2. Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.
- 3.3. Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4. Pay assessment, review and progression

- 4.1. The Governing Body will ensure that every teacher's salary (across all ranges) is reviewed on an annual basis with effect from 1 September and no later than 31 October each year. In the case of the headteacher the review will be no later than 31 December. All teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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- 4.2. 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.
- 4.3. The teacher's appraisal report will contain a recommendation on pay. The headteacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Pay Committee for approval.
- 4.4. The criteria this school will use when making decisions on pay progressions are: (Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain. To be fair and transparent, assessments of performance will be properly rooted in evidence from the performance management process. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions. Teachers' performance management/appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Board, having regard to the performance management/appraisal report and taking into account advice from the senior leadership team.)
- 4.5. 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.
- 4.6. In the case of early career teachers (ECTs), the Governing Body must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. 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.
- 4.7. Any teachers on maternity or extended sick leave are entitled to pay progression in the same way as other teachers, whether or not they have returned to work at the date of the annual pay determination. It is likely that appraisal reviews may not have been undertaken and therefore decisions should be based on information that is available to the reviewer. This might include information from the most recent appraisal review or any part of the appraisal period when the teacher was present.
- 4.8. Reviews may occur at other times of the year where there has been a significant change in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.
- 4.9. 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.

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4.10. All safeguarding of pay will be in accordance with the arrangements set out in the STPCD.

4.11. The school will ensure that cost of living increases are applied to all pay points and allowances and clearly differentiated from any pay increases due to pay progression.

5. Recruitment

5.1. Advertisements for vacant posts in the school will be considered by the headteacher and governors where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.

5.2. The advertisement will include the relevant pay range for the post from the range of pay points determined by the Governing Body as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

5.3. In respect of the headteacher post becoming vacant the Governing Body will agree a broad pay range based on the arrangements set out in section 6.2 of this policy. The post may be advertised with an indicative pay range but with flexibility to pay up to the maximum of the agreed broad range for the selected candidate as appropriate.

5.4. Where an applicant for a classroom teacher post does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the Governing Body may appoint at a lower level but also consider a recruitment payment in accordance with the school policy set out in section 9.4. Any recruitment and retention payment considered in respect of the headteacher will be included in the calculation of the pay range for the post, in accordance with section 6.2 of this policy and will not be made as an additional recruitment and retention payment.

5.5. In making the determinations of the starting salary to be offered to the successful candidate, a range of factors may be taken into account, including but not limited to:

- 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 unless the school chooses.

5.6. Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

5.7. The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined by the RBWM Job Evaluations Scheme. Refer to the Pay and Benefits policy for school support staff for further pay related details.

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6. Teaching staff pay

6.1. Annual national pay award

In this school all teaching staff are employed in accordance with the provisions of the STPCD. In reviewing pay scales in the future the Governing Body will have regard to any changes to national pay ranges contained within the STPCD. The following pay arrangements have been agreed by the Governing Body using the flexibilities contained within the STPCD.

The Governing Body will apply the pay awards agreed nationally to the minimum and maximum pay ranges including the discretionary pay points detailed in this policy, in accordance with the STPCD.

6.2. Headteacher's pay

- 6.2.1. The Governing Body has determined the pay ranges for the headteacher and for deputy headteachers and assistant headteachers in accordance with the paragraphs 6.2.2, 6.2.3 and 6.2.4. See [Appendix 4](#). While the STPCD does not mandate a 7-point pay range for headteachers or a 5-point pay range for deputies/assistant headteachers as was required prior to 2014, schools may choose to retain these ranges for budgeting purposes if they find it helpful.
- 6.2.2. When determining an appropriate pay range, the Governing Body will 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 may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. The Governing Body will ensure that there is appropriate scope within the range to allow for pay progression over time.
- 6.2.3. Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Governing Body will ensure that the maximum of the headteacher's pay range and any additional payments made temporary to headteachers does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Governing Body must seek external independent advice before providing such agreement and support its decision with a business case.
- 6.2.4. The maximum of the deputy or assistant headteacher's pay range will not exceed the maximum of the headteacher group. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.

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- 6.2.5. Subject to paragraph 6.2.6 and 6.2.7, the Governing Body may determine that temporary payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post, provided these were not previously considered when setting the headteacher's salary and salary range.
- 6.2.6. Subject to paragraph 6.2.7, the total sum of the temporary payments made to a headteacher in any school year must not exceed 25% of the annual salary which 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 headteacher group. In wholly exceptional circumstances, payments exceeding these limits may be approved with the agreement of the Governing Body. The Governing Body must seek external independent advice before producing a business case, seeking such agreement.
- 6.2.7. Paragraph 6.2.6 does not apply to payments made in accordance with:
- a) where those residential duties are a requirement of the post; or
 - b) to the extent that the payment is in respect of housing or relocation expenses which relate solely to the personal circumstances of that headteacher. (See section 9.4)

6.3. Pay progression for leadership group members

- 6.3.1. The Governing Body must consider 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 in [Appendix 4](#).
- 6.3.2. The Governing Body will decide how pay progression will be determined, subject to the following:
- a) a recommendation on pay will be made in writing as part of the individual's appraisal report, and in making its decision the Governing Body will have regard to this recommendation;
 - b) the Governing Body may only withhold progression for reasons related to poor performance.
 - c) the Governing Body has determined a pay range the maximum of which exceeds the highest salary payable under the STPCD 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 the STPCD.

6.4. Other Posts paid above the Classroom Teacher Scale – Leading Practitioners (LP)

When determining the pay scales for such posts, the school will do so by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality and fair pay relativities between posts of differing levels of responsibility.

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- 6.4.1. The Governing Body has established other teaching posts paid above the Upper Pay Range (UPR). These posts will carry responsibility for modelling and leading the improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure, across the school as set out in the specific job description(s). There are currently no posts which fall into this category.
- 6.4.2. The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the STPCD and will be determined by the role and range of responsibility of each post, which may vary across the school. The values are in accordance with those outlined in the STPCD, which are reviewed on an annual basis.
- 6.4.3. The school must ensure that there is appropriate scope within each individual pay range to allow for pay progression over time.
- 6.4.4. The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the Governing Body and take account of the teacher's skills and experience.
- 6.4.5. Pay Progression

The Governing Body must 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 their individual pay range. Progression will be subject to a review of the teacher's performance judged against the annual appraisal review and the Teachers' Standards.

The decision will be determined subject to the following:

- a) a written pay recommendation is required for every teacher following the outcome of the appraisal arrangements and, in making its decision, the Governing Body must have regard to this recommendation;
- b) pay progression must be awarded, subject to the following exceptions:
The Governing Body may only decide to withhold progression for reasons related to poor performance.

6.5. Main Pay Range and Upper Pay Range Teachers

- 6.5.1. The Governing Body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the STPCD. A teacher on the main pay range / upper pay range must be paid such salary within the minimum and maximum set out as the school determines. The advisory pay points for the main pay range / upper pay range are available in the STPCD to help support decisions about pay for teachers on the pay range. The values are in accordance with those outlined in the STPCD, which are reviewed on an annual basis.
- 6.5.2. A teacher must be paid on the upper pay range if:

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- a) the teacher is employed in the school as a post-threshold teacher, for as long as the teacher is so employed by the school without a break in the continuity of their employment;
- b) the teacher applied to be paid on the upper pay range in accordance with section 6.6, that application was successful, the teacher is still employed by the school and there has been no break in their continuity of employment; or
- c) the teacher was employed as a member of the leadership group in the school, has continued to be employed by the 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.
- d) and the teacher will not be paid on the pay range for leading practitioners or as a member of the leadership group.

6.5.3. A teacher may be paid on the upper pay range if:

- a) the teacher is defined as a “post-threshold teacher” but was not employed as a post-threshold teacher in the school or was employed as a post-threshold teacher in that school prior to a break in their continuity of employment;
- b) the teacher applied to another educational setting to be paid on the upper pay range in accordance with section section 6.6 and that application was successful;
- c) the teacher was formerly paid on the pay range for leading practitioners; or
- d) 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.

6.5.4. Pay progression within pay points

Progression will be subject to a review of the teacher’s performance against the annual appraisal review and the Teachers’ Standards. The Governing Body may decide to award one increment for sustained high quality performance in line with school expectations or two increments where performance has exceeded school expectations.

For teachers on the upper pay range, progression will normally be considered after two years of sustained high quality performance or earlier where performance has exceeded school expectations.

6.5.5. Accelerated progression

The Governing Body has determined that normally progression to another pay point will be by annual increments. However, where a teacher’s performance has been of a sustained high quality, exceeding school expectations at that level, the Governing Body may award accelerated progression (of up to two increments). Progression will be subject to the criteria for the higher pay point being met as set out in the previous paragraphs of this section of the policy.

6.5.6. Whilst there is no longer any statutory requirement in the STPCD for the relevant body to match teachers’ previous salaries when they are appointed to a post, it is

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free to do so if it chooses. This includes the freedom to pay teachers more than their previous salary from the start of their new employment in a school.

- 6.5.7. The school must ensure that, when considering new appointments and appropriate levels of salary, the decisions taken do not discriminate against teachers because of a protected characteristic under the Equality Act 2010. Salary determinations made at school level should also be monitored to ensure that decisions in respect of starting salary are not discriminatory.
- 6.5.8. In respect of career breaks, the school must ensure that, although it is good practice for a teacher and a school to agree the terms on which the teacher will return from the break, the potential for indirect discrimination in any such agreement is fully assessed and, if necessary, prevented.
- 6.5.9. The school must avoid discriminating against teachers returning to the profession following a career break whether they return to the same school or to another school.
- 6.5.10. A teacher transferring roles internally within the school will continue to be paid the same salary on the main pay range or the Upper Pay Range as paid in the previous role.

6.6. Application to move onto the Upper Pay Range (UPR)

- 6.6.1. 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 or not they wish to apply.
- 6.6.2. The Governing Body will consider applications from a teacher during the Summer term for progression at the start of the Autumn term. A teacher may submit one application to be paid on the upper pay range by writing, setting out their evidence in any academic year.
- 6.6.3. 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.
- 6.6.4. For an application to be successful the teacher will need to demonstrate that they meet all the teachers' standards agreed by the Governing Body for teachers on the upper pay range. The teacher will also need to demonstrate that they have been working at that level for a significant period of at least **two terms** prior to the submission of the application.
- 6.6.5. As defined in the STPCD, a teacher being considered for a move onto the Upper Pay Range must therefore be able to demonstrate:

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- 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.

It should also be explicitly noted that holding a TLR is not a factor in the decision-making process for teachers applying to progress to the Upper Pay Range.

For more detailed progression criteria on the Upper Pay Range, please refer to the STPCD.

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)
- 'sustained' means (maintained continuously over a period of at least one school year)

6.6.6. An application for progression to the Upper Pay Range will be assessed by the headteacher and a decision notified to the teacher in writing within 20 working days of receipt of the application.

6.6.7. If successful, applicants will move to the upper pay range from the start of the following academic year. The Pay Committee together with the headteacher will decide where on the upper pay range a successful teacher is placed, and, if teachers can start further up the range. Decision will be based on considerations including the nature of the post and the responsibilities it entails, the level of qualifications, skills and experience of the teacher.

6.6.8. If unsuccessful, the teacher will be provided with feedback by the headteacher in writing, this will include areas for further development where more evidence is required within 5 working days of decision.

6.6.9. Any appeal against the decision, which should be submitted within 10 working days of receipt of the outcome notification, will be considered in line with the school's pay appeals procedure set out in [Appendix 3](#).

6.6.10. If a teacher confirms their intention to apply, this will be considered when setting objectives. Applications may be made once a year. Where teachers wish to be

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assessed, they should notify their appraiser in writing. The teacher's application will be appended to their appraisal planning statement. The evidence to be used will be only that available through the appraisal process. 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 UPR in that school(s). This school will not be bound by any pay decision made by another school.

The Assessment

An application from a qualified teacher will be successful where the school is satisfied that:

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

For the purposes of this pay policy, the school will be satisfied that the teacher has met the expectations for progression to the UPR where the criteria has been satisfied as evidenced by their annual appraisal review.

In making its decision, the school will have regard to the most recent appraisal review or, at most, the two most recent appraisal reviews.

Processes and procedures

The assessment will be made within ten working days of receipt of the application or the conclusion of the appraisal process, whichever is later. If successful, applicants will move to the UPR from the previous 1 September and will be placed on point 1 of that pay range. If unsuccessful, feedback will be provided by the head teacher within five working days of the decision. Feedback will cover the reasons for the decision and the appeals procedure.

6.7. Unqualified teachers

6.7.1. The Governing Body will appoint unqualified teachers to a salary within the minimum and maximum of the unqualified teacher pay range set out in the STPCD. The values are in accordance with those outlined in the STPCD, which are reviewed on an annual basis.

6.7.2. Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teachers' Standards. The Governing Body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's appraisal and possibly capability procedure. The Governing Body may only withhold pay progression if a teacher is undergoing formal capability proceedings, with pay progression resuming once the teacher is reverted back to the appraisal cycle.

6.7.3. The pay review will be completed by 31 October.

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- 6.7.4. Upon obtaining qualified teacher status (QTS), an unqualified teacher will be transferred to a salary within the main pay range for teachers which is higher than the salary they would have received had they remained as an unqualified teacher, including any additional allowances, and progressed as normal that year (if not at top of the UQT pay range).
- 6.7.5. The Governing Body may pay additional allowances to an unqualified teacher where, the teacher has either:
- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgement; or
 - gained qualifications or experience which bring added value to the role being undertaken.

7. Short notice/Supply teachers

- 7.1. Teachers employed on a day-to-day or other short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 days. For temporary teachers on short notice this will be multiplied by the number of days to be worked. Periods of employment for less than a day being calculated pro-rata.
- 7.2. A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.
- 7.3. Teachers appointed from a supply agency will be expected to meet the appropriate requirements for the post. The school will reimburse the supply agency at the relevant salary rate applicable to that post.

8. Part time teachers

- 8.1. 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 school 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. Any additional hours worked by agreement from time to time will be paid at the same rate.
- 8.2. Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time is allocated on a pro rata basis.

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9. Allowances

9.1. Teaching and Learning Responsibility (TLR) Payments

- 9.1.1. TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure. The school will award TLR1 and TLR2 payments to classroom teachers (including part time teachers) in accordance with the pay ranges specified in the STPCD. Unqualified teachers cannot be awarded TLRs. TLR1s and TLR2s are awarded on a permanent basis. If they are discontinued other than on a voluntary basis, safeguarding is payable. TLR1s or TLR2s may only be awarded on a temporary basis to cover maternity or sick leave, or secondments. There is no entitlement to safeguarding in these circumstances. Where a part time teacher is awarded a TLR1 or TLR2, [Name of school/college/trust] will ensure that the duties associated with the role are pro-rata to a full-time equivalent teacher.
- 9.1.2. TLR payments will be awarded to a classroom teacher for undertaking a sustained additional responsibility within the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which they are made accountable. The award may be while a teacher remains in the same post or occupies another post in the absence of a post-holder, in accordance with paragraphs 9.1.3, 9.1.4 and 9.1.5. Unqualified teachers may not be awarded TLRs.
- 9.1.3. The Governing Body will determine whether to award a first TLR (TLR1) or a second TLR (TLR2) and its value. The values must be within the minimum and maximum of the ranges outlined in the STPCD, which are reviewed on an annual basis.
TLR2A: £3391 (January 2025)
TLR2B: £4513 (January 2025)
The school is committed to maintaining appropriate levels of TLRs to reflect the distribution of responsibilities across the school and to ensure that teachers are properly rewarded for undertaking additional responsibilities. The school therefore recognises that TLR payments higher than the minimum values above may be appropriate.
- 9.1.4. The Governing Body may award a fixed-term third TLR (TLR3) payment to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be within the minimum and maximum of the range outlined in the STPCD, which are reviewed on an annual basis. The value of any fixed-term TLR3 will be determined within the range on an individual basis according to complexity and level of responsibility of the role.
- 9.1.5. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

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- 9.1.6. Where a TLR3 is awarded to a part-time teacher the value should not be amended to reflect the part-time hours of the individual in receipt of the award; therefore the pro-rata principle does not apply to TLR3s.
- 9.1.7. With the exception of sub-paragraphs (c) and (e), which do not have to apply to the award of TLR3s, before awarding any TLR the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- a) is focused on teaching and learning;
 - b) requires the exercise of a teacher's professional skills and judgement;
 - c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
 - d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
 - e) involves leading, developing and enhancing the teaching practice of other staff.
- 9.1.8. In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility referred to in paragraph 9.1.2 includes line management responsibility for a significant number of people.
- 9.1.9. A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 in respect of Special Educational Needs.
- 9.1.10. There will be no safeguarding of any temporary TLR3 payments.

9.2. Special Educational Needs (SEN) allowances

- 9.2.1. The Governing Body will award an SEN Allowance to a classroom teacher in accordance with the criteria and provisions set out in the STPCD, which is outlined the following circumstances:
- in any SEN post that requires a mandatory SEN Qualification and involves teaching pupils with SEN;
 - who teaches pupils in one or more designated special classes or units in the school;
 - in any non designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post:
 - (i) involves a substantial element of working directly with children with SEN;
 - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with SEN; and
 - (iii) has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school.

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9.2.2. The Governing Body will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

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

9.2.3. The value of any SEN allowance in the school must be within the minimum and maximum of the range outlined in the STPCD, which are reviewed on an annual basis.

SEN1 £2,679 (January 2025)

SEN allowances may be held at the same time as TLRs.

9.3. Acting allowance

9.3.1. For a teacher who 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 Governing Body will determine whether or not an acting allowance must be paid within the period of four weeks beginning on the day on which duties are first assigned and carried out.

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

9.3.3. If the Governing Body determined that the teacher must be paid an acting allowance subject to paragraph 9.3.1, 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. It is also necessary to ensure that the teacher receives remuneration equivalent to the salary that the Governing Body considers to be appropriate. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

9.4. Recruitment and retention incentives and benefits

9.4.1. Where the school wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly in this policy. Subject to paragraph 9.4.2, the Governing Body may 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. A salary advance scheme for a rental deposit may be one of a number of tools that schools may wish to consider using to support recruitment or retention. The Governing Body may, on the advice

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of the headteacher, consider the award of a recruitment and retention incentives and benefits where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.

9.4.2. The value of any recruitment or retention incentive will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future and would normally be within the range.

9.4.3. The duration of the incentive and/or benefits will be determined according to the circumstances of the arrangement. Where the Government Body is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, the Governing Body must conduct a regular formal review of all such awards. The Governing Body should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

9.4.4. Other than in respect of housing or re-location expenses, the headteachers, deputy headteachers and assistant headteachers may not be entitled to any other recruitment and retention payment. Remuneration in respect of all other recruitment and retention considerations (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 a headteacher, deputy headteacher or assistant headteacher under a previous document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this document.

9.5. Out of school learning activities

9.5.1. Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment. The Governing Body advised by the headteacher, will consider each case individually before the activity takes place. Such activities may include:

- Holiday revision groups
- Breakfast clubs
- Homework clubs,
- Summer Schools
- Saturday morning booster classes
- Study support groups
- Activities for gifted and talented children
- Curriculum linked sporting or arts related activities or clubs
- Residential trips

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- 9.5.2. Payments to classroom teachers should only be made in respect of those activities undertaken outside of either the 1,265 hours of directed time for full-time teachers or the appropriate proportion of the 1,265 hours of directed time for part-time teachers. All agreements and payments to be made should be documented. All such activities should require the exercise of the teacher's professional skills or judgement.
- 9.5.3. The rate of payment will be determined according to circumstances but will usually be at the teacher's normal hourly rate. In the case of the two night residential trip for Year 4 (or similar) a day away from school will be offered to teachers accompanying the trip. This will be taken at the convenience of both parties.

9.6. Continuing Professional Development (CPD)

- 9.6.1. The school may make payments for some continuing professional activities. This will be agreed in advance of the activity, including the amount to be paid.
- 9.6.2. Payments to classroom teachers should only be made in respect of those activities undertaken outside of either the 1,265 hours of directed time for full-time teachers; or the appropriate proportion of the 1,265 hours of directed time for part-time teachers. Participation in CPD outside of directed time is voluntary and cannot be directed.
- 9.6.3. The Governing Body, advised by the headteacher, may consider in advance awarding additional payments to teachers in respect of CPD undertaken outside of the school day. The Governing Body will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate.

9.7. Activities relating to the provision of Initial Teacher Training (ITT) as part of the ordinary conduct of the school

- 9.7.1. The Governing Body may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school. This may include:
- Acting as a professional mentor
 - Giving feedback to students
 - Formally assessing student competence
 - Supervision and observation of teaching practice
 - Tutorials or seminars
- 9.7.2. Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate (or insert current school policy)
- 9.7.3. The Governing Body will not award additional payments in respect of School Centered ITT (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

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10. Salary Sacrifice

The governing body will support salary sacrifice arrangements for teachers in respect of the following:

- Childcare vouchers / childcare benefit schemes (Closed to new entrants from October 19)
- Cycle to work or cyclists safety equipment scheme

10.1. Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled. (Delete if not appropriate)

11. Safeguarding

The Governing Body will apply the salary safeguarding provisions of the STPCD.

The STPCD states that teaching staff in receipt of a safeguarded sum higher than £500 can be given additional duties that the school deems appropriate and is commensurate with the safeguarded sum. Examples of duties could be tasks linked to school improvement, such as leading on a project, or any tasks which would enhance the level of support for teaching and learning functions in the school.

The school agrees that such duties must be reasonable, appropriate, and mutually agreed. Additionally, they must not be of an administrative or clerical nature, and they should not meet the criteria for a TLR payment.

12. Appeals

12.1. The arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay.

12.2. The following list includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made –

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

12.3. The order of proceedings is as follows:

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- a) The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- b) If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
- c) Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
- d) The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within five working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
- e) The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
- f) Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within ten working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. 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.
- g) The Appeal Panel's decision will be final and there will be no further appeal rights. See Appendix 3 for appeal hearing procedure.

For any formal hearing or appeal the teacher is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.

The pay policy should include an Annex detailing the procedure for the hearing of the appeal.

13. Determining Salaries of Support Staff

(as per current model policy)

- 13.1. On appointing a member of support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Governing Body.
- 13.2. The headteacher, in consultation with the Chair of Governors, will determine the appropriate point on the evaluated scale having regard to:
 - a) relevant qualifications and/or experience
 - b) recruitment/retention needs of the school in respect of the post

The decision of the headteacher will be reported to the Resources committee.

- 13.3. If at any time the headteacher, in consultation with the Chair of Governors, considers that a member of support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, the staff shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a

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higher salary that salary will be paid to the post holder from a date determined by the headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. The new salary level will be reported to the review committee at its next meeting.

- 13.4. At the time of making the annual assessment of the teachers' salaries, the headteacher may also make any recommendation to the review committee in respect of the salary of any member - or all members - of support staff. Where the headteacher considers it appropriate s/he may recommend to the review committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the first possible salary payment after the appropriate committee's decision, or as a 1/12 increase in monthly salary for the period in question.
- 13.5. If any member of support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of support staff wishes to appeal against a decision of the review committee under section 13 of this document, then the individual should enter a formal written statement of appeal. The appeal should be heard by the review appeal committee referred to in section 13.
- 13.6. Refer to the Pay and Benefits Policy for school support staff for further pay related details.

14. Sick pay

- 14.1. There may be circumstances when the return of an employee from sickness absence can be facilitated and/or supported by temporary changes to their attendance or job content. These changes should be agreed by the employee and line manager/headteacher/Chair of Governors as appropriate, based on advice from Occupational Health and on discussion with the school's HR provider. The changes would be strictly time-limited (not normally in excess of a four-week period other than in exceptional cases following advice from Occupational Health and the HR provider). Progress and rehabilitation would be regularly documented and reviewed and there would be the intention to return to the normal/contractual pattern of work at the earliest practical time.
- 14.2. Full pay will normally be paid during the time-limited incremental return to work and the time not at work will not be regarded as sick leave since there will have been a return to work. In the event the employee is not able to return to their normal contractual hours at the end of the phased return, they will only be paid for the hours they can work until such time as they are able to increase back up to their substantive hours or a permanent change is made to their hours. Pay will be reduced accordingly.

15. Equalities

- 15.1. The school seeks to provide equal employment opportunities for all staff and will always comply with all relevant employment and equalities legislation and regulations. An Equality Impact Assessment (EIA) may be undertaken to ensure that the application of the policy

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does not disadvantage any group with a protected characteristic(s) as defined by the Equality Act 2010.

- 15.2. Transparent information on pay outcomes at the school, including by equality characteristic, will be made available to union reps on an ongoing basis.
- 15.3. Teachers will not be refused progression on the relevant pay range for maternity leave, pregnancy related issues, long-term sickness absence and/or disability-related absence as this would be unlawful.
- 15.4. All vacant posts, including temporary and acting posts, will be displayed on the staff notice board and by other internal means so that staff will have an opportunity to apply for posts relevant to their training and experience.

16. Honoraria

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

17. Monitoring the impact of the policy

The Governing Body of Trinity St Stephen Church of England First School will review this policy annually to ensure consistency, fairness, and effectiveness, and to reflect any changes in employment legislation.

Trinity St Stephen Church of England First School will monitor, review and report on the outcomes and impact of this policy on an annual basis and in line with the Equality Act 2010.

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18. Appendices

Appendix 1 - Remit / Terms of Reference of the Pay Committee

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the Governing Body and to monitor and review the pay policy as necessary.

Committee Membership

The Pay Committee will consist of at least 3 governors, elected by the Governing Body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school. The quorum for this committee will be 3 governors.

Committee Remit

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically this will include:

- a) Ensuring that the whole school pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- b) Reviewing the whole school pay policy and making recommendations to the full Governing Body for amendment where necessary.
- c) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Body as appropriate.
- d) Ensuring that the policy is applied equitably and consistently for all staff.
- e) Ensuring that pay decisions are fair and equitable, link with the school Appraisal policy and take account of the recommendations of the headteacher and where appropriate other members of the school leadership team.
- f) In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- g) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- h) Recommend the annual pay budget, including pay progression to the Governing Body.
- i) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the headteacher.
- j) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary.
- k) Ensure annual pay statements are issued to all staff in accordance with the school pay policy.

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- l) Provide an annual report to the full Governing Body summarising pay decisions and issues arising.

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Appendix 2 - School Staffing Structure from January 2025

Head teacher and SENCo

Mrs Louise Lovegrove

Intervention teacher- Mrs Carolyn Avramovic (0.4 FTE)

Key Stage 2 Leader (Year 4 teacher) Mrs Alison Brech

Year 3 teacher – Mrs Helen Wakeman (0.6fte) Mrs Foster (0.4FTE)

Key Stage 1 Leader (Year 2 teacher)- Miss Kirsty Pugh (0.8FTE) Mrs Foster (0.2FTE)

Year 1 teacher – Miss Horth

Reception Teacher – Miss King (0.6FTE) and Miss Cope (0.4FTE)

Business Manager – Mrs Kim Jones

Office Administrator- Mrs Jill Gilmour

Support Staff

Teaching Assistants

Ms Agita Rudzite
Ms Sarah Heeney
Mrs Catherine Sewell
Mrs Nicola Wright
Mr Paul Brooker
Ms Jo Munro
Mrs Bonnie Emanuel
Miss Belinda Puglisi
Ms Gemma Samuel
Mrs Chantelle Davies
Ms Caitlin Genge
Mrs Catherine Brown
Miss Katie Byrne
Miss Belinda Puglisi
Mrs Catherine Sewell
Mrs Catherine Brown
Mr Paul Brooker

Lunchtime Staff

Miss Caitlin Genge
Ms Kate Rogan
Ms Kittie Ternyak

After School Club

Ms Kate Rogan
Ks Kittie Ternyak
Mr Paul Brooker
Mrs Jill Gilmour

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Appendix 3 - Pay Appeals Procedure

The Governing Body has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, who should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

- The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within (e.g. 5 working days) working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- The person or committee who made the determination will arrange a hearing, within (ten working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within (5 working days) working days from receipt of written confirmation of the decision.
- Any further appeal will be heard by a panel of (3) governors who were not involved in the original determination. The appeal will normally be heard within (ten working days) working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- The decision of the appeal panel will be given in writing within (5 working days) working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- The decision of the panel will be final. There will be no further right of appeal.

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Appendix 4 – School pay structure

The Governing Body has determined the following pay points to be applicable for leadership posts in the school as follows:

Head teacher Group 1 ISR points L12 – L18 (L10 £63,576 L12 £66,665 L18 £76,289)

Unqualified Teachers Point 1 -6 (UQ1 £23,140 to UQ6 £35,305)

Main Pay Range

Qualified Teacher M1 – M6 (M1 £33,075 to M6 £45,037)

Upper Pay Range

Band 3: UPS1 – UPS3 (UPS1 £47,031 to UPS3 £50,471)

Appendix 5 - Glossary of terms

Term	Description
CPD	Continuing professional development
DfE	Department for Education
INSET	In service teacher training
LP	Leading practitioner
MPR	Main pay range (for teachers)
PPA	Planning, preparation and assessment (as in PPA time)
QT	Qualified teacher
R&R	Recruitment & retention (type of allowance)
SCITT	School centered initial teacher training
SEN	Special educational needs
TLR	Teaching and learning responsibility (type of allowance)
UPR	Upper pay range (extended pay range for teachers)
UQT	Unqualified teacher