



Pay Policy 2023-2024

Purpose

This policy sets out the framework for making decisions on teachers' pay. The pay policy aims to achieve the following:

- maximise and assure the quality of learning and teaching at this school
- support the recruitment, retention, recognition, reward and motivation of teachers
- ensure accountability, transparency, objectivity and fairness in the decision-making process.

Statement of Intent

The governing board of Castle school will act with integrity, objectivity and honesty in the best interests of the school. The school will respect personal confidentiality. At the same time, it will be prepared to be open about the decisions made and the actions taken, and to justify them if appropriate to relevant parties. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

Equalities

The governing board will comply with relevant employment and equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulation 2002
- The Agency Workers Regulations 2010
- The Data Protection Act 2018
- General Data Protection Regulation.

General

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

Performance-related pay

The governing board will ensure its processes are open, transparent and fair. All decisions will be objectively justified, and the minutes of any decisions (and the reasons for them) will be recorded. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or disability-related sick leave. The exact adjustments will be made on a case-by-case basis.

The school will do everything in its power to make a performance-related judgement. If little or no performance evidence is available from the relevant appraisal cycle (for example, if a teacher has been away from the school because of pregnancy, maternity leave or disability-related illness), it will use evidence from the previous appraisal cycles.

In the absence of any evidence that the teacher wouldn't have received the increase in pay, the school will make a pay award to avoid discrimination.

Monitoring

The governing board will adopt methods of equality monitoring proportionate with the objective of identifying potential discrimination in workplace policies and procedures.

September 2023 pay award and pay points

The governing board has decided to continue to use pay points across all ranges in the national framework. The relevant sections of the pay policy set out the values of those pay points.

A pay award has been offered by the DfE and agreed by the main school unions. The award is 6.5% (except for teachers who are new to the profession on M1. Their pay will rise by 7.1% in order to meet the £30000 starting salary commitment). We will pay this award to all teachers from Sept 2023.

Job descriptions

The head teacher will ensure each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing board. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, to make reasonable changes that reflect the evolving needs of the school.

Access to records

The head teacher will ensure reasonable access for individual members of staff to their employment records.

Appraisal

The governing board will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers.

The regulations state appraisal objectives for all teachers, including the leadership group, must be such that if they are achieved, they will contribute to the following:

- (a) Improving the education of pupils at that school
- (b) The implementation of any plan of the governing board designed to improve that school's education provision and performance.

In this school, judgements on performance will be made against the following evidence:

- Teachers' Standards
- agreed objectives
- impact of CPD
- examination results
- agreed pupils' performance criteria
- drop-in appointments
- external reports (eg LA's visit reports)
- student tracking data
- evidence of wider contribution to the school
- curriculum review documents.

Although the school will establish a firm evidence base in relation to the performance of all teachers, there's a responsibility on individual teachers and appraisers to work together. Teachers should also gather, over time, any evidence they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (ie application to be paid on the upper pay range) so that it can be considered in the review.

The *head teacher* will moderate objectives to ensure consistency and fairness; the *head teacher* will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

Governing board obligations

The governing board will fulfil its obligations to the following employees:

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

The governing board will need to consider any updated pay policy. In doing so, they should

assure themselves that appropriate arrangements for linking appraisal to pay are in place and that these can be applied consistently and that their pay decisions can be objectively justified.

The governing board will ensure appraisers, decision makers and any appeal committee governors receive appropriate training to ensure fair and open decision-making.

The governing board will ensure year-end and mid-year reviews are undertaken for teachers and all members of the leadership group.

The governing board will ensure it makes funds available to support the cost-of-living increases, pay progression and any other pay-related decisions in accordance with this pay policy (see **procedures** below) and the school's spending plan.

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

Head teacher obligations

The head teacher will do the following:

- Develop clear arrangements for linking appraisal to pay progression, and consult with staff and school union representatives on the appraisal and pay policies
- Submit updated appraisal and pay policies to the governing board for approval
- Ensure effective appraisal arrangements are in place, and make sure any appraisers have the knowledge and skills to apply procedures fairly
- Ensure year-end and mid-year reviews are undertaken for all teachers, including the leadership group
- Submit written pay recommendations to the governing board, and ensure the governing board has sufficient information on which to make pay decisions
- Ensure teachers are informed about decisions reached, and keep records of recommendations and decisions made.

Teachers' obligations

Teachers will do the following:

- Engage with appraisal; this includes working with their appraiser to ensure there's a secure evidence base for an annual pay determination to be made
- Keep records of their objectives, and review them throughout the appraisal process
- Share any evidence they consider relevant with their appraiser
- Ensure they have an annual review of their performance.

Differentials

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the governing board's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

Discretionary pay awards

Criteria for the use of pay discretions are set out in this policy. Additional payments will only be made in accordance with these criteria.

Safeguarding

When a pay determination leads, or may lead, to the start of a period of safeguarding of salary, the governing board will comply with the relevant provisions of the STPCD and give the required notification as soon as possible (and no later than one month after the determination).

Procedures

The governing board has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head teacher, must withdraw from a meeting where their pay and/or the pay or appraisal of any other employee of the school is under consideration. The head teacher must withdraw from that part of the meeting where the subject of consideration is their pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

Best practice indicates that no member of the governing board who is employed to work in the school shall be eligible for membership of the pay committee. It's advised that relevant bodies should only delegate such powers to a committee of the governing board, comprising three non-employee governors, who should carry out determinations of pay in accordance with the pay policy.

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

The terms of reference for the pay committee will be determined from time to time by the governing board. The current terms of reference are outlined in **appendix D**.

The report of the pay committee will be placed in the confidential section of the governing board's agenda and will either be received or referred back. The latter may occur only if the pay committee has exceeded its powers under the policy.

Annual determination of pay

All teaching staff members' salaries, including those of the head teacher, deputy head teacher(s) and assistant headteacher(s), will be reviewed annually to take effect from 1 September. The governing board will endeavour to complete teachers' annual pay reviews by 31 October and the head teacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

Notification of pay determination

Decisions will be communicated to each member of staff by the head teacher in writing in accordance with paragraph 3.4 of the STPCD, and the head teacher will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed or immediately after an appeal has been concluded.

Appeals procedure

The governing board has an appeals procedure in relation to pay in accordance with the provisions of the STPCD). This is set out in **appendix B** of this pay policy.

Head teacher pay

Pay on appointment

- The pay committee will review the school's head teacher group and the head teacher's pay range in accordance with paragraphs four, five, six and eight (mainstream school), or paragraphs four, five, six, seven and eight (special schools) of the STPCD. The Castle School is currently a **Group 7** school.

Group sizes and pay ranges are as follows:

Headteacher group size	Reference points	Minimum £	Maximum £
Group 1	6 – 18*	53,380	71,019
Group 2	8 – 21*	56,082	76,430
Group 3	11 – 24*	60,488	82,258
Group 4	14 – 27*	65,010	88,530
Group 5	18 – 31*	71,729	97,639
Group 6	21 – 35*	77,195	107,700
Group 7	24 – 39*	83,081	118,732
Group 8	28 – 43	91,633	131,056

- If the head teacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the STPCD.
- The pay committee will determine a pay range and take account of the full role of the head teacher which includes all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations such as recruitment issues. The pay committee will consider the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully. The pay range is currently **L 26 to L39**
- The pay committee will use pay points within the pay range.
- At the appointment stage, candidate-specific factors will be considered when determining the starting salary.
- The pay committee will consider whether the circumstances specific to the role or candidate warrant a higher-than-normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with the STPCD. It will only set a range that exceeds the maximum value of the group range by more than 25% in exceptional circumstances. In such circumstances, it will make a business case to the governing board, and the governing board will seek external independent advice before giving agreement.

- The pay committee will have regard to the provisions of the STPCD, and it will also take account of the pay and ranges of other staff, including any permanent payments, to ensure appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- The pay committee will consider whether there is a need for any temporary payments for clearly time-limited responsibilities or duties only. (The total sum of the temporary payments must not exceed the annual salary that is otherwise payable to the head by more than 25%; the total sum of salary and other payments made to a head teacher must not exceed the maximum of the head teacher group by more than 25% except in wholly exceptional circumstances).
- The pay committee may determine that temporary or other payments be made to a head teacher that exceed the limit above. These may be made in wholly exceptional circumstances when the committee has made a business case and secured the agreement of the governing board. The governing board will seek external independent advice before providing agreement.

Serving head teachers

- The pay committee will only re-determine the pay range of a serving head teacher (in accordance with paragraph nine) if the responsibilities of the post change significantly; or if the pay committee determines this is required to maintain consistency with pay arrangements for new appointments to the leadership group or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- It will also re-determine the pay range if the group size of the school increases, or if the head teacher takes on permanent accountability for an additional school(s).
- If the pay committee re-determines the head teacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The pay committee will consider the factors set out in **appendix A** of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully. The current serving Headteacher range is **L30 to L39**
- The pay committee will consider using its discretion, in exceptional circumstances, to exceed the 25% limit beyond the maximum of the group range, as set out in paragraph 9.3. However, before agreeing to do so, it will make a fully documented business case and seek external independent advice.
- The pay committee will use pay points in the pay range and leave appropriate scope for performance-related pay progression.
- The pay committee will review the head teacher's pay in accordance with the STPCD, and it will award one pay point when there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report.
- When the head teacher's performance is exceptional, the pay committee will award accelerated performance-related pay progression of 2 pay points and take account of the most recent appraisal and any recommendation on pay.

- If the pay committee decides to re-determine the pay range, it will only determine the head teacher's pay range in accordance with paragraph nine of the section three guidance.
- The pay committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with the STPCD.
- The total sum of temporary payments made to a head teacher must not exceed the annual salary which is otherwise payable to the head teacher by more than 25%; and the total sum of salary and other payments made to a head teacher must not exceed the maximum of the head teacher group by more than 25% except for in wholly exceptional circumstances.
- The pay committee may determine that temporary payments be made to a head teacher which exceeds the limit above in wholly exceptional circumstances and with the agreement of the governing board. The governing board will seek external independent advice before providing agreement.

Deputy/assistant head teacher pay

Pay on appointment

- The pay committee will determine a pay range and take account of the full role of the deputy/assistant head teacher, including all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, such as recruitment issues. The pay committee will consider the factors set out in **appendix A** of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully.
- The pay committee will use pay points in the pay range. The current range for Deputy Headteachers is **L18 to L26**. The current range for Assistant Headteachers is **L11 to L18**.
- At the appointment stage, candidate-specific factors will be considered when determining the starting salary. If necessary, the governing board will adjust the pay range to ensure an appropriate scope for performance-related pay progression.
- The pay committee will consider whether the award of any additional payments are relevant, as set out in the STPCD.

Serving deputy/assistant head teachers' pay

- The pay committee will review and re-determine the deputy/assistant head teachers' pay range when there has been a significant change in the responsibilities of the serving deputy/assistant head teacher. It will also review and, if necessary, re-determine the pay range to maintain consistency with pay arrangements for new appointments to the leadership group, or maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- When determining the pay range of a serving deputy/assistant head teacher, the pay committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including retention issues.

The pay committee will consider the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully. The current range for Deputy Headteachers is **L18 to L26**. The current range for Assistant Headteachers is **L11 to L18**.

- The pay committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure.
- The pay committee will consider whether the award of any additional payment is relevant, as set out in the STPCD.
- The pay committee will use pay points in the pay range, and it will leave appropriate scope for performance-related pay progression.
- The pay committee will review pay in accordance with paragraphs 11, and it will award one pay point when there has been a sustained high quality of performance having regard to the results of the recent appraisal and any recommendation on pay progression recorded in the deputy/assistant head teacher's most recent appraisal report.
- The pay committee will award accelerated performance-related pay progression of up to 2 pay points if there has been exceptional performance, and it will take account of the results of the most recent appraisal and any pay recommendation.

Acting allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of the head teacher, deputy head teacher or assistant head teacher in accordance with the STPCD. The pay committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of the head teacher, deputy head teacher or assistant head teacher, for a period of four weeks or more, will be paid on the relevant pay range (eg head teacher's range, deputy head teachers' range or assistant head teachers' range), as the case may be. Payment will be backdated to the commencement of the duties.

Leadership Reference Ranges for Castle School can be found in **Appendix C**.

Classroom teachers

Annual pay determination

The pay committee will use reference points. Therefore, the pay scale for MPR teachers in this school is:

Reference point	£
M1	30,000
M2	31,737
M3	33,814
M4	36,051
M5	38,330
M6	41,333

Appraisal objectives will become more challenging as the teacher progresses up the MPR. Objectives will, however, be such that if achieved, they meet the requirements of the Appraisal Regulations 2012 (see **appraisal** above).

To move up the MPR, one annual point at a time, teachers will need to have made good progress towards their objectives and shown they are competent in the Teachers' Standards. The quality of teaching, learning and assessment should be consistently good.

Judgements will only be made on evidence gathered that is related to the formal appraisal process.

Further information, including sources of evidence, is contained in the school's appraisal policy.

The pay committee will take account of the pay recommendation contained in the appraisal report, and it will be able to justify its decisions.

Upper pay range

Applications to be paid on the Upper Pay Range

Any qualified teacher who has reached Range Point 6 on the Main Pay Range in the previous year can apply for Upper Pay Range. 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.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written

statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

Process:

One application may be submitted annually. The closing date for applications is normally 30th September each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete a letter to the Headteacher outlining the request to go onto UPR;
- Submit the letter and supporting evidence to the head teacher by the cut-off date of 30th September.
- You will receive notification of the name of the assessor of your application within 5 working days;
- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant board;
- The application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the assessor;
- The pay committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application by 31st December. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR backdated to 1 September in the year of the application.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

Assessment:

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

- the teacher is highly competent in all elements of the relevant standards; 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 had two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, 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 is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the school’s appraisal policy.

Pay determinations

The UPR in this school will consist of 5 points as set out below

Reference Point	£
Upper Range (UPR) Point 1	43,266
Upper Range (UPR) Point 2	44,068
Upper Range (UPR) Point 3	44,870
Upper Range (UPR) Point 4	45,697
Upper Range (UPR) Point 5	46,525

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- The STPCD;
- the evidence base, which should show that the teacher has had a successful appraisal during the relevant period and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria, 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. The meaning of these criteria is set out in the section of this policy entitled, “Applications to be paid on the Upper Pay Range”.

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.

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 (see ‘Applications to be Paid on the Upper Pay Range’),

and have made good progress towards their objectives, the teacher will move one point on the Upper Pay Range.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and where the teacher has met or exceeded their objectives, the pay committee will use its flexibility to decide on enhanced progression on the UPR.

Further information, including sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions.

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. This decision is based on the unqualified teacher's qualifications and/or experience that the committee considers to be of value. The pay committee will consider whether it wishes to pay an additional allowance in accordance with the STPCD.

Reference Point	Pay £
UTR 1	20,598
UTR 2	22,961
UTR 3	25,323
UTR 4	27,406
UTR 5	29,772
UTR 6	32,134

Pay on appointment

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. The pay committee will consider whether it wishes to pay an additional allowance.

Pay determinations

To progress up the unqualified teacher range, one point annually, unqualified teachers will need to show they've made good progress towards their objectives.

Judgements will only be made on evidence gathered that is related to the appraisal process.

Information on sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to justify its decisions objectively.

Teaching and learning responsibility points

The pay committee may award a TLR to a classroom teacher in accordance with the STPCD. TLR1 or TLR2 will be for a clearly defined and sustained additional responsibility in the context of the school's staffing structure to ensure the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. All job descriptions will be regularly reviewed. The committee will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded.

The pay committee will ensure sufficient differential exists between different levels of TLR and take account of the responsibilities for which the TLR is awarded. All decisions will be objectively justified.

In this school, the different levels of TLRs as set out in the table at the end of this section

The pay committee may award a TLR3 of between **£639** and **£3,169** for clearly time-limited school improvement projects or one-off externally driven responsibilities as set out in the STCPD. The project/responsibility will focus on teaching and learning, require the exercise of a teacher's professional skills and judgement, and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils. The governing board will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. The pay committee will not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring to deliver additional support to pupils as a result of learning disruption during the pandemic. If a TLR3 is awarded to a part-time teacher, the pro rata principle will **not** apply. No safeguarding will apply in relation to an award of a TLR3.

Special needs allowance

The pay committee will award a SEN spot value allowance on a range of between **£2,539** and **£5,009** to any classroom teacher who meets the criteria as set out in the STPCD.

When deciding on the amount of the allowance to be paid, the governing board will consider the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post, and the relative demands of the post. The governing board will also establish differential values in relation to SEN roles in the school to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.

All qualified teaching staff will receive SEN 1 on appointment as set out in the STPCD.

When an unqualified teacher reaches the top of the UTR (UTR point 6), a discretionary SEN Allowance will be paid following a successful appraisal as outlined in the table below.

TLR and SEN allowances

Teaching and Learning Responsibility Points	Values (£)
Team Leader TLR2	4343
Subject Leader TLR2	3213
Lead Teacher TLR2	7847

Special Needs Allowance	SEN 1 (£)	SEN 2 (£)
SEN	2,539	5,009
Unqualified Teacher Discretionary Allowance	2,539	n/a

Support staff

The pay committee notes its powers to determine the pay of support staff in accordance with the School Staffing (England) Regulations 2009. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the local authority (LA), which the pay committee considers appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but it won't consider itself bound by that advice.

Part-time Employees

Teachers: The governing board will apply the provisions in relation to part-time teachers' pay and working time, in accordance with the STPCD

All staff: The head teacher and governing board will use their best endeavours to ensure all part-time employees are treated no less favourably than a full-time comparator.

Teachers employed on a short-notice basis

Such teachers will be paid in accordance with the STPCD.

Residential duties

The pay committee will take account of agreements reached by the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

Additional payments

In accordance with STPCD, the relevant board may make payments as they see fit to a teacher, excluding a head teacher, in respect of the following:

- continuing professional development is undertaken outside the school day
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- participation in out-of-school hours learning activity agreed between the teacher and the head teacher
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

The pay committee will make additional payments to teachers in accordance with the provisions set out in the STPCD where advised by the head teacher.

Recruitment and retention incentive benefits

The governing board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive in line with the STPCD.

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

The governing board will, nevertheless, conduct an annual formal review of all such awards.

No new awards of recruitment and retention incentive benefits will be made to a head teacher, deputy head teacher or assistant head teacher other than as the reimbursement of reasonably incurred housing or relocation costs. However, where the governing board is already paying such an incentive or benefit, determined under a pre-2014 STPCD and subject to review, it may continue with it at the existing value until such time as the leadership group member moves to the new leadership group pay arrangements, as set out in the STPCD.

At that point, all recruitment and retention factors in relation to a leadership group member will be considered when determining the pay range.

Salary sacrifice arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement, and their gross salary shall be reduced accordingly, in accordance with the provisions of the STPCD.

Last review: Autumn 2023

Next review: Autumn 2024

Appendix A

The statutory provisions of the STPCD 2022 state that when determining the pay range of a leadership group member, the relevant board must consider "all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations"

NAHT has determined that these factors below, along with any others that are relevant to your establishment, should be considered when determining pay ranges for the leadership group.

- Social challenge:
 - number of pupils eligible for the pupil premium/free school meals
 - number and challenge of children with special needs (NB pupils with statements or education, health and care plans (EHCP) are considered when calculating the group size of the school¹)
 - number of 'looked after' children
 - level of pupil mobility in the area
 - number of pupils with English as a second language.
- The complexity of the pupil population and school workforce
 - number of staff
 - variety of school workforce (eg teachers, speech therapists, etc)
 - small school
 - rural school
 - specialist units or centres.
- Any specific challenges associated with running more than one school, eg managing geographically split sites.
- Contribution to the wider educational development
 - NLE, SLE, LLE responsibilities that don't have a time limit
 - teaching school status
 - other relevant issues (eg ECT lead, multi-stakeholders, etc).
- Recruitment and retention issues.

¹STPCD Section two, paragraph 6.4

THE CASTLE SCHOOL APPEALS PROCEDURE

Appeals procedure

The STPCD requires schools and LAs to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the review meeting prior to being submitted to the school's pay committee or relevant decision-making board. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this stage of the pay determination process, if the teacher wishes to understand the rationale for the pay recommendation better or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal, and therefore representation (on either side) is not necessary, nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted, or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal appeal hearing procedure. Appeal hearings against pay decisions must satisfy the dispute resolution requirements of employment law (ie part four of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

Appeal hearing procedure

It is the intention that any appeal under this policy will be dealt with promptly, thoroughly and impartially.

Guidance

- When a teacher feels a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider
- Teachers/head teachers should put their appeal in writing to either the head teacher or the governing board, and their appeal should include sufficient details of its basis
- Appeals should be heard without unreasonable delay and at an agreed date, time and place
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or trade union representative.

Appeal procedure: informal stage

As part of the pay determination process, the line manager (the recommendation provider) will make a recommendation to the decision maker (the person or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher's pay, the decision maker will write to the teacher advising them of the pay decision and the reasons for it, and confirm their right to appeal the decision to the decision maker.

If the teacher wishes to appeal the decision, they must do so in writing to the decision maker (normally within 10 school working days from the date of the outcome letter or within a mutually agreed alternative timescale). The appeal must include a statement, in sufficient detail, of the grounds of the appeal. If an initial appeal is raised, the decision maker must then arrange to meet with the teacher to discuss the appeal. The recommendation provider should also be invited to the meeting to clarify the basis for the original recommendation.

The decision maker will review their decision through a paper-based process and in the light of the documentation provided to them. They will then write to the teacher to notify them of the outcome of the review and the teacher's right of appeal to the governing board. If the teacher wishes to exercise their right of appeal, they must write to the clerk of the governing board at the earliest opportunity (normally within 10 school working days), including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the formal stage of the appeal procedure.

Appeal procedure: formal stage

On receipt of the written appeal, the clerk of the governing board will establish an appeal committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process. A meeting of the appeal committee should be convened at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both the recommendation provider and the decision maker will be required to attend the meeting.

The chair of the appeal committee will invite the appellant to set out their case. Both the recommendation maker and the decision maker will also be asked to outline to the committee the process that was observed and their contribution to the pay determination process.

Following the conclusion of representations by all relevant parties, the appeal committee will then consider all the evidence in private and reach a decision. The appeal committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the appeal committee is final.

The modified procedure

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

When a teacher has lodged an appeal against a pay decision and then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing
2. The teacher must have sent a copy of their appeal to the chair of the governing board
3. The chair of the governing board will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

Appendix C Leadership Ranges

Headteacher Range			
Reference points	Salary (£)	Reference points	Salary (£)
24	83,081	32	101,067
25	85,146	33	103,578
26	87,253	34	106,138
27	89,414	35	108,776
28	91,663	36	111,470
29	93,902	37	114,240
30	96,239	38	117,067
31	98,616	39	118,732

Deputy Headteacher Range			
Reference points	Salary (£)	Reference points	Salary (£)
18	71,729	23	81,070
19	73,509	24	83,081
20	75,331	25	85,146
21	77,195	26	87,253
22	79,112		

Assistant Headteacher Range			
Reference points	Salary (£)	Reference points	Salary (£)
11	60,488	15	66,628
12	61,882	16	68,400
13	63,430	17	69,970
14	65,010	18	71,729

Appendix D

Terms of reference for the pay committee

- To achieve the aims of the whole-school pay policy in a fair and equitable manner
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
- To observe all statutory and contractual obligations
- To minute clearly the reasons for all decisions and then report the fact of these decisions to the next meeting of the full governing board
- To recommend to the governing board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion
- To keep abreast of relevant developments, and to advise the governing board when the school's pay policy needs to be revised
- To work with the head teacher to ensure the governing board complies with the Education (School Teachers' Appraisal) (England) Regulations 2012.