



**London Borough
of Hounslow**

Model Pay Policy for Hounslow Schools 2021-2022

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INTRODUCTION

The School Teachers' Pay and Conditions Document (STPCD) places a statutory duty on schools and local authorities to have a pay policy in place which sets out the basis on which they determine teachers' pay and to establish procedures for determining pay appeals. Governing bodies are required to monitor the implementation and outcome(s) of the policy and review its operation annually. All procedures for determining pay should be consistent with the principles of public life – objectivity, openness and accountability.

The Governing Body of The William Hogarth School aims to implement a pay policy which enables decisions to be made in a fair, equitable and responsible manner and supports Teachers standards and the school improvement plan. To ensure fair and equitable treatment for all staff, including non-teaching staff, it is recommended that a whole school pay policy is established and adopted to encompass all staff employed by the school.

When making recommendations and determinations regarding pay, schools must have regard to both their pay policy and to an individual's post within the staffing structure. For this reason, a copy of the staffing structure should be attached to the pay policy.

From September 2014 all pay progression for teaching staff is linked to performance. Relevant bodies are therefore also required to establish a whole school performance management policy and monitor its effectiveness on an annual basis.

Decisions relating to pay must be made with reference to achievement against performance objectives. It is therefore recommended that links between the performance and pay policies are clearly stated.

This model pay policy has been developed from research across a number of authorities and includes the recommendations of the model pay policy for teachers agreed by NEU, NAHT, DFE, NASUWT and NEOST. It recommends a structure for schools to follow and covers all areas of pay discretion that schools need to consider. Some items, for example residential allowances, will only apply to particular establishments and/or posts.

This pay policy has been developed to enable the school's compliance with the current School Teachers' Pay and Conditions Document and legislation that affects all employers including legislation on equality, employment protection and data protection.

However, Governing Bodies and Head teachers should consult staff and union representatives on their pay policy each year, or when statutory changes occur, to ensure it reflects the latest legal position. In the event of any inadvertent contradictions between the pay policy and statutory requirements, statute will take precedence.

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RESPONSIBILITY

The Governing Body of The William Hogarth School will act in accordance with the Nolan principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership. With due respect for the confidentiality of the process, decisions will be made in the best interests of the school; governors will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with these principles.

The Governing Body aims to have a staffing structure which is related to the school improvement plan within which grades and teaching and learning responsibility payments are linked to clearly identifiable posts.

The Governing Body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence or maternity or long term sick leave. The exact adjustments will be made on a case by case basis and will be legally compliant.

The School Governance (Procedures) (England) Regulations 2007 enable the Governing Body to delegate a function or activity to a committee or individual governor. It is recommended that the Governing Body establish a pay committee with fully delegated authority to develop implement and administer the pay policy on its behalf.

The pay committee will be responsible for pay determinations in accordance with the pay and performance policies on behalf of the Governing Body and will report back on their actions.

The pay committee will normally be made up of three members of the governing body, perhaps from existing resources and finance committees, excluding the head teacher and any other members paid to work in the school. It is not recommended that an individual governor be assigned to this role as this may leave decisions open to challenge. Where a Governing Body does not have a significant number of members, consideration may be given to forming a pay committee of two members and arranging for a peer governor from another school to join the committee.

The head teacher shall be responsible for advising the pay committee on its decisions.

Each member of staff should be provided with a copy of the pay policy; this may be done electronically.

The Governing Body will ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression.

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AIMS OF THE POLICY

The Governing Body aims to maximise the achievement of every pupil at the school and recognises the value of a well-motivated and capable body of teaching and support staff in the achievement of this.

The Governing Body is required to establish a whole school pay policy, monitor the implementation and outcome(s) of the arrangements and review the policy and its operation every year. This pay policy seeks to ensure that all staff is properly rewarded for their contribution towards this shared goal.

In adopting the pay policy the aim is to:

- ✓ Maximise the quality of teaching and learning at the school, but ensuring that implementation of the policy takes full account not only of Teachers standards, the school improvement plan, the school's agreed self-evaluation and other key documents.
- ✓ Have proper regard for the work/life balance of staff at the school.
- ✓ Recruit, retain, motivate and develop high quality staff.
- ✓ Be able to demonstrate that the policy and decisions on pay are managed in a fair, just and equitable way, recognising the principle of equal pay for like work and work of equal value.
- ✓ Determine the annual pay budget, including that for pay progression, compatible with the school's overall budget position.
- ✓ Be consistent with the schools' performance management policy.

The Governing Body has established a pay committee with fully delegated authority for this function. The membership and terms of reference for the pay committee may be found at **Appendix 1**.

This policy has been developed with regard to the statutory requirements of the **School Teachers' Pay and Conditions Document 2021** and legislation that affect all employers including legislation on equality, employment protection and data protection.

The Governing Body will fulfil its obligations to:

- **Teachers:** as set out in the STPCD and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) (subject to any local variations) or any LA pay/grading Policy.

Schools in financial difficulty in awarding performance related pay should alert the appropriate person at the LA.

The Governing Body will also promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and development.

The Governing Body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation. The findings may be shared and with the Schools and Commercial HR Team and the trade unions on request.

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BASIC PRINCIPLES

The staffing structure for the school is attached at **Appendix 2**. All posts within the structure have detailed job descriptions which are subject to review. Job descriptions should be written with due regard to enabling staff to maintain a reasonable work/life balance.

Changes to staffing structures are managed via reorganisation procedures and include consultation with staff and Trade unions.

The Governing Body has determined the range and grade of each post in accordance with the relevant job evaluation scheme, taking into account the duties and responsibilities of each post.

The Governing Body is committed to the operation of a performance management scheme for all staff, with the objective of maximising the professional development of all staff and progress of pupils. The governing body will ensure that all staff in school have access to advice, training and developmental opportunities appropriate to their needs.

An appraisal policy has been adopted by the school to facilitate links between performance and pay decisions for all teaching and support staff.

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SUPPORT STAFF PAY

The Governing Body recognises and values the contribution made to the school by non-teaching staff, known collectively as support staff.

Standards in schools are raised through the effective development of all staff. Unlike the performance management arrangements for teachers and headteachers, which is a statutory requirement, there is no nationally agreed process governing the performance management of school support staff who are supporting teaching staff.

Any scheme implemented should be a cyclical process taking place over 12 months and commencing each academic year or following the school planning process. It is open to all non-teaching employees in a Hounslow school and is separate from the probation process outlined in support staff statements of particulars.

Grading of Support Staff Posts

This pay policy does not apply to the grading of the posts of support staff. The school will consult the Schools and Commercial HR Team about the grading of all support staff posts in accordance with the requirements of the School Standards and Framework Act 1998. The school recognises for collective bargaining purposes the support staff trade unions which are represented on the trade union side of the National Joint Council for Local Government Services (NJC). Support staff are employed under the terms of the NJC National Agreement ("the Green Book") and associated London and Hounslow agreements.

The school will be mindful of their obligations under equal pay legislation when making recommendations about support staff pay and grading. Where the school wishes to employ support staff to take on a new kind of role that does not have a direct comparator, it will consult the Schools and Commercial HR Team at the point of determining the role profile to carry out a job evaluation. Grades will be set in accordance with job evaluations in order to comply with the school's equal pay obligations.

The school will cooperate with the Council's job evaluation appeal procedure as this is a requirement of the nationally agreed conditions of service for support staff

Notification of Pay Determination (Support Staff)

There is no statutory requirement for a written annual pay determination for support staff. Employees on former APT&C scales shall be entitled to progress to the top of their pay scale in accordance with existing arrangements for incremental progression.

Conditions of Service

The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by Hounslow Council and the School. This group of staff includes all staff at the school that are not subject to teachers' pay and conditions.

Pay Spine

Grading's for each post will be decided using the LGPS job evaluation scheme taking into account the duties and responsibilities of each post. The grade must also be on the scale of grades applicable in relation to employment with the LA.

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Salary on Appointment

It is expected that on appointment an individual will normally be placed at the first point of the relevant grade. Consideration may also be given to appointment above the first point of the scale in recognition of experience and/or qualifications and where there is a justifiable business case for doing so.

Incremental Progression

In accordance with the incremental progression procedure adopted by the Governing Body, support staff may move one point on their pay grade on 1st April each year until the top of the range for the grade is reached. Where an individual commences employment with the school after 1st October in any year there will be no incremental progression the following April; this will instead take place at the date 6 months from their start date, subject to satisfactory performance and thereafter on 1st April each year as above. In all cases, there will be no incremental progression beyond the evaluated grade of the post.

An incremental progression point may be withheld in exceptional circumstances if the staff member is subject to unsatisfactory performance procedures.

Additional Payments

Governing bodies may choose to reward support staff with an additional payment for outstanding performance contributions over and above their normal duties where eligible, using one of the schemes below:

Acting Allowances

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

Where an employee is undertaking partial duties of a higher graded role, a percentage payment may instead be considered.

The level of payment will depend upon the circumstances and will be paid as a percentage uplift in salary, to a maximum of 10% of their basic salary, for a time limited period. It would not normally be expected to award a percentage payment for longer than 6 months' duration and any payment will be subject to regular review. These payments can be withdrawn at any time and for any reason.

Overtime

Additional hours and overtime will be paid in accordance with your National Scheme of Conditions Of Service ('Green Book') only where appropriate and agreed in advance with the Headteacher and will be paid in line with council pay rates (NJC)

Overtime is defined as hours worked in excess of the 36 hours per week. Additional hours are those hours worked in addition to the employee's contracted hours and up to 36 hours per week.

It is recommended that the maximum hours of work in one day is limited to 9 hours and no more than 48 hours in one week. This excludes civil emergencies.

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Employees who are required to work additional hours beyond their working week are entitled to receive enhancements on the following basis in accordance with NJC National Conditions of Service:

- Monday to Saturday Time and a half
- Sundays and Public and Public Holidays Double time (min 2 hours)

(Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise a full working week for full-time employees shall be worked by a part-time employee before these enhancements apply).

Employees who are required to work on Saturday and / or Sunday as part of their normal working week are entitled to an enhancement.

- Saturday Time and a half
- Sunday Time and a half - basic pay above point 3
Double time - basic pay at or below point 3

London Living Wage

The School supports the Council's policy to pay employees an hourly rate no lower than the London Living Wage as defined by the Mayor of London.

Probation

All new employees are required to complete a six-month probationary period (even if the employee is joining the school from another local authority). During this period, three formal reviews will be undertaken at two, four- and six-month intervals. Existing employees moving to other jobs within the School / Council will be subject to a review period in line with the probationary procedure.

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TEACHING STAFF PAY

The Governing Body recognises and values the contribution made to the school by teaching staff. This group of staff includes all staff at the school that are subject to teachers' terms and conditions.

Conditions of Service

Pay and conditions for teaching staff are consulted on nationally and the statutory requirements are set out in the School Teachers' Pay and Conditions Document (issued annually) and the Conditions of Service for School Teachers in England and Wales (often referred to as the Burgundy Book).

Pay Spine

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the STPCD 2021 may be found or online at www.gov.uk.

Pay Reviews

The Governing Body will comply with the Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on performance with evidence from a range of sources (refer to the school's appraisal policy).

Although the school will establish firm evidence based in relation to the performance of teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers may also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers Standards and any other criteria (i.e. application to be paid on the Upper Pay Range).

The Headteacher/Executive Headteacher will moderate objectives, performance assessment and initial pay recommendations to ensure consistency and fairness. Further details are available in the appraisal policy.

The Governing Body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (31 December for the head teacher) each year and provide them with an individual written statement setting out their salary, any other financial benefits to which they are entitled, and advising where a copy of the whole school pay policy (including the staffing structure) may be inspected.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay.

A written statement will be provided after any review and where applicable will give information about the basis on which it was made.

Decisions on the pay of the Headteacher will be communicated by the Pay committee, in writing, in accordance with the STPCD.

Instructions to amend pay from the relevant date will be issued to payroll either as soon as possible after the determination on pay has been made, immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has concluded.

Where a pay determination leads or may lead to a period of salary 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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Pay Range for Headteachers

The Governing Body has a statutory duty to assign a school group size and a seven-point individual school range for the head teacher whenever it sees fit, e.g. when planning a new appointment, when the pay range for a deputy or assistant head teacher is set which overlaps with the ISR, or when there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a change in responsibilities for the head teacher.

The Governing Body will calculate the head teacher group size each September and determine the appropriate Individual School Range (ISR) within the parameters of the current STPCD and with due regard to current Council guidance.

For determinations of the ISR from 1 September 2013, the Governing Body will assign the group size in accordance with the calculations as set out in the STPCD 2021. Under no circumstances can the Governing Body assign a higher group size than that calculated in accordance with the STPCD. The Governing Body will assign a seven point ISR within the assigned group size.

Where an ISR has been determined prior to 1 September 2011 and is above the calculated group size, it will remain in place until a new determination is made.

Where the Governing Body has previously made a decision to increase the individual school range beyond the maximum of the leadership group pay spine, this will remain in place and the Governing Body will continue to determine the value of each point above the highest point for so long as that ISR applies.

The Governing Body will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the ISR and the ratification of decisions made in this respect.

The school group size is 2. The individual school range for the academic year 2021 - 22 is L17-L22 £65,921 to £74,090 per annum, plus an uplift equivalent to Inner London weighting.

Determination of Discretionary Payments to Headteachers

The Governing Body will determine an ISR which takes into account the full responsibilities of the Head Teacher's post as and when it sees fit. For pay determinations made from 1 September 2013, the Governing Body will consider additional discretionary payments only in **exceptional circumstances**. Any discretionary payments in addition to the salary arising from the headteacher's point on the ISR will be made in accordance with STPCD 2021.

The total of all discretionary payments made to a head teacher in respect of any school year (with the exclusion of residential payments and/or relocation expenses) will not exceed 25 per cent of the amount which corresponds to their point on the assigned ISR in that year. It is noted that any payment made above 10% may have pension's implications and that cost will need to be taken into consideration by the school.

It will be wholly exceptional to make discretionary payments which exceed the limit of 25 per cent. If it is considered that there are wholly exceptional circumstances that warrant a payment in excess of this limit, the Governing Body will make a business case, and **will seek external independent advice for community schools it is recommended that this is from the Local Authority** as to whether the provisions of the document have been properly applied to the head teacher's pay. The current independent advisor on pay for the Local Authority is Yvette Mayers, Schools and Commercial HR Manager.

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The Governing Body will keep a full and accurate record of advice received and all decisions made by the Governing Body and the reasoning behind them.

In making any decision to exercise its discretion in this respect, the Governing Body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

On appointment a head teacher must be paid a salary equal to the amount specified for one of the bottom four points of the individual school range. The individual school range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made with reference to the school's appraisal policy and in accordance with the guidance at appendix 4. Any such movement up the individual school range shall not exceed two spine points in the course of any school year.

Pay Range for Deputy and Assistant Headteachers

The Governing Body has determined that 1x Deputy Headteacher posts and 1x Assistant Headteacher posts are to be included in the school's staffing structure, **Appendix 2**. Where there is more than one deputy head teacher or more than one assistant head teacher, the Governing Body has the discretion to determine different pay ranges for each post.

The professional duties of deputy and assistant head teachers are set out in the STPCD 2021.

The Governing Body will determine a five point pay range for deputy and assistant head teachers. The Governing Body must ensure that the pay range for deputy and assistant head teachers is determined in accordance with the STPCD 2021 with due regard to pay rates for other teaching posts and the head teacher.

The pay range for deputy head teachers for the academic year 2021-22 is as follows:

Leadership Pay Spine Value

L8 (53,499) – L12 (£58,688)

The pay range for assistant head teachers for the academic year 2021-22 is as follows:

Leadership Pay Spine Value

L3 – L6 (£47,676 - £51,082)

The Governing Body will determine the pay range for deputy and assistant head teachers in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in the responsibilities of serving deputy or assistant head teachers.

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay, or at any time if it is considered necessary to retain a deputy or assistant head teacher.

In making any decision to exercise its discretion in this respect, the governing body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

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On appointment a deputy or assistant head teacher must be paid a salary equal to the amount specified for one of the bottom three points of the deputy or assistant head teacher pay range. The deputy and assistant head teacher ranges are not incremental scales and there is no automatic right to pay progression. Decisions regarding pay progression will be made with reference to the school's performance management policy. Any such movement up the deputy or assistant head teacher pay range shall not exceed two spine points in the course of any school year. The circumstances in which the Governing Body will consider awarding two points in one year would be considered on a case by case basis.

Deputy and assistant head teachers are not eligible for teaching and learning responsibility payments.

Basic Pay Determination on Appointment

The Governing Body will delegate to the Headteacher the determination of the pay range for a vacancy prior to advertising it. On appointment the Headteacher will determine the starting salary within that range to be offered to the successful candidate.

Although Governing Bodies are no longer required to match a teacher's existing salary on either the main, upper or the unqualified pay scales, governors will ensure that the existing pay point of teachers applying for posts in the school is matched where the salary reflects an appropriate reference point in this policy. In exceptional circumstances the Governing Body reserves the right to consider offering a higher alternative salary level. In making such determinations, the Governing Body will take into account the following:

- The nature of the post
- The level of qualifications, skills and experience required
- Market Conditions
- The wider school context

The Governing Body will use the Hounslow recommended reference points for Classteacher posts as shown below:

Band 1 - Teacher	Mainscale 1 (minimum)	£29,915
	Mainscale 2	£31,604
	Mainscale 3	£33,383
Band 2 – Accomplished Teacher	Mainscale 4	£35,264
	Mainscale 5	£38,052
	Mainscale 6a	£40,731
	Mainscale 6b (Maximum)	£41,136
Band 3 – Expert Teacher	Upper Pay Range 1	£42,559
	Upper Pay Range 2	£44,133
	Upper Pay range 3	£45,766

The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

Unqualified Teachers

The Pay Committee will pay any unqualified teacher in accordance with the STPCD. The Pay Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value.

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The School will only employ unqualified teachers where they are:

- giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) and have special qualifications and/or experience and where no suitable qualified teacher, graduate teacher, registered teacher or teacher on an employment-based teacher training scheme is available;
- overseas trained teachers;
- 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; or
- 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.
- teachers in Early Years who hold Early Years Teacher Status

Those beginning work as unqualified teachers will be placed on the minimum of the new pay range, unless the Governing Body determines that they have other relevant experience, in which case the salary will be reviewed considering that experience.

The Pay Committee will consider whether it wishes to pay an additional allowance when they consider the basic salary is not adequate, having regard to their responsibilities, qualifications and experience in accordance with the STPCD. It may be determined that an additional allowance is payable where it is considered that the unqualified teacher has:

- sustained additional responsibility that 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 s/he is undertaking.

Unqualified teachers will not hold TLRs or SEN allowances.

The Governing Body has established the following pay scale for unqualified teachers employed in classroom teacher posts:

Point 1 - £21,832
Point 2 - £23,946
Point 3 - £26,059
Point 4 - £27,926
Point 5 - £30,037
Point 6 - £32,151

Upon obtaining qualified teacher status an unqualified teacher will be transferred to a salary within the Main Pay Range for Teachers.

Where the teacher continues to be employed by the same school within which they were employed before they obtained qualified teacher status the teacher will be paid a salary which is the same as, or higher than, the sum of the salary and any other allowance they were receiving (including any safeguarded sum), as the Governing Body considers to be appropriate.

Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. Any additional hours worked by agreement from time to time will be paid at the same rate.

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Early Career Teachers

Decisions on pay progression for newly qualified teachers subject to statutory induction arrangements will be taken by 31st October each year to take effect on 1st September of that year and will be based on a recommendation from the Head Teacher which takes account of the teacher's assessment under the induction arrangements and against Teachers' Standards.

Short notice/Supply teachers

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.

Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate.

Pay increases arising from changes to the STPCD

The school will pay teachers in accordance with the STPCD, as updated from time to time and to a pay award that is the outcome of the School Teachers' Review Body (STRB) pay review process.

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PAY PROGRESSION BASED ON PERFORMANCE

The arrangements for teacher appraisal are set out in the school's appraisal policy. A copy of the school's appraisal policy is available via the school office or on the staff shared network drive.

Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

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.

Where teachers have joined the school part way through a performance management/appraisal cycle, the Governing Body will, where necessary, seek evidence from the previous schools to assist pay decisions and, where necessary, may seek evidence from the teachers themselves.

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 Body, having regard to the performance management/appraisal report and taking into account advice from the senior leadership team.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

The Pay Committee will use the Hounslow recommended reference points as shown in appendix 1

The Pay Committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will consider:

- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives as monitored through the appraisal process;
- evidence that the teacher has maintained the criteria set out in STCPD 2021, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The Pay Committee will be able to objectively justify its decisions.

Any qualified teacher may apply to be paid on Band 3 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 to be paid on Band 3.

Teachers will be eligible for progression to Band 3 having reached the top of the schools Band 2.

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, and have made good progress towards their objectives, the teacher will move up the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

Date Published	Replaces	Author
October 2021	Model Pay Policy for Schools 2020/2021	Schools and Commercial HR Team

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 Committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR.

Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing, which should be submitted by the teacher to the appraiser at the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

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.

The Assessment

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

- the teacher is highly competent in all elements of the relevant standards; and;
- the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

In this school, this means:

"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.

"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 successful appraisal reports and have made good progress towards their objectives during this period (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and there is a consistent balance of good and outstanding practice.

Processes and Procedures

The assessment will be made within 15 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later. If successful, applicants will move to Band 3 from the previous 1 September and will be placed on point 1 of that pay scale.

If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within 10 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's appeals arrangements detailed earlier in this policy.

Date Published	Replaces	Author
October 2021	Model Pay Policy for Schools 2020/2021	Schools and Commercial HR Team

DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching & Learning Responsibility Payments (TLRs)

The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the 2021 STPCD as updated from time to time and the following levels and values will apply: TLR 1: £8,291 - £14,029
TLR 2: £2,873 - £7,017

TLR1: £8,291
TLR1b: £10,202
TLR1c: £12,115
TLR1d: £14,029

TLR2a: £2,873
TLR2b: £4,784
TLR2c: £7,017

TLR 3: £570 - £2,833

Before awarding any TLR 1 or 2 payments, 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
- d. and manage pupil development across the curriculum;
- e. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- f. involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Teachers will not be required to undertake permanent significant additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly. The Governing Body will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

Special Educational Needs (SEN) Allowances

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the 2021 STPCD.

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October 2021	Model Pay Policy for Schools 2020/2021	Schools and Commercial HR Team

Acting Allowances

Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, s/he will receive an additional allowance in order that the total pay received is equal to that of the pay for the relevant school group, in line with the STPCD 2019.

Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

Continuing professional learning outside directed time; Initial teacher training activities; and Out-of-school learning activities

The school recognises that some teachers and support staff supervise out of school activities i.e. sports clubs, drama and music productions, revision classes and other events purely on a voluntary basis. The school also acknowledges that teaching and support staff should not feel under any obligation (moral or contractual) to provide these services and that many teachers and support staff support pupils in other ways.

There may be times where the governors feel that it is in the best interest of the school to provide certain out of school learning activities on a more formal basis. In these cases, the school may offer a payment to a teacher who undertakes such activities. No teacher will be compelled to offer such an activity but, where they do, the governors will expect a more formal commitment from the teacher and that the Headteacher may direct the place, timing, frequency of the activity as well as which pupils take part and the content.

The Governing Body will make additional payments to all teachers (including the head teacher) who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

The Governing Body also recognises that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPL organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Support staff and One-to-One Tutors will be paid in accordance with the national framework for pay. Rates paid for this work should be known and clear from the outset of taking on the duties. Schools may choose to pay additional hours at the grade for which the employee is already contracted, or at an evaluated grade under a separate contract.

Recruitment and retention incentives and benefits

Where the Governing Body 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. Such payments will be reviewed annually.

Residential duties

Teachers who undertake residential duties, i.e. school journey, will be compensated with time in lieu of any absence away from home.

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Honoraria

The Governing Body 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 2021 STPCD for the payment of bonuses or honoraria in any circumstances.

Salary safeguarding

The Governing Body will operate salary safeguarding arrangements in line with the provisions of the 2021 STPCD part 3.

All teachers in receipt of safeguarding sums totalling more than £500 may be required to carry out work commensurate with those sums, and safeguarding will be lost if they unreasonably refuse to do so.

Safeguarding will end if the teacher ceases to be a classroom teacher on either a permanent or temporary basis of more than four weeks.

Date Published	Replaces	Author
October 2021	Model Pay Policy for Schools 2020/2021	Schools and Commercial HR Team

APPEALS PROCEDURE

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

Appeals may be made on the grounds that the person or committee by whom the decision was made has:

- incorrectly applied any statutory provision
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- was biased, and/or
- otherwise unlawfully discriminated against the individual concerned.

This list is not exhaustive.

The procedure for considering appeals is as follows:

The member of staff receives written confirmation of the pay determination and where appropriate the basis upon which the decision was made.

Informal stage

1. If the member of staff 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.
2. Where this is not possible, or where the staff member continues to be dissatisfied with the decision, he/she may follow a formal appeal process.

Formal stages

The staff member 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 ten working days of the notification of the decision being appealed against or the outcome of the informal discussion referred to above.

The committee or person who made the determination should arrange a hearing, within a reasonable period of receipt of the written appeal, this would normally be within 15 days, at which he/she/they will consider the appeal and give the staff member 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. The deadline for any appeal will be ten working days from receipt of written confirmation of the decision.

Any further appeal should be heard by a panel of three governors who were not involved in the original determination normally within twenty working days of the receipt of the written notification of appeal. The member of staff 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 has been rejected this will include a note of the evidence considered and the reasons for the decision. The decision of the governors at this hearing will be final.

At all hearings under formal procedures the staff member is entitled to be accompanied by a work place colleague or Trade union representative.

Date Published	Replaces	Author
October 2021	Model Pay Policy for Schools 2020/2021	Schools and Commercial HR Team

APPENDIX 1: PAY COMMITTEE TERMS OF REFERENCE

Delegation of Function

The Governing Body shall establish a Pay Committee authorised to decide all pay matters relating to staff, to decide performance matters relating to staff other than the Headteacher, to recommend the whole school pay policy for adoption by the Governing Body on an annual basis, and to monitor the implementation of the approved pay policy.

Clerking

The meeting of the Pay Committee where possible should not be clerked by anyone who works at the school.

Membership

The Pay Committee shall consist of at least three named members of the Governing Body, elected by the Governing Body, none of whom are paid to work at the school or who are Associate Members.

Quorum

At least three Governors.

Terms of Reference

The Pay Committee will have full powers to make decisions within the pay policy adopted by the Governing Body. All discussions relating to individual pay and/or determinations made by the Pay Committee must remain confidential and all documentation must be stored appropriately. The terms of reference are:

- To draft the whole school, pay policy on an annual basis and make a recommendation to the Governing Body for its adoption.
- To achieve the aims and objectives of the school pay policy.
- To apply the criteria within the policy fairly and consistently, including links with the school performance management policy, in determining the pay of each member of staff, taking account of any recommendations made by the Head Teacher, or in the case of the Head Teacher by the Governor Reviewers.
- To observe all statutory and contractual obligations.
- To ensure that the pay policy complies with the most recent School Teachers' Pay and Conditions Document.
- To ensure that all pay decisions have regard to the legislation outlined in the introduction to the pay policy.
- Within the pay policy, to determine appropriate salary/salary range for members of the leadership group.
- To determine the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the pay policy.
- To ensure that appropriate external advice is sought in relation to decisions made, e.g. Independent External Advisor, the school's allocated human resources advisers, governor services.
- To ensure that a staffing structure for the school is maintained and appended to the pay policy, clearly indicating which posts will attract a teaching and learning responsibility allowance and which posts are part of the leadership group, with regard to the recommendations of the Head Teacher.

- To ensure that accurate and up to date job descriptions are maintained within the school so that decisions relating to additional allowances are informed and may be awarded in fair and consistent manner.
- To recommend the annual pay budget, including pay progression at all levels, to the Governing Body.
- To minute clearly the reasons for all recommendations and decisions and report back on these to the full Governing Body.
- To ensure that each member of teaching staff receives a written statement of their breakdown of pay as at 1st September by 31st October each year.
- To determine whether to delegate to the Head Teacher responsibility for agreeing performance objectives (in accordance with the current School Teachers' Pay and Conditions Document) for teachers and members of the leadership group. It is recognised that these objectives may be the same as, or based upon, the performance management objectives for these members of staff agreed in accordance with the current performance regulations.

Pecuniary Interest

No member of the pay committee may participate in discussions leading to decisions in which s/he has a pecuniary interest.

Appeals

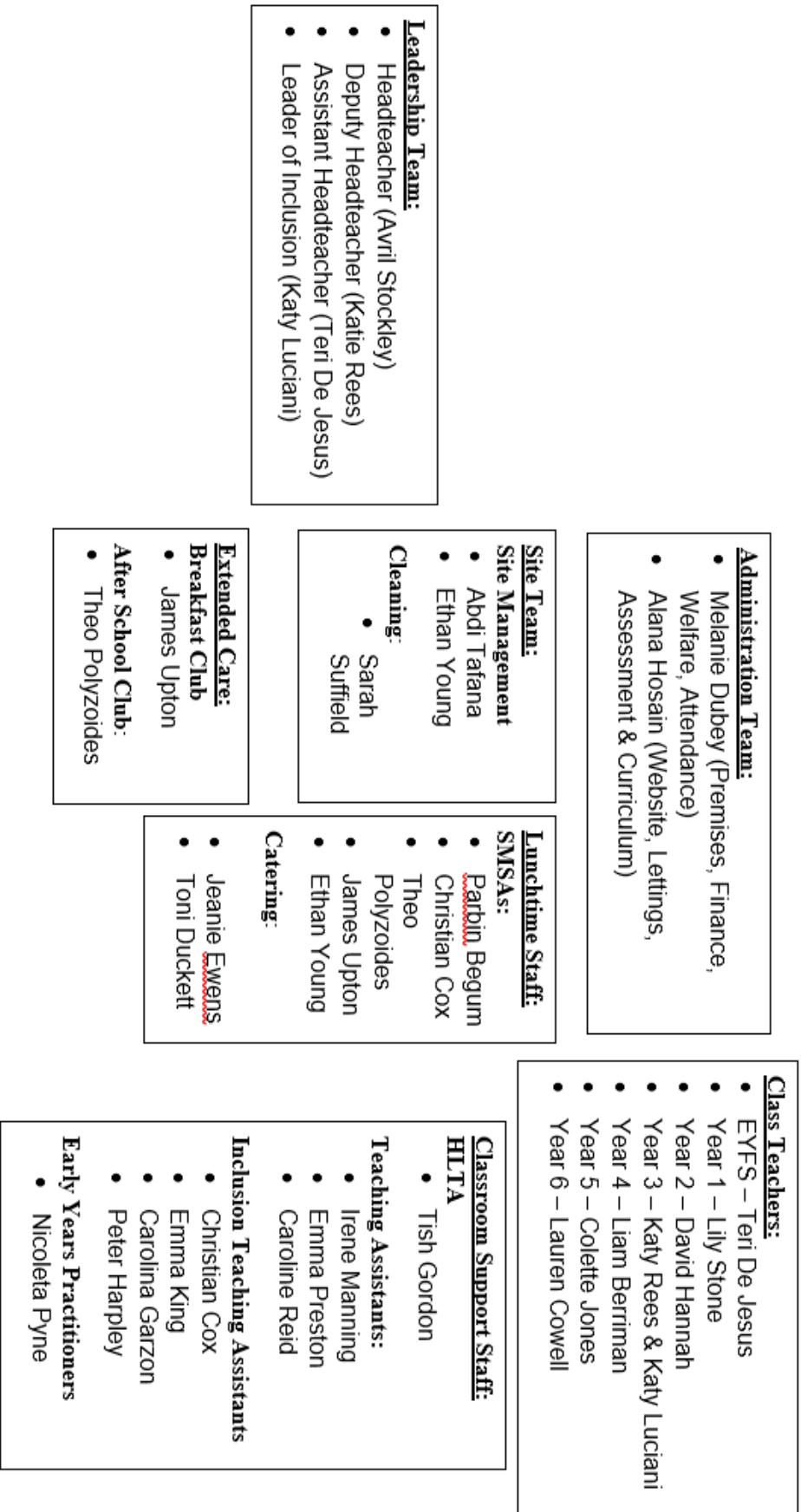
Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

Reporting

The pay committee will report back to the Governing Body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda.

APPENDIX 2: SCHOOL STAFFING STRUCTURE CHART

Staffing Structure, 2021-2022



APPENDIX 3: Pay Scales for Non-Teaching Staff – 01/04/2020 – 31/03/2021

New SCP	Grade		Salary	Hourly
1	Sc1a		20658	11.01
2	Sc1b		21030	11.20
3		Sc2	21408	11.40
4			21795	11.61
5	Sc3		22185	11.82
6			22587	12.03
7	Sc4		22995	12.25
8			23406	12.47
9			23826	12.69
10	Sc5		24258	12.92
11			24693	13.15
12			25137	13.39
13			25590	13.63
14			26052	13.88
15	Sc6		26520	14.13
16			26997	14.38
17			27483	14.64
18			27978	14.90
19	SO1		28482	15.17
20			28992	15.44
21			29517	15.72
24	SO2		31044	16.54
25			31557	16.81
26	PO1		32418	17.27
27			33324	17.75
28			34209	18.22
29	PO2		34884	18.58
30			35751	19.05
31	PO3		36708	19.56
32			37722	20.10
33	PO4		38883	20.71
34			39867	21.24
35			40869	21.77
36	PO5		41850	22.29
37			42855	22.83
38	PO6		43860	23.37
39			44790	23.86
40	PO5		45834	24.42
41			46839	24.95
42			47841	25.49
43	PO6		48819	26.01

New SCP	Grade		Salary	Hourly
44	PO7		49827	26.54
45			50826	27.08
46		PO8	51837	27.61
47			52866	28.16
48	53928		28.73	
49	PO9	55017	29.31	
50		PO10	56100	29.89
51			57171	30.46
52	58242		31.03	
53	PO11	59325	31.60	
54		PO12	60396	32.17
55			61470	32.75
56	62556		33.33	
57	PO13	63633	33.90	
58		PO14	64704	34.47
59			65784	35.04
60	67167		35.78	
61	PO15	68568	36.53	
62		70002	37.29	
63		PO16	71475	38.08
64	72969		38.87	

APPENDIX 4: Leadership Pay Scale – 2021/2022

The minimum and maximum amounts of each group and the overall range are as per the School Teachers' Pay and Conditions Document 2021.

Points 18*, 21*, 24*, 27*, 31*, 35*, 39* and 43 on the Leadership pay range are the 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

	Group Range			2020-21	2021-2022			
L1				£45,542	£45,542			
L2				£46,601	£46,601			
L3				£47,676	£47,676			
L4				£48,785	£48,785			
L5				£49,919	£49,919			
L6	Group 1				£51,082	£51,082		
L7					£52,371	£52,371		
L8		Group 2				£53,499	£53,499	
L9						£54,750	£54,750	
L10						£56,072	£56,072	
L11			Group 3				£57,436	£57,436
L12							£58,688	£58,688
L13		Group 4		£60,073	£60,073			
L14							£61,479	£61,479
L15							£62,926	£62,926
L16			£64,514				£64,514	
L17			£65,921				£65,921	
L18*					£66,827	£66,827		
L18		Group 5				£67,496	£67,496	
L19						£69,087	£69,087	
L20						£70,713	£70,713	
L21*			£71,666	£71,666				
L21			Group 6				£72,383	£72,383
L22							£74,090	£74,090
L23				£75,842	£75,842			
L24*				£74,816	£76,874			
L24				Group 7				£77,643
L25			£79,489					£79,489
L26			£81,372		£81,372			
L27*			£82,480		£82,480			
L27			Group 8					£83,305
L28				£85,290				£85,290
L29				£87,316	£87,316			

L30					£89,406	£89,406
L31*					£90,632	£90,632
L31					£91,539	£91,539
L32					£93,724	£93,724
L33					£95,975	£95,975
L34					£98,263	£98,263
L35*					£99,624	£99,624
L35					£100,620	£100,620
L36					£103,026	£103,026
L37					£105,509	£105,509
L38					£108,037	£108,037
L39*					£109,489	£109,489
L39					£110,584	£110,584
L40					£113,266	£113,266
L41					£116,010	£116,010
L42					£118,828	£118,828
L43					£120,513	£120,513

School Group Ranges		
School Group	Minimum	Maximum
Group 1	£51,082	£66,827
Group 2	£53,499	£71,666
Group 3	£57,436	£76,873
Group 4	£61,478	£82,480
Group 5	£67,496	£90,632
Group 6	£72,383	£99,624
Group 7	£77,643	£109,489
Group 8	£85,290	£120,512

Appendix 5: Annual salary statement for a classroom teacher - 2021/2022

Name:	
School:	
Full-time or part-time (if part-time state FTE):	

Main pay range / upper pay range (delete as appropriate)	Pay Point	Value of Salary on pay range

Type of Allowance Awarded	Level of Allowance	Value of TLR	Reason for the award
SEN Allowance	SEN1 SEN2 <i>(Please delete as appropriate)</i>		
Teaching & Learning Responsibility Allowance (TLR1/TLR2)	TLR1a TLR2a TLR1b TLR2b TLR1c TLR2c TLR1d <i>(Please delete as appropriate)</i>		
Teaching & Learning Responsibility Allowance (TLR3)			End Date:

If the TLR has been awarded while the teacher occupies a different post in the temporary absence of the postholder, the date or circumstances in which the TLR will come to an end:]

Additional payments

Indicate the value and reason for the additional payment(s) in the table below. Under 'Terms of payment', indicate whether payment will be made in monthly instalments, termly in arrears or annually at the end of the summer term.

PAYMENT	REASON FOR AWARD	VALUE OF PAYMENT	TERMS OF PAYMENT
Residential duties			
Additional payments for out-of-school-hours training, for providing initial teacher training, or for additional responsibilities related to providing services to other school(s)			
Recruitment and retention incentives and benefits indicating: Whether a payment or other benefit has been awarded Whether the payment or other benefit is for recruitment and/or retention purposes If a non-monetary benefit has been awarded, its notional value; and When the award starts and ends			

Salary safeguarding

Value of safeguarded salary on [main/upper] pay range:	Date on which determination implemented	Reason for salary redetermination	Date on which safeguarding period will end

Summary of salary information

Total Sum of Salary	£
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Signed:.....

Name in capitals:.....

Chair of Governing Body/Pay Committee/Headteacher: *(Delete as appropriate)*

Date:.....

Appendix 6: Annual salary statement for Leadership Group - 2021/2022

Name:	
School:	
Post:	
Full-time or part-time (if part-time state FTE):	

Individual pay range	Salary within the pay range	Date of determination	If the employee is appointed as a member of the leadership group for a fixed-term period, state the circumstances in which the contract will come to an end:

Additional payments

Indicate the value and reason for the additional payment(s) in the table below. Under 'Terms of payment', indicate whether payment will be made in monthly instalments, termly in arrears or annually at the end of the summer term.

PAYMENT	REASON FOR AWARD	VALUE OF PAYMENT	TERMS OF PAYMENT
<p>Recruitment and retention incentives and benefits (where pay has not been set after September 2014) indicating:</p> <ol style="list-style-type: none"> Whether a payment or other benefit has been awarded Whether the payment or other benefit is for recruitment and/or retention purposes If a non-monetary benefit has been awarded, its notional value; and When the award starts and ends 			
Residential duties			

PAYMENT	REASON FOR AWARD	VALUE OF PAYMENT	TERMS OF PAYMENT
<p>Discretionary payment (where the headteacher's pay has not been determined after September 2014)</p> <p>1. The school is causing concern</p> <p>2. The school would have substantial difficulty filling the vacant headteacher post</p> <p>3. The school would have substantial difficulty retaining the existing headteacher</p> <p>4. The headteacher is appointed as a temporary headteacher of one or more additional schools</p> <p><i>Please delete as appropriate</i></p>			
<p>Temporary additional payment (where pay has been set after September 2014)</p>			

Members of the leadership group (other than the headteacher)

PAYMENT	REASON FOR AWARD	VALUE OF PAYMENT	TERMS OF PAYMENT
<p>Recruitment and retention incentives and benefits indicating:</p> <ul style="list-style-type: none"> Whether a payment or other benefit has been awarded Whether the payment or other benefit is for recruitment and/or retention purposes If a non-monetary benefit has been awarded, its notional value; and <p>When the award starts and ends</p>			

Salary safeguarding

Value of safeguarded salary on leadership pay range:	Date on which determination implemented	Reason for salary redetermination	Date on which safeguarding period will end

Summary of salary information

Total Sum of Salary	£
----------------------------	----------

Signed:.....

Name in capitals:.....

Chair of Governing Body/Pay Committee: *(Delete as appropriate)*

Date:.....

Appendix 7: Leadership Pay Review Form 2021

Decisions must be in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document.

School:		
Name:		
Job Title: (Eg. Executive/Head Deputy/Assistant Head)		
Employee Number:		
Pay Policy adopted: (please tick)	HOUNSLOW	
	SCHOOLS OWN (please provide ranges)	
Existing leadership Range as at 31/08/2021 L____ (Min) £_____ per annum to L____ (Max) £_____ per annum :		New leadership Range wef 01/09/2021 (if applicable) L____ (Min) £_____ per annum to L____ (Max) £_____ per annum
Pay Point as at 31/08/2021: L____ £_____ per annum		Pay Point as at 01/09/2021: L____ £_____ per annum

Allowances/Discretionary Payments

The Governing Body should note the guidance set out in the STPCD and ensure that a minuted decision to make the payment(s) to the Leadership post holder(s) as set out below, has been made.

Please ensure that you put a 'YES' in the box below that reflects your decision (you may refer to The School Teachers' Pay and Conditions Document 2021 for more information if necessary):		Only enter 'YES' in <u>ONE</u> of these boxes
LEADERSHIP POSTS		
1.	Acting Allowance	
2.	Temporary Allowance	
3.	Secondment to a higher post (lump sum)	
4.	Residential duties	
5.	Out of school hours learning activity	
6.	**Recruitment and retention incentive (new and existing posts) to be reviewed annually. New payments should not be awarded other than as reimbursement of reasonably incurred housing or relocation costs).	
Total Sum of Discretionary Payment: £		

(All payments will be for the period 1st September 2021 to 31st August 2022).

****All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher – including non-monetary benefits – must be considered when determining the pay range. Where the relevant 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 the School Teachers' Pay and Conditions Document 2021.**

Authorising Statement

The above decisions have been made by the Governing Body or a Committee constituted in accordance with the Education (School Governing Body) Regulations in which appropriate authority has been delegated by the Governing Body. In making the above decisions it is understood that the Governing Body has authority only to act in accordance with the statutory provisions as set out in the School Teachers' Pay and Conditions Document 2021. The Governing body confirm that they have taken advice from an external independent advisor where appropriate.

Signed:	
Print Name:	
Designation: (e.g. Chair of GB)	
Date	
Contact Email or mobile no:	

FOR LOCAL AUTHORITY USE ONLY:

<p><i>Counter signed by Schools and Commercial HR Team</i></p> <p>Signed:.....</p> <p>Print name.....</p> <p>Role:.....</p> <p>Date:.....</p>

Please email the signed and completed form to: Yvette Mayers, Schools and Commercial HR Manager via Yvette.Mayers@hounslow.gov.uk

Appendix 8: Teacher Salary Assessment Form

TEACHER SALARY ASSESSMENT For New Appointments on the Main Pay Range

Name of Teacher	
School	

This salary has been assessed in line with the Hounslow Model Pay Policy for Teachers. Salaries are normally paid on the Main or Upper Pay Range at a scale point that maintains the teacher's previous salary level. In circumstances where a different determination is made, the reasons for the determination will be recorded in writing, following a discussion with a view to reaching agreement. Circumstances in which a different determination could be made might for example include a teacher who has only two years' experience as a qualified teacher and who has been paid by their previous school at the top of the main pay range. The school may then decide that they should be paid no more than other teachers with similar experience already employed at the school

	Points Awarded
Salary Range begins at point 1 and therefore all teachers must have at least 1 point	1
Additional Points	
Service as a qualified teacher with QTS in England and Wales	From..... To.....
A point is normally awarded for each year of service (for service since 2013 this will be subject to a successful appraisal process)	Points:.....
A maximum of 2 points may be awarded for other paid experience where the school considers the work to be of value to the performance of the teachers duties	
1 point may be awarded for other paid experience or service as a qualified teacher in higher or further education, in independent (private) schools in England and Wales or in the EEA lasting a year or more	From..... To.....
1 point may be awarded for other paid experience e.g. industrial or commercial training and experience with children and young people such as a Teaching Assistant or work as an Teacher outside the EEA lasting a year or more	From..... To.....
	Points:.....
Assessed Salary	
Additional Payments if applicable	
Teaching and Learning Responsibilities	TLR £.....
Special Educational Needs Allowance	SEN £.....
Recruitment and Retention Allowance	£.....
Total Salary	£

Assessed by.....Checked By:.....Date:.....

NB: A year of experience can be considered if (whether full or part time) has been done for at least 26 weeks in an academic year.

Appendix 9: Application for Movement to the Upper Pay Range

School:	
Surname	
First Name	
Current Pay Point:	
Teacher reference No:	

Career Details

Please give details of all the teaching posts you have held during the period covered by your application. This will normally be the **2-year**, period leading up to the date of your application.

Name and address of School/LA	Date(s) of employment	Name of Headteacher

Validity Check

- ☐ 2 successful appraisal reviews enclosed
☐ Additional evidence if applicable

I understand that the decision on my progression will be based on my performance within the Threshold Standards considering my Performance/appraisals Review.

Teacher signature: _____ **Date:** _____

Full name: _____

TO BE RETURNED TO YOUR HEADTEACHER AT THE SCHOOL BEFORE AND NO LATER THAN 31st OCTOBER.

HEAD TEACHER'S ASSESSMENT

“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. This is based on the evidence contained in the performance/appraisal reviews

MET	<input type="checkbox"/>	NOT YET MET	<input type="checkbox"/>
HEAD TEACHER'S COMMENTS {IF CRITERIA NOT YET MET}			

“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 the School’s improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

This is based on the evidence contained in the performance/appraisal reviews.

MET	<input type="checkbox"/>	NOT YET MET	<input type="checkbox"/>
HEAD TEACHER'S COMMENTS {IF CRITERIA NOT YET MET}			

“sustained”: the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and there is a consistent balance of good and outstanding practice. This is based on the evidence contained in the performance/appraisal reviews

MET	<input type="checkbox"/>	NOT YET MET	<input type="checkbox"/>
HEAD TEACHER'S COMMENTS {IF CRITERIA NOT YET MET}			

FURTHER NOTES TO INCLUDE AREAS FOR DEVELOPMENT



Head Teacher signature: _____

Print name: _____

Date: _____