Raddlebarn Primary & Nursery School
Pay Policy 2024

Based on the model Policy from Birmingham City Council

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INTRODUCTORY COMMENTS ON THE MODEL PAY POLICY

Review and Monitoring of the Policy

The governing body will review its pay policy at least annually in order to ensure that it continues to comply with the law and promotes good practice and in particular to take account of pay awards, changes in national and local agreements governing pay, the school development plan and the school's budget. It will undertake such reviews in consultation with staff, including school representatives of all the recognised unions and teachers' associations.

The governing body will monitor the outcomes and impact of this policy on a regular basis. It will monitor the outcomes of pay decisions, including the extent to which different employees may progress at different rates to ensure the school's compliance with equalities legislation.

Local authority advice

The governing body will take account of the Authority's policies and advice on pay and remuneration.

Staffing Structure

The statutory guidance says that the school's staffing structure and implementation plan should be attached to the pay policy. (Appendix Four) The school's staffing structure will be reviewed annually in relation to the school's development and improvement plans as well as equal pay legislation and any changes to the staffing structure will be subject to full consultation in accordance with the agreed procedures.

All opportunities for promotion, permanent or fixed term, will be advertised to all staff (other than in a re-organisation, when as part of the consultation it may be agreed that vacancies will be advertised to displaced employees only in the first instance).

Discretionary Powers

The governing body will exercise its discretionary powers in certain areas of this pay policy. (Checklist Appendix Five). If it is proposed to vary the way in which these discretionary powers are used from previous years, the pay committee will consult employees and school representatives of the recognised unions and associations, giving them the opportunity to make representations, before making recommendations to the governing body on such changes.

Academies & Free Schools

References in this model policy to 'the governing body' should be read as meaning the relevant body to which the power to review the pay policy and to take decisions on pay has been delegated.

The Pay Award 2024

The School Teachers' Pay and Conditions Document 2024 makes provision for the September 2024 pay award.

A 5.5% increase will be applied to all pay and allowance ranges and advisory points.

All pay uplifts will be backdated to 1 September 2024

The School Teachers' Pay and Conditions Document 2024 is available at:

https://www.gov.uk/government/publications/school-teachers-pay-and-conditions

MODEL PAY POLICY

The Governing Body of Raddlebarn Primary & Nursery School adopted this policy on

16th December 2024

Introduction

1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2024 and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.

2. In adopting this pay policy, the aim is to:
   - assure the quality of teaching and learning at the school;
   - support recruitment and retention and reward teachers appropriately; and
   - ensure accountability, transparency, objectivity and equality of opportunity.[1]

3 The Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability.

4. Pay decisions at this school are made by the governing body which has delegated certain responsibilities and decision-making powers to the pay committee as set out in Appendix One. The pay committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the governing body, and shall have full authority to make pay decisions on behalf of the governing body in accordance with this policy. The head teacher/principal shall be responsible for advising the pay committee on its decisions.

5. The governing body recognises that it has no powers to remunerate teachers other than those specified in the School Teachers' Pay and Conditions Document.

Pay reviews

6. The governing body will ensure that each teacher's salary is reviewed annually with effect from 1 September, that each teacher is notified of the outcome each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

7. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review.

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

1 Including compliance with equalities legislation i.e. Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012, Data Protections Act 2018

BASIC PAY DETERMINATION ON APPOINTMENT

9. The governing body will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary, with reference to local authority advice, within that range to be offered to the successful candidate.

10. In making such determinations, the governing body will apply the following policy:

Classroom teacher posts

11. The governing body has established the following pay scales for classroom teacher posts paid on the main pay range and upper pay range for 2023/4:

Range	Level	FROM 01.09.2024 (Annual Value)	FROM 01.09.2023 (Annual Value)	FROM 01.09.2022 (Annual Value)	FROM 01.09.2021 (Annual Value)	FROM 01.09.2020 (Annual Value)	FROM 01.09.2019 (Annual Value)
MT	1	**31,650**	**30,000**	**28,000**	**25,714**	**25,714**	**24,373**
MT	2	**33,483**	**31,737**	**29,800**	**27,600**	**27,600**	**26,298**
MT	3	**35,674**	**33,814**	**31,750**	**29,664**	**29,664**	**28,413**
MT	4	**38,034**	**36,051**	**33,850**	**31,778**	**31,778**	**30,599**
MT	5	**40,439**	**38,330**	**35,990**	**34,100**	**34,100**	**33,010**
MT	6	**43,607**	**41,333**	**38,810**	**36,961**	**36,961**	**35,971**
UPS	1	**45,646**	**43,266**	**40,625**	**38,690**	**38,690**	**37,654**
UPS	2	**47,338**	**44,870**	**42,131**	**40,124**	**40,124**	**39,050**
UPS	3	**49,084**	**46,525**	**43,685**	**41,604**	**41,604**	**40,490**

12. The governing body undertakes that it will not restrict the pay range advertised for classroom teacher posts, other than the minimum of the main pay range and the maximum of the upper pay range.

13. The governing body will apply the principle of pay portability in making pay determinations for all new appointees as follows:

(a) When determining the starting pay for a classroom teacher who has previously worked for another LA or in a LA maintained school, academy or free school in England and Wales, the governing body will pay the teacher on the main pay range or upper pay range in such cases where the teacher meets the definition of a post threshold teacher, at a scale point which at least maintains the teacher's previous pay entitlement, plus any pay progression which they would have received had they remained in their previous post.

(b) When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the governing body will pay the teacher on the main pay range and will allocate pay scale points, as a minimum, on the following basis:

Teaching experience [2]

- one point for every year of employment (as defined in Annex 2 (6a) of STPCD 2024) as a qualified teacher or unqualified teacher in a maintained school, academy or free School

  or other category of teaching employment specified in the 2012 School Teachers' Pay and Conditions Document (e.g. teaching in a MOD school, or as a recognised qualified teacher in the European Economic Area.)

Other experience

- one point for every three years of other remunerated or unremunerated relevant experience, for example teaching outside of the categories listed under 'Teaching Experience', voluntary work and caring for children during a career break, up to a maximum of 1 point.

Leading Practitioner teacher posts

14. The governing body has established the following pay scales for leading practitioner teacher posts paid on the leading practitioner pay range:

Range	Level	**FROM 01.09.2024 (Annual Value)**	**FROM 01.09.2023 (Annual Value)**	FROM 01.09.2022 (Annual Value)	FROM 01.09.2021 (Annual Value)	FROM 01.09.2020 (Annual Value)	FROM 01.09.2019 (Annual Value)
LPRAC	1	**50,025**	**47,417**	44,523	42,402	42,402	41,267
LPRAC	2	**51,279**	**48,605**	45,638	43,464	43,464	42,301
LPRAC	3	**52,558**	**49,818**	46,777	44,549	44,549	43,357
LPRAC	4	**53,867**	**51,058**	47,941	45,658	45,658	44,436
LPRAC	5	**55,208**	**52,329**	49135*	46,795	46,795	45,543
LPRAC	6	**56,593**	**53,642**	50,368	47,969	47,969	46,685
LPRAC	7	**58,115**	**55,085**	51723*	49,260	49,260	47,942
LPRAC	8	**59,457**	**56,357**	52,917	50,397	50,397	49,048
LPRAC	9	**60,943**	**57,765**	54,239	51,656	51,656	50,273
LPRAC	10	**62,508**	**59,249**	55,632	52,982	52,982	51,564
LPRAC	11	**64,129**	**60,785**	57,075	54,357	54,357	52,902
LPRAC	12	**65,607**	**62,186**	58,390	55,609	55,609	54,121
LPRAC	13	**67,247**	**63,741**	59,850	57,000	57,000	55,474
LPRAC	14	**68,925**	**65,331**	61343*	58,421	58,421	56,857
LPRAC	15	**70,638**	**66,955**	62868*	59,874	59,874	58,272
LPRAC	16	**72,517**	**68,736**	64,540	61,466	61,466	59,821
LPRAC	17	**74,182**	**70,314**	66,022	62,878	62,878	61,195
LPRAC	18	**76,050**	**72,085**	67,685	64,461	64,461	62,735

2 Teaching as defined in paragraph 5 of The Education (Specified Work) (England) Regulations 2012

15. Such posts may be established for teachers whose primary purpose is modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the teaching and learning responsibility (TLR) payment structure.

16. When determining the pay scales for such posts, the governing body will do this by reference to the weight of the responsibilities of each post, while bearing in mind the need to ensure pay equality where posts are equally onerous or of equal value.

17. The policy of the governing body is to appoint any new leading practitioner teacher at the bottom point of the pay range (unless for pay parity a higher starting salary is required), which will consist of **five consecutive** points on the lead practitioner pay range.

Unqualified teacher

18. The governing body has established the following pay scales for unqualified teachers employed in classroom teacher posts:

Range	Level	**FROM 01.09.2024 (Annual Value)**	**FROM 01.09.2023 (Annual Value)**	**FROM 01.09.2022 (Annual Value)**	FROM 01.09.2021 (Annual Value)	FROM 01.09.2020 (Annual Value)	FROM 01.09.2019 (Annual Value)
UQN	1	**21,731**	**20,598**	**19,340**	18,419	18,169	17,682
UQN	2	**24,224**	**22,961**	**21,559**	20,532	20,282	19,739
UQN	3	**26,716**	**25,323**	**23,777**	22,644	22,394	21,794
UQN	4	**28,914**	**27,406**	**25,733**	24,507	24,507	23,851
UQN	5	**31,410**	**29,772**	**27,954**	26,622	26,622	25,909
UQN	6	**33,902**	**32,134**	**30,172**	28,735	28,735	27,965

19. When determining the starting pay for an unqualified teacher taking up their first appointment, the governing body will pay the teacher on the unqualified pay range and will allocate pay scale points as it does for the starting salaries of a classroom teacher (see above).

20. The governing body will pay teachers on the employment-based teacher training scheme as a unqualified teacher.

Postgraduate teaching apprentices

21. The governing body will pay postgraduate teacher apprentices on at least the first point of the unqualified teachers' pay scale for the period of their training.

Leadership teacher

22. The governing body has established the following pay scales for leadership group teachers:

Range	Level	**FROM 01.09.24 (Annual Value)**	**FROM 01.09.23 (Annual Value)**	**FROM 01.09.2022 (Annual Value)**	**FROM 01.09.2021 (Annual Value)**	**FROM 01.09.2020 (Annual Value)**	**FROM 01.09.2019 (Annual Value)**
LAH/LDH	1	**49,781**	**47,185**	**44,305**	42,195	42,195	41,065
LAH/LDH	2	**51,027**	**48,366**	**45,414**	43,251	43,251	42,093
LAH/LDH	3	**52,301**	**49,574**	**46,548**	44,331	44,331	43,144
LAH/LDH	4	**53,602**	**50,807**	**47,706**	45,434	45,434	44,218
LAH/LDH	5	**54,939**	**52,074**	**48,895**	46,566	46,566	45,319

LAH/LDH	6	**56,316**	**53,380**	**50,122**	47,735	47,735	46,457
LAH/LDH	7	**57,831**	**54,816**	**51,470**	49,019	49,019	47,707
LAH/LDH	8	**59,167**	**56,082**	**52,659**	50,151	50,151	48,808
LAH/LDH	9	**60,644**	**57,482**	**53,973**	51,402	51,402	50,026
LAH/LDH	10	**62,202**	**58,959**	**55,360**	52,723	52,723	51,311
LAH/LDH	11	**63,815**	**60,488**	**56,796**	54,091	54,091	52,643
LAH/LDH	12	**65,286**	**61,882**	**58,105**	55,338	55,338	53,856
LAH/LDH	13	**66,919**	**63,430**	**59,558**	56,721	56,721	55,202
LAH/LDH	14	**68,586**	**65,010**	**61,042**	58,135	58,135	56,579
LAH/LDH	15	**70,293**	**66,628**	**62,561**	59,581	59,581	57,986
LAH/LDH	16	**72,162**	**68,400**	**64,225**	61,166	61,166	59,528
LAH/LDH	17	**73,819**	**69,970**	**65,699**	62,570	62,570	60,895
LAH/LDH	18	**75,675**	**71,729**	**67,351**	64,143	64,143	62,426
HPR	18*	**74,926**	**71,019**	**66,684**	63,508	63,508	61,808
LAH/LDH	19	**77,552**	**73,509**	**69,022**	65,735	65,735	63,975
LAH/LDH	20	**79,474**	**75,331**	**70,733**	67,364	67,364	65,561
LAH/LDH	21	**81,441**	**77,195**	**72,483**	69,031	69,031	67,183
HPR	21*	**80,634**	**76,430**	**71,765**	68,347	68,347	66,517
LAH/LDH	22	**83,464**	**79,112**	**74,283**	70,745	70,745	68,851
LAH/LDH	23	**85,529**	**81,070**	**76,122**	72,497	72,497	70,556
LAH/LDH	24	**87,651**	**83,081**	**78,010**	74,295	74,295	72,306
HPR	24*	**86,783**	**82,258**	**77,237**	73,559	73,559	71,590
LAH/LDH	25	**89,830**	**85,146**	**79,949**	76,141	76,141	74,103
LAH/LDH	26	**92,052**	**57,253**	**81,927**	78,025	78,025	75,936
LAH/LDH	27	**94,332**	**89,414**	**83,956**	79,958	79,958	77,818
HPR	27*	**93,400**	**88,530**	**83,126**	79,167	79,167	77,048
LAH/LDH	28	**96,673**	**91,633**	**86,040**	81,942	81,942	79,748
LAH/LDH	29	**99,067**	**93,902**	**88,170**	83,971	83,971	81,723
LAH/LDH	30	**101,533**	**96,239**	**90,365**	86,061	86,061	83,757
LAH/LDH	31	**104,040**	**98,616**	**92,597**	88,187	88,187	85,826
HPR	31*	**103,010**	**97,639**	**91,679**	87,313	87,313	84,976
LAH/LDH	32	**106,626**	**101,067**	**94,898**	90,379	90,379	87,960
LAH/LDH	33	**109,275**	**103,578**	**97,256**	92,624	92,624	90,145
LAH/LDH	34	**111,976**	**106,138**	**99,660**	94,914	94,914	92,373
LAH/LDH	35	**114,759**	**108,776**	**102,137**	97,273	97,273	94,669
HPR	35*	**113,624**	**107,700**	**101,126**	96,310	96,310	93,732
LAH/LDH	36	**117,601**	**111,470**	**104,666**	99,681	99,681	97,013
LAH/LDH	37	**120,524**	**114,240**	**107,267**	102,159	102,159	99,424
LAH/LDH	38	**123,506**	**117,067**	**109,922**	104,687	104,687	101,885
LAH/LDH	39	**126,517**	**119,921**	**112,601**	107,239	107,239	104,368
HPR	39*	**125,263**	**118,732**	**111,485**	106,176	106,176	103,334
LAH/LDH	40	**129,673**	**122,912**	**115,410**	109,914	109,914	106,972
LAH/LDH	41	**132,913**	**125,983**	**118,293**	112,660	112,660	109,644
LAH/LDH	42	**136,243**	**129,140**	**121,258**	115,483	115,483	112,392
LAH/LDH	43	**138,265**	**131,056**	**123,057**	117,197	117,197	114,060
HPR	43	**138,26**	**131,056**	**123,057**	117,197	117,197	114,060

*Top of group range and did not attract the 1% uplift in 2015

23. The salaries of the head teacher, deputy head teacher and assistant head teacher, will be reviewed annually. There will be a procedure and timetable for the annual review giving the

option of personal appearances before the committee, with the option to be accompanied by a representative if the teacher so chooses. For all members of the leadership group written notification will be given of the salary determined under the School Teachers' Pay and Conditions Document

Pay progression will be awarded where the head teacher, deputy head teacher and/or assistant headteacher are not under capability procedures

24. The governing body has established pay ranges for head teacher, deputy head teacher and assistant head teacher posts, in line with STPC document.

25. Temporary payments to the head teacher will be determined in accordance with the provisions of the School Teachers' Pay and Conditions Document and will be reviewed annually.

26. The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range (unless for pay parity a higher starting salary is required).

PAY PROGRESSION

BCC has removed the link between pay progression and performance.

Pay progression will be determined annually, within the relevant pay range.

Annual pay progression will be awarded, with the following exceptions:

Early Career Teachers (ECTs)
In the case of early career teachers (ECTs), performance and any pay recommendation will be determined by the statutory induction process as per the Education (Inductions Arrangements for Schools Teachers) (England) Regulations 2012. The two-year induction period does not prevent pay progression for ECTs at the end of the first year.

Poor Performance
In cases, where due to poor performance a teacher is in capability proceedings, pay progression can be withheld.

The Governing body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.

NOTE: Pay progression will not be withheld for reasons of Maternity leave, pregnancy related absence, long term sickness absence or disability related absence, such action would be unlawful.

MOVEMENT TO THE UPPER PAY RANGE

Applications and evidence

47. Any qualified teacher may apply to be paid on the upper pay range. The school will bring eligibility to the attention of the teacher. It is however, the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Progression will be approved, other than in cases where the teacher is subject to capability procedures.

48. Applications may be made at least once a year. Where teachers wish to apply, they should notify their line manager by **20th December 2024** in writing using the application form (Appendix Three),

50. If a teacher is simultaneously employed at another school/s, they must 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.

Assessment

51. An application from a qualified teacher will be successful where the Governing Body is satisfied that:

(a) the teacher is **highly competent in all elements** of the relevant standards;

(c) the teacher's achievements and contribution to the school are **substantial and sustained.**

The criterion of '**highly competent** in **all elements** of the relevant standards' will be defined in the school as teaching performance which meets all elements of the teachers' standards. This will be considered the case unless a teacher is in a capability process.

The criterion of **'substantial'** will be a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring demonstrating and curriculum development activities. The purpose of this contribution is to help those teachers improve the outcomes for pupils, but the teacher providing the support cannot be accountable for the learning of pupils in classes taken by other teachers.

54. The school must ensure that, in circumstances where a teacher who is not at the maximum of the main pay range unsuccessfully applies for movement to the upper pay range, this does not automatically preclude movement to the next point on the main pay range.

Process and procedures

55. The assessment will be made within ten working days of receipt of the application. If successful, applicants will move to the upper pay range from the 1st 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 five 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 general appeals arrangements.

PART-TIME TEACHERS

56. The governing body acknowledges that part-time teachers are entitled to the appropriate proportion of the remuneration (including allowances) which they would receive if full-time, that proportion corresponding to the proportion of the school's timetabled teaching week for which the teacher is employed as a classroom teacher and for any additional hours which the teacher may agree to work from time to time at the request of the head teacher in accordance with the School Teachers' Pay and Conditions Document and guidance for schools and LAs on Implementing their approach to pay. TLR 3 payments for part-time teachers must not be pro-rated; these should be paid in full.

SHORT-NOTICE OR DAILY RATE 'RELIEF' TEACHERS

57**.** Short-notice or daily rate relief teachers will be paid in accordance with the School Teachers' Pay and Conditions Document 2024. Salary will be assessed as for a regular teacher.

DISCRETIONARY ALLOWANCES

Teaching and learning responsibility (TLR) payments

58. The governing body pays TLR 1, TLR 2 and TLR3 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the School Teachers' Pay and Conditions Document as updated from time to time, and the following levels and values will apply:

Description Wage Type	From 01.09.2024 (Annual Value)	From 01.09.2024 (Monthly Value)
TLR	**Amount**	**Amount**
Minimum	3,391	282.59
Maximum	8,279	689.92

TLR	**Amount**	**Amount**
Minimum	9,782	815.17

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Maximum	16,553	1,379.42

TLR3	Amount	Amount
Minimum	675.00	56.25
Maximum	3,344	278.67

59. The criteria for the award of TLR 1 and TLR 2 payments are as follows:

Before awarding any TLR 1 or TLR 2 payment, the governing body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

a. is focused on teaching and learning;

b. requires the exercise of a teacher's professional skills and judgement

c. requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;

d. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and

e. involves leading, developing and enhancing the teaching practice of other staff.

60. In addition, before awarding a TLR 1 payment, the governing body must be satisfied that the sustained, additional responsibility referred to above includes line management respons significant number of people.

61. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.

62. Before making any TLR 3 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.

63. Where the governing body wishes to make TLR 3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly and subject to consultation, the governing body will amend the staffing structure temporarily with the addition of the TLR3.

64. The governing body will ensure that the use of TLR 3 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 or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The fixed-term for which they are to be awarded must be established at the outset of the award. The relevant body

should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above. TLR3s are not subject to safeguarding.

Special educational needs (SEN) allowances

65. The governing body will award SEN allowances in accordance with the criteria and provisions set out in the School Teachers' Pay and Conditions Document and having regard to the Authority's policy for centrally managed teachers.

Description Wage Type SEN	From 01.09.2024 (Annual Value) Amount	From 01.09.2024 (Monthly Value) Amount
Minimum	2,679	223.25
Maximum	5,285	440.42

66. The value of SEN allowances to be paid at the school will be:

- For new appointments the minimum of the range
- If the post requires a mandatory qualification which the teacher holds or if the teacher has obtained an additional qualification from a list approved as relevant to the post, the teacher will be awarded an allowance at the maximum of the range

Acting allowances

67. Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher or undertake a post of responsibility in an acting capacity for a period in excess of four weeks, they will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder.

68. 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, as such acting up is voluntary on their part.

Allowance payable to unqualified teachers

69. Where appropriate, and on the recommendation of the head teacher, the governing body may decide to pay a special allowance in accordance with the criteria set out in the School Teachers' Pay and Conditions Document. The value of such an allowance will be per annum.

ADDITIONAL PAYMENTS

Continuing professional development (CPD) outside directed time (Excluding Head Teachers)

70. Having regard to the workload of teachers and equal opportunities, the governing body will

- Not encourage attendance at in-service training in evenings, at weekends or in holidays and will not therefore avail itself of the discretion to compensate teachers for such attendance

Initial teacher training (ITT) activities (Excluding Head Teachers)

71. The discretion to remunerate teachers for responsibilities in the initial training of teachers will be exercised, having taken account of the Government's statutory guidance and in accordance with a list approved by the governing body annually.

Out-of-school hours learning activities (Excluding Head Teachers)

72. Having regard to the workload of teachers and equal opportunities, the governing body will

Exercise its discretionary powers, having regard to the guidance and hourly rate issued by the local authority, and remunerate teachers for out of school learning activities

Recruitment and retention incentives and benefits (Excluding Head Teachers, Assistant Head Teachers and Deputy Head Teachers)

73. 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.

Therefore, the Governing Body will

Use its discretion to not award recruitment and retention payments

To all classroom teachers in school

Assistance with removal expenses

74. The conditions of service for teachers in Birmingham include a scheme for assistance with removal expenses incurred by teachers new to the authority's service, subject to a maximum of £400 including VAT.

If in addition to the £400 available as a condition of service to all newly appointed teachers for removal expenses, the governing body considers reimbursing reasonably incurred housing relocation costs to a new member of the leadership group, it will also consider under what circumstances such costs should be reimbursed to other teachers newly appointed to the school.

Salary advance scheme

75. The governing body may consider adopting a salary advance scheme as an incentive to recruitment and retention. The governing body will use its discretion in this matter: -

To not offer a salary advance scheme as an incentive for recruitment or retention

Residential Duties [3]

76. The governing body will make payments in respect of residential duties in accordance with the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.

Additional responsibilities in the provision of services to one or more additional educational establishment (Excluding Head Teachers)

77. In the 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 governing body will exercise this discretionary power under the relevant paragraph of the School Teachers' Pay and Conditions Document as appropriate.

SAFEGUARDING

78. The governing body will operate salary safeguarding arrangements in line with the provisions of the School Teachers' Pay and Conditions Document.

APPEALS

79. The arrangements for considering appeals on pay determination are set out in Appendix Two of this policy.

3 This section only applies to schools covered by the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.

Grievances over pay

80. The School Teachers' Pay and Conditions Document requires the governing body to establish procedures for addressing teachers' grievances in relation to their pay in accordance with the ACAS Code of Practice. The model procedure in the model pay policy therefore makes provision for representations, which may include a complaint or grievance, to be made before an appeal.

SUPPORT STAFF

81. Remuneration for the responsibilities of the job will be determined when selecting the salary grade for the job as part of the staffing structure for the school. The governing body recognises that community, community special, nursery and voluntary controlled schools are required to use a salary grade applicable in relation to employment with the authority and such as the governing body considers appropriate. In selecting the salary grade the governing body will have regard to the job description and to the advice of the local authority on the salary grades attached to the School Single Status Package.

The governing body will arrange for any new job not matching a generic post to be evaluated in accordance with the job evaluation scheme. The governing body notes that any deviation from the recommended grades may lead to equal pay claims.

82. The governing body will follow the recommended grades for generic jobs.

83. The governing body will determine the starting salary of new employees in accordance with the single status provisions. Subsequent incremental progression will also be in accordance with the single status provisions.

84. 'Acting up' on a temporary basis at the direction of the governing body (or of the head teacher acting on the governing body's behalf) will be recognised where appropriate by the payment on a higher salary grade for the period in question. Additional responsibilities not equivalent to a higher graded post but nonetheless exceeding the role expected in the employee's substantive grade may be recognised by an honorarium as specified in the single status package.

85. The governing body of a community, community special, nursery and voluntary controlled school as well as the City's Pupil Referral Unit recognises that it has no powers to remunerate support staff outside the provisions of the local authority's salary grades and conditions of service.

86. Support staff may make representations about individual salary grades at any time. The governing body expects representations to be made to the head teacher in the first instance, but subsequently representations may be made to the pay committee, with a right of appeal to the appeals committee as set out below. Grievances about equal pay are dealt with under the separate procedure recommended by the local authority.

JOB DESCRIPTIONS

87. Deploying and managing all teachers and support staff and allocating particular duties to them is the responsibility of the head teacher.

88. Every member of staff will be provided with an appropriate job description. The head teacher will ensure that all job descriptions are reviewed annually. Job descriptions will be revised as and when necessary, through consultation. Where there are any significant changes to the job description the implications for the grading of the job will be considered.

89. Where a standard local authority job description is used the recommended local authority salary grade will be attached to the job.

OFFICIAL

APPENDIX ONE

REMIT FOR THE PAY AND APPEALS COMMITTEE OF THE GOVERNING BODY

The constitution, membership and proceedings of the pay and appeals committee must be subject to the requirements of the current school governance regulations. No-one who has been involved in prior decisions about pay should be involved in hearing an appeal and recommends that the appeals committee should consist of **three** governors. However, it is for the governing body to decide whether to specify a quorum for its pay and appeals committee. If a quorum is not specified all members of the pay or appeals committee will have to meet in order for either committee's decisions to take effect. The governing body must also decide who will act as clerk to the committees (subject to the provisions of the School Governance Regulations) and who will ensure that reports from the committees are made to the governing body.

The committee must also follow the requirement of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) that any person employed to work at a school, other than the head teacher, and including the clerk to the governing body, if that person has other employment at the school, shall withdraw from a meeting during discussion of the pay of a particular employee and that the head teacher and the clerk shall also withdraw when their own pay is discussed. As changes to the salaries of other members of the leadership team could have implications for the salary of the head teacher, the head teacher, having reported on their performance and given advice, should also withdraw whilst the committee discusses the pay of the teacher concerned.

Establishment of the policy

The pay committee is responsible for:

- establishing the policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the Governing Body for approval

The governing body is responsible for:

- formal approval of the policy

Monitoring and review of the policy

The pay committee is responsible for:

- reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives, and submitting it to the governing body for approval

The governing body is responsible for:

- Reviewing an annual report, compiled by the head or chair of the pay committee, including statistical information, on decisions taken in accordance with the terms of the policy

Application of the policy

The head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher/s, classroom teachers and support staff are made and submitted to the pay committee in accordance with the terms of the policy
- advising the pay committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the pay committee and of the right of appeal

The pay committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher/s, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher
- taking decisions regarding the pay of the head teacher
- submitting reports of these decisions to the governing body; and
- ensuring that the head teacher is informed of the outcome of the decision of the pay committee and of the right of appeal
- where the committee's terms of reference include general staffing or personnel matters, making recommendations to the governing body on the staffing structure of the school as appropriate and in the light of the school's development plan and budget

The appeals committee of the governing body is responsible for:

- taking decisions on appeals against the decisions of the pay committee in accordance with the terms of the appeals procedure of the policy

APPENDIX TWO

PAY APPEALS PROCEDURE

Rights of employees who are dissatisfied with a decision taken about pay

The governing body, in determining and publishing its pay policy, aims to ensure that all decisions taken on pay and remuneration are justifiable, fair, consistent with equalities and other legislation as well as School Teachers' Pay and Conditions Document.

The governing body will provide for:

- all school-based representatives of any recognised union or teachers' association to make representations about the contents of its pay policy to the governing body before the adoption or annual review of that policy

- any employee to be able to approach the head teacher informally if he/she has any concerns about his/her salary

- the head teacher or any other employee to make representations, which must be in writing although they may also be made orally, to the pay committee on his or her individual salary and with the employee having the statutory right to be accompanied on request. The governing body's arrangements must provide for the pay committee to invite the employee to attend a meeting to discuss the complaint or grievance, for the committee, after the meeting, to inform the employee of the decision in response to the complaint or grievance

- the employee's right to appeal to an appeals committee against the decision if dissatisfied with it, the employee being required to notify any appeal within twenty working days of being notified in writing of the decision against which the appeal is lodged. Grounds for appeal may be, but not limited to, one of the following reasons:

  That the person or committee making the decision:

  a. incorrectly applied any provision of the School Teachers' Pay and Conditions Document
  b. failed to have regard for statutory guidance
  c. failed to take account of relevant evidence or took account of irrelevant or inaccurate evidence
  d. was biased
  e. discriminated against the individual
  f. failed to take advice from the Local Authority

- use of the local authority's recommended procedure for equal pay grievances raised by support staff

- collective grievances against the governing body to be considered in accordance with the governing body's grievance procedure

- Employees may wish to seek the advice of their union/professional association in making representations, submitting a grievance or making an appeal.

The appeals committee will hear an appeal as follows:

- The employee and his/her representative and the head teacher shall attend the meeting simultaneously to present their cases.

- The chairperson will perform the necessary introductions.

- The head teacher or the chairperson of the pay committee will describe the policy of the governing body and present the management case by explaining how the salary determination for the employee fits within that policy. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.

- The employee and his/her representative may question the head teacher or chairperson of the pay committee

- The chairperson of the appeals committee, members of the committee and technical adviser may question the head teacher or chairperson of the pay committee

- The employee and his/her representative will present his/her case. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.

- The head teacher or chairperson of the pay committee may question the employee and his/her representative.

- The chairperson of the appeals committee, members of the committee and technical adviser may question the employee and his/her representative.

- The head teacher will sum up his/her case (no new evidence shall be introduced at this stage).

- The employee and/or his/her representative will sum up their case (no new evidence shall be introduced at this stage).

- The head teacher and the employee and his/her representative will withdraw.

- The committee will consider the material and evidence presented at the hearing, decide the outcome and notify its decision in writing to the appellant, normally within seven working days of the hearing. Where the appeal concerns a decision by the full governing body on the exercise of its discretionary powers, the committee may decide to make recommendations to the governing body to amend the policy in such a way as will meet the employee's concern.

NB The questioning of any witnesses called will follow the procedure outlined above.

The School Teachers' Pay and Conditions Document provides that the outcome of a teacher's appeal shall not be subject to any further review under the governing body's staff grievance procedure. However, the governing body may decide to accept a recommendation from its appeals committee to amend its pay policy in response to an individual appeal or collective grievance.

Where several employees wish to appeal on the same grounds, they may ask the officers of the recognised unions or associations to submit a collective grievance on their behalf to be considered in accordance with arrangements made by the governing body.

APPENDIX THREE

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name _____

Post _____

Schools covered by planning/review statements

_____

_____

Declaration:

I confirm that at the date of this request for assessment to cross the upper pay range

Applicant's signature _____

Date _____

APPENDIX FOUR

SCHOOL STAFFING STRUCTURE AND SALARY VALUES

Staff structure and salary values for the school are available for staff's personal information by request.

APPENDIX FIVE

Discretionary Powers – a checklist

Number	Discretionary power	Page number in this document
1	The recognition of 'other experience' for salaries on the main pay range	9
2	Whether to pay teachers on the employment-based teacher training scheme as qualified or unqualified teachers	10
3	Pay ranges for members of the leadership team	11
4	Whether to award two points for excellence on the main pay range	13
5	Whether to award two points for excellence on the upper pay range	13
6	The date by which applications to the upper pay range must be received	14
7	The value of TLR 1 payment	16
8	The value of TLR2 payment	16
9	Whether to award TLR 3 payments and the value	16
10	The value of any special allowance paid to unqualified teachers	18
11	Whether to compensate teachers for undertaking CPD outside directed time	18
12	Whether to compensate teachers for out-of-school hours learning activities	19
13	Whether to use recruitment and retention incentives and benefits and the basis for any such awards	19
14	Whether to offer a salary advance scheme	20