

School Pay Policy (2024-25)

Maintained Schools

1. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life.

The purpose of the policy is to:

- a) Enable the Governing Body to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and school policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness and accountability whilst eliminating unnecessary bureaucracy for all concerned
- b) Maximise the quality of teaching and learning provided for pupils in the school by having a whole school pay policy that supports the school development plan and reflects the agreed aims of the school.
- c) Enable the school to recognise and reward staff appropriately for their contribution to the school
- d) Provide a staffing structure that will enable the school to achieve its aims and objectives under the school development plan.
- e) Support the recruitment and retention of a high-quality workforce
- f) Support the equitable and objective determination of appropriate pay for staff under the school's Appraisal/Professional Growth policy.

The Governing Body is committed to:

- g) Reviewing the pay policy annually against the targets set under the school development plan, the confines of the agreed budget and the Governing Body's spending priorities.
- h) Working within framework documents referred to in staff contracts, specifically:
 - **For teachers:** The School Teachers' Pay and Conditions Document and statutory regulations affecting the employment and conduct of teaching staff.
 - **For support staff:** The National Joint Council for Local Government Services terms and conditions or such terms and conditions as determined by the Governing Body.
- i) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- j) Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2. The Pay Committee: Terms of Reference

- a) The Governing Body will annually appoint, from its members, a Pay Committee with the delegated powers described in the following terms of reference.
- b) The Pay Committee will consist of three governors who are not members of staff at the school, and the headteacher in an advisory capacity.

The Pay Committee will have fully delegated powers to:

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee considers it appropriate, any matter may be passed to the full Governing Body for ratification.
- d) Achieve the aims of the Pay Policy fairly and equitably within statutory and contractual obligations.
- e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- f) Recommend to governors the annual budget needed for the payment of staff.

The Committee shall be required to:

- g) Minute all decisions taken and submit their minutes to be noted by the full Governing Body.
- h) Keep abreast of relevant developments and advise the Governing Body when the Pay Policy needs to be revised.

3. Determining Salary for New Appointments

3.1 Classroom Teachers (All Teachers Other than Leadership Group)

The Governing Body will determine a vacancy's pay range before advertising. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Governing Body may consider a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

In determining the specific starting salary for a successful applicant, the selection panel will consider the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel may, at its discretion, recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to reapply separately through the school's procedure. This is provided there is scope within the established pay range for the post to award a starting salary in the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see 5.2).

Teachers without QTS or QTLS will be placed in the pay range for unqualified teachers.

In determining the salary range for a post in which the primary purpose is modelling and leading the development of teaching skills ('leading practitioners'), an individual post range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

Additional allowances may be awarded to new appointments where the Governing Body deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 have been met.

3.2 Part-Time Teachers

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

3.3 Short Notice/ Supply Teachers

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

3.4 Leadership Group

The salary range for all staff paid on the leadership pay range will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities attached to the role.

Headteacher

The Governing Body will determine a pay range for the headteacher by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations ensuring that there is appropriate scope in the range to allow for performance related progression over time. The school is currently a Group 1 School.

The Governing Body will only re-determine the headteacher's pay range in the circumstances specified in the STPCD.

The Governing Body may determine that additional payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining salary. Any such payments will be subject to the overall restrictions on the headteacher's pay set out within the STPCD.

Deputy Headteacher

The salary range for a deputy headteacher shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the headteacher group for the school.

The Governing Body will only re-determine the pay range of a deputy in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to deputy headteachers where the Governing Body deems this to be appropriate (see Section 6).

3.5 Support Staff

The appointment of support staff shall be in accordance with provisions set out in the School Staffing (England) Regulations 2009 (as amended).

The salary gradings for posts shall be based on the job description prepared by the headteacher or other appropriate person and have regard to the terms and grading applicable for similar roles or work throughout LA and to any model frameworks for the pay and grading of support staff produced by the LA.

The school currently determines pay for support staff in accordance with the national rates and conditions agreed by the NJC for Local Government Services ('Green Book')

For newly appointed support staff, appointments will normally be on the minimum of the pay range. However, the appointment can be made elsewhere within the range where the Governing Body wishes to recognise the particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is re-graded, they will normally be placed on the minimum of the relevant pay range unless other assimilation arrangements have been agreed or are appropriate.

4. Pay Reviews and Progression

4.1 All Teachers (Including Leadership Group)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1st September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Governing Body.

All eligible teaching staff will have their pay reviewed annually. The Governing Body will complete annual pay reviews for all eligible teachers, other than the headteacher, by 31st October. The headteacher's annual pay review will be completed by 31st December. Where circumstances cause a delay in pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.

All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual professional growth review that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher professional growth are set out in the school's Professional Growth policy which should be read in conjunction with this pay policy.

To be eligible for consideration of pay progression teachers must normally have been in post for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness or family-related leave). Newly appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for pay progression with effect from 1st September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example, long-term absence resulting from sick leave or maternity leave. A

decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

4.2 Determining Pay Progression (Classroom Teachers)

'Classroom teachers', for this paragraph, includes all teachers other than the leadership group.

Following an individual teacher's annual professional growth review and, subject to the provisions of the published pay policy, they should expect to receive annual pay progression within the maximum of their pay range. Pay progression will not be withheld for a classroom teacher unless they are on a capability plans for not meeting the Teachers' Standards.

In the case of early career teachers (ECTs), pay decisions will be made using the statutory induction process.

The school's scheme for determining pay progression for classroom teachers is contained in Appendix 1.

This scheme will be applied to pay determinations made with effect from 1st September 2024, resulting from evidence collected during the previous professional growth cycle. If the Governing Body determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2025), these will be inserted into this pay policy and will be made available to all teachers to inform the 2024/25 professional growth cycle. Any material amendments will be subject to consultation before they are finalised.

4.3 Determining Pay Progression (Leadership Group)

All leaders can expect to receive regular, constructive feedback on their performance and development and are subject to annual professional growth review that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher professional growth are set out in the school's Professional Growth policy.

Following an individual leader's annual professional growth review and, subject to the provisions of the published pay policy, they should expect to receive annual pay progression within the maximum of their pay range. Pay progression will not be withheld unless the leaders are on a capability plans for not meeting the Headteachers' Standards.

Salary determinations effective from 1st September 2024 shall be made in accordance with the school's scheme for determining pay progression for the leadership group, which is contained within Appendix 2, resulting from evidence collected during the previous professional growth cycle. In the event that the Governing Body determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2025), these will be inserted into this pay policy and will be made available to the leadership group to inform the 2024/25 professional growth cycle. Any material amendments will be subject to consultation before they are finalised.

4.4 Determining Pay Progression (Support Staff)

Employees will receive their first increment on 1 April following appointment and annually on 1 April thereafter until the maximum of the range has been reached.

Increments may be withheld when an employee has performed unsatisfactorily. This will take place only within the context of the Governing Body's disciplinary/capability procedure.

Wherever a single point salary grade exists, or the postholder is at the maximum of the range, only cost of living increases will apply, where these are awarded at the discretion of the Governing Body.

5. Movement to the Upper Pay Range

5.1 Applications and Evidence

Any qualified teacher may move onto the upper pay range and any such movement will be assessed in accordance with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications should be made by 1st October in each academic year.

If a teacher is simultaneously employed at another school(s), he/she may need to clarify the position if he/she wishes to move onto the upper pay range in that school. This school will not be bound by any pay decision made by another school.

All movement onto the upper pay scale and through this pay range will include the results of recent professional growth reviews, including any recommendation on pay. These should usually cover at least the previous two-year period between moving from one upper pay point to the next. Employees who have been absent from work, for example, due to maternity leave or extended sickness absence, will be able to use earlier professional growth evidence in support of their application and/or a statement and summary of evidence as outlined below.

If information from professional growth reviews is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Applications should be made to the executive headteacher confirming the request to apply to be paid on the upper pay range. The evidence to support the movement onto and through the upper pay ranges will be contained within the relevant professional growth reviews and any other evidence he/she wishes to have considered.

5.2 Assessment

A successful application for movement to the upper pay scale and through this will be from a qualified teacher who will be able to demonstrate through their professional growth reviews, successes which the Governing Body is assured that:

- a) The teacher is highly competent in all elements of the Teachers' Standards; and
- b) The teacher's achievements and contributions to the school are substantial and sustained.

For the purposes of this pay policy,

- "Highly competent in all elements of the Teachers' Standards" means:
 - that the teacher's practice is secure, well-informed and consistently outstanding;
- "Substantial and sustained" achievements and contribution means:
 - That the teacher contributes at a strategic level to policy initiatives;
 - That the teacher makes a distinctive contribution to the raising of pupil standards;
 - That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
 - That the teacher contributes more broadly to the life of the school;
 - That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive professional growth reports demonstrating the required standard has been met.

The Headteacher will, make decisions against the criteria above, to ensure that the contribution of a part-time teacher is considered equitably bearing in mind his/her working hours commitment.

The headteacher will consult with the teacher's line manager as appropriate when considering the decisions.

5.3 Notification and Feedback

After making the decisions, the headteacher will notify the Governing Body of his/her recommendation. Once the Governing Body has determined the final decision, the headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 31st October in each academic year.

Feedback for unsuccessful teachers, due to capability issues, will have a developmental focus, stating specifically which criteria were met and which were not met and why pay progression has not been agreed, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school's pay appeals procedure (see Section 8).

5.4 Pay Progression

All teachers will move onto the upper pay range from 1st September following the ratification of the governing body. It is the school's policy to place teachers who move successful through the pay scales to access the upper pay range on the minimum of the range.

6 Allowances & Other Payments (Teaching Staff)

6.1 Teaching and Learning Responsibility Payments (TLRs)

TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in the school's staffing structure, which is attached to this pay policy. The current values of the TLR1s and TLR2s awarded are also indicated on the staffing structure. TLRs are awarded where the Governing Body is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.

The annual value of a TLR1 for the academic year 2024/25 must be between £9,782 and £16,553 (FTE).

The annual value of a TLR2 for the academic year 2024/25 must be between £3,391 and £8,279 (FTE).

TLR1 and TLR2 allowances in payment are normally uplifted with effect from 1st September in accordance with uplifts specified in STPCD.

In setting the values of TLR1s and TLR2s the Governing Body will have regard to the relative weight of different TLR posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Governing Body deems to be relevant. Where posts are deemed to be of equal weight, they will be allocated the same value. TLRs may not be awarded to leadership group postholders or unqualified teachers.

TLR3s

The Governing Body may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally driven responsibilities. To award a TLR3, the Governing Body must be satisfied that the significant responsibility is one not required of

all classroom teachers, which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2024/25 must be between £675 and £3,344.

The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group postholders or unqualified teachers.

TLR3 allowances in payment which are above the range minimum will not be uplifted by increases specified in STPCD.

6.2 Recruitment and Retention Allowances

The Governing Body will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the Governing Body anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Governing Body will take into account the following factors:

- Whether the post is in a nationally recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Governing Body believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded the Governing Body will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

(*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the leadership pay range.

The Governing Body will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

6.3 Special Educational Needs Allowances

An SEN allowance of between £2,679 and £5,285 (FTE) per annum for the academic year 2024/25 will be paid to a teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN; and/or
- Who teaches pupils in one or more designated special classes or units within the school; or
- In a non-designated setting, analogous to a designated special class or unit, where the post:
 - Involves a substantial element of working directly with children with special educational needs;
 - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
 - Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

The spot value of any SEN allowance within the range outlined above, to be paid in accordance with the eligibility criteria above, will be determined as follows:

SEN allowances in payment are normally uplifted with effect from 1st September in accordance with increases specified in STPCD.

6.6 Additional Payments

The Governing Body may make such payments as it sees fit to a teacher, other than a headteacher, in respect of:

- a) Continuing professional development undertaken outside the school day;
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) Participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) 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.

6.5 Allowances for Unqualified Teachers

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The Governing Body may, however, exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

7. Allowances & Other Payments (Support Staff)

The Governing Body reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

8. Pay Appeals

8.1 All Teachers (Including Leadership Group)

In the event of a teacher seeking reconsideration of a pay decision, he or she should first seek to resolve the matter informally through discussion with the decision-maker (usually either the headteacher or the Chair of the Pay Committee) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion. The Pay Committee should convene a hearing within 10 working days to consider the teacher's concerns and allow him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Committee, he/she should do so within 10 working days of the written notification of the Pay Committee's decision, setting out the grounds for appeal. Any appeal against the decision of the Pay Committee should be heard by a panel of governors who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

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

- Incorrectly applied a provision of the STPCD or this policy;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal, then he/she must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the headteacher, and they are appealing against the decision of the Pay Committee, it will be for the Chair of that committee to determine whether a representative of the committee and/or the headteacher should be present to explain their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected, then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

8.2 Support Staff

Where a member of support staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with the Governing Body's adopted grievance procedure.

9. Access to Salary Records

Staff may have access to their salary records by giving reasonable notice during term time to the School Business Manager.

10. Data Protection

The school processes personal data as part of the payroll process in accordance with the Governing Body's adopted data protection policy.

11. Status of Policy and Review

This policy will be reviewed following the publication of the School Teachers' Pay and Conditions Document 2025 or earlier if required.

APPENDIX 1

PAY PROGRESSION FOR CLASSROOM TEACHERS

This appendix explains how pay progression will be determined for classroom teachers.

Pay Structure

The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

For the purposes of determining pay progression, the school has adopted the advisory pay points on the main pay range, upper pay range and unqualified teacher pay range. The school uses reference points within the minimum and maximum for the other pay ranges, as outlined in the tables below.

These salary figures reflect those valid for the 2024/25 academic year.

Main pay range	Value	Upper pay range	Value
M1	£31,650	UPR1	£45,646
M2	£33,483	UPR2	£47,338
M3	£35,674	UPR3	£49,084
M4	£38,034		
M5	£40,439		
M6	£43,607		

Unqualified pay range	Value
U1	£21,731
U2	£24,224
U3	£26,716
U4	£28,914
U5	£31,410
U6	£33,902

Professional Growth Reports and Performance Ratings

As outlined in section 4.1, all teachers can expect to receive an annual professional growth review and a written professional growth report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the school's Appraisal/Professional Growth Policy.

Performance ratings are subject to moderation in accordance with the arrangements outlined in the Professional Growth Policy.

All eligible teaching staff will have their pay reviewed annually. Progression may be withheld where a capability plan is in place for not meeting the Teachers' Standards.

All pay awards are subject to available headroom within the applicable pay range.

Pay Recommendations

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the professional growth report and taking into account advice from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Governing Body.

Review

The Governing Body will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

APPENDIX 2

PAY PROGRESSION FOR LEADERSHIP GROUP

This appendix explains how pay progression will be determined for members of the leadership group.

Pay Structure

The school recognises, and adheres to, the minimum and maximum of the leadership pay range as outlined in the School Teachers' Pay and Conditions Document (STPCD), including the broad bands used as the basis for calculating head teachers' pay.

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the table below.

These salary figures reflect those valid for the 2024/25 academic year.

Scale Point	Head Teacher Group					Value
L1	n/a					49,781
L2						51,027
L3						52,301
L4						53,602
L5						54,939
L6	Group 1 (L6–18)					56,316
L7						57,831
L8		Group 2 (L8–21)				59,167
L9						60,644
L10						62,202
L11			Group 3 (L11–24)			63,815
L12						65,286
L13						66,919
L14				Group 4 (L14–27)		68,586
L15						70,293
L16						72,162
L17						73,819
L18						74,926
L18+				Group 5 (L18+ to 31)		75,675
L19						77,552
L20						79,475
L21						80,634
L21+	Group 6 (L21+ to 35)					81,441
L22						83,464
L23						85,529
L24						86,783
L24+		Group 7 (L24+ to 39)				87,651
L25						89,830
L26						92,052
L27						93,400
L27+						94,332

L28					96,673
L29					99,067
L30					101,533
L31					103,010
L31+					104,040
L32					106,626
L33					109,275
L34					111,976
L35					113,624
L35+					114,759
L36					117,601
L37					120,524
L38					123,506
L39					125,263
L39+					126,517
L40					129,673
L41					132,913
L42					136,243
L43					138,265

Group 8 (L28–43)

Pay range for Group 1	
Head of School	L5-L9

Professional Growth Reports and Performance Ratings

As outlined in section 4.1, all teachers can expect to receive an annual professional growth review and a written professional growth report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the school's Professional Growth/Appraisal Policy.

Performance ratings are subject to moderation in accordance with the arrangements outlined in the Professional Growth Policy. Progression may be withheld where a capability plan is in place for not meeting the Headteachers' Standards.

All pay awards are subject to available headroom within the applicable pay range.

Pay Recommendations

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the professional growth report and taking into account advice from the headteacher (or the governors responsible for professional growth in respect of the headteacher). No pay recommendation should be considered final until it has been ratified by the Governing Body.

Review

The Governing Body will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers, including members of the leadership group, will be notified of any changes which may affect their future pay progression. The

Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

APPENDIX 3

AGENDA FOR PAY APPEAL HEARING

(An appeal against a pay decision by a headteacher will need to be modified accordingly)

(SCHOOL)

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence and call witnesses* if applicable.
3. The representative of the Pay Committee/headteacher to ask questions of the appellant and witnesses* if applicable.
4. The Appeals Committee to ask questions of the appellant and witnesses* if applicable.
5. The representative of the Pay Committee/headteacher to respond to the appellant's appeal and call witnesses* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the Pay Committee/headteacher.
7. The Appeals Committee to ask questions of the representative of the Pay Committee/headteacher.
8. The appellant and/or his/her representative to summarise.
9. The representative of the Pay Committee/headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed.

*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.

APPENDIX 4

SCHOOL STAFFING STRUCTURE

Executive Headteacher

- Office Manager
- Administrative Assistant
- Caretaker
- Lunchbreak Supervisors
- Breakfast Club Supervisor
- Breakfast & After School Club Assistants

- Head of School
- SENCo
- UPS Teachers
- Main scale Teachers
- Teaching Assistants