



Our Lady of the Assumption Catholic Primary School

Draft Pay Policy

Our Mission Statement:

'Love One Another As I Have Loved You' (John 13:33-34)

Approved by Full Governing Body: 18th December 2024

Signed  **Chair of Governors.**

To be reviewed: September 2025, or dependent on any legislative changes

Criteria for Pay Progression

The criteria used when making decisions on pay progression in Our Lady of the Assumption is:

Annually teachers should expect to receive pay progression within the maximum of their pay range unless they are subject to formal capability procedures. Pay progression will be immediately reinstated at the point of successfully exiting the formal capability process.

Introduction

1. This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2024 (STPCD), the Conditions of Service for School Teachers in England and Wales (Burgundy Book) and the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book).
2. The school recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Employment Rights Act 1996, the Agency Workers Regulations 2010, the Employment Act 2008 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
3. A School Pay Policy provides a policy framework within which the pay structure of the school will be determined, and conditions of service will be applied. The policy is freely available to all Governors, staff, and other interested parties so that the process and policies for decision making are open and clearly understood by all who might have an interest in them or be affected by them.
4. This document will be reviewed by Governors in light of changes to national pay and conditions of service. In any event it will be reviewed annually in consultation with recognised Trade Unions.
5. In adopting this pay policy, the aim is to:
 - Support the recruitment and retention of a high-quality workforce.

- Enable the school to recognise and reward staff appropriately for their contribution to the school.
 - Ensure that decisions on pay (where required) are managed in a fair, just, transparent, and objective way.
6. Pay decisions at this school are made by the Governing Body. The Governing Body has established an appropriate committee(s) with the necessary power to undertake consideration of salaries within the school. The Pay Committee is made up of members of the Resource Committee. The Committee meets annually to approve the Headteacher's recommendations on pay.
7. Pay award uplifts will be applied to all pay points and allowances and will be clearly differentiated from any pay uplifts due to pay progression.

Equalities

8. The Governing Body seeks to provide equality of opportunity for all staff regardless of race, gender, nationality, ethnic origin, marital status, disability, economic status, sexual orientation, age, trade union, religion or belief, or responsibility for dependants. In matters related to staffing and pay it will act in accordance with the School's Equality Policy and any other associated policy, including the School's Recruitment Policy and Procedure.
9. The Governing Body recognises the implications of equal pay legislation and the need to take into account comparisons with other schools within the Local Authority, and other areas of employment within the City Council.
10. The Governing Body will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation. This information will be made available on request.

Pay Reviews

11. The Governing Body will ensure that each teacher's salary including the Head Teacher, Deputy Head(s), Assistant Head(s) and all teachers on the Main Pay Range and Upper Pay Range are reviewed annually, to take effect from 1st September. They will endeavour to complete teachers' annual pay reviews by 31st October and the Head Teacher's pay review by 31st December.
12. It is a statutory requirement that once a determination has been reached regarding remuneration, a teacher should be notified in writing of that determination and of any other payments or other financial benefits, and the basis on which the decision was made. Where a teacher is in a formal capability process, pay progression is not automatic in this case.
13. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
14. 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.

15. The Governing Body will take account of the provision of appropriate PPA time, leadership and management time, dedicated headship time, as well as work-life balance issues.
16. There are some circumstances, such as absence due to maternity or long-term sick leave where consideration of our obligations under the Equality Act 2010 will need to be considered on a case-by-case basis and adjustments made to ensure equality of opportunity. In any case, uplifts to pay and progression up the pay scale/range will not be withheld for reasons of maternity, paternity, adoption leave or sickness absence etc.

Pay Relativity

17. The Appropriate Committee will ensure that there is proper pay relativity between jobs within the school. Appropriate differentials will be created and maintained between jobs within the school, in a coherent rational structure, which addresses the need of the school as a whole and the need to reward individuals appropriately. *(In view of the position of staff in maintained and voluntary controlled schools, Governors recognise the need to take account of comparisons with other schools and other comparable employment within the authority and the impact of equal pay/equal value legislation.) delete as appropriate.*

Safeguarding

18. The Governing Body will operate salary safeguarding arrangements in line with the School Teacher's Pay and Conditions Document.
19. The Governing body must pay a safeguarding sum in line with the provisions set out in the STPCD 2024.
20. The Governing body must notify the teacher in writing, within one month of taking the decision the effect of which is that the safeguarded sum is payable ("the decision") or (if earlier) when making a notification in accordance with the STPCD 2024.

Appeals

21. The Governing Body has an appeals procedure in relation to pay in accordance with the provisions of the STPCD. It is set out as an appendix to this pay policy.

LEADERSHIP PAY

22. Changes to the pay of Leadership Group members under the School Teachers' Pay and Conditions Document 2014 will only be applied to individuals appointed to a leadership post on or after 1st September 2014 or whose responsibilities have changed significantly after that date.
23. The Governing Body will determine individual pay ranges for Head Teachers, Deputy, and Assistant Head Teachers within the broad pay range appropriate to the school's group size. It is of vital importance that this calculation is accurate and that the process of determining remuneration is fair and transparent. There should be a proper record made of the reasoning behind any pay determination. The leadership pay range effective from 1st September 2024 in this school is attached at **Appendix 2**.
24. In setting individual pay ranges within the Leadership Group it will only be in exceptional circumstances where the Head Teachers pay range is overlapped by the pay range of another member of the Leadership Group.

HEAD TEACHER PAY

Basic Pay Determination on Appointment after 1st September 2014

25. For appointments on or after 1st September 2014, or where leadership responsibilities significantly change after this date, the Governing Body will take into account; all of the permanent responsibilities of the role, the challenges that are specific to the role and other considerations including recruitment and retention difficulties.
26. The Governing Body may decide that circumstances warrant setting the Head Teacher's pay range up to 25 per cent above the maximum of the pay range for the school's group size. *In exceptional circumstances and supported by a business case and external advice, it may be extended beyond that figure.* *In both cases, this should be communicated to Payroll Service Centre without delay. Payment will not be processed without all of the appropriate information provided.*
27. Discretionary payments to the Head Teacher will only be made for clearly temporary additional responsibilities or duties which have not been previously taken into account when setting the individual pay range. These payments will not exceed 25 per cent of the annual salary which is otherwise payable to the Head Teacher other than in wholly exceptional circumstances.

Head Teachers

28. The Governing Body will only re-determine the pay range of a serving Head Teacher if the responsibilities of the post change significantly or if it is required to maintain consistency with pay arrangements for new appointments to the Leadership Team made on or after 1st September 2014. In other circumstances the appropriate provisions of the STPCD 2014 will continue to be applied unless specified otherwise within this policy.
29. The Head Teacher will be placed on a seven point pay range. This will be separated by at least one clear point from any other leadership pay ranges. In reaching a determination regarding discretionary payments to an existing Head Teacher the provisions of paragraphs 26 and 27 of this policy will be applied.
30. Ordinary, Special and New Schools must be assigned to a Head Teacher group in accordance with the provisions set out in the STPCD 2024.

School Group	Salary Range 2024
Group 1 (L6 – L18)	£56,316 - £74,926
Group 2 (L8 – L21)	£59,167 - £80,634
Group 3 (L11 – L24)	£63,815 - £86,783
Group 4 (L14 – L27)	£68,586 - £93,400
Group 5 (L18 – L31)	£75,675 - £103,010
Group 6 (L21 – L35)	£81,441 - £113,624
Group 7 (L24 – L39)	£87,651 - £125,263
Group 8 (L28 – L43)	£96,673 - £138,265

Schools where the Head Teacher is *permanently* accountable for more than one school.

31. Governing Bodies will arrange for a joint committee made up of Governors from all the schools involved to be established to oversee the arrangements. This committee will have the power to deal with the pay of the Head Teacher concerned. They will determine the pay range by the application of the total unit score of all the schools concerned. Any discretionary payments made will take account of the full responsibilities of the post.
32. Consideration will be given to the remuneration of other teachers who, as a result of the Head Teacher's role are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher).

Head Teachers *temporarily* accountable for more than one school

33. In such circumstances such a role will be regarded as an acting headship on a temporary basis, will be time-limited, subject to regular reviews and will last no longer than 2 years. In such temporary arrangements, the Head Teacher is appointed on a fixed term variation of contract.
34. The relevant body may determine that 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. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the headteacher's pay range.
35. The total sum of the temporary payments made to a headteacher in a school year must not exceed 25% of the annual salary, which is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group.

Pay Progression

36. The provisions for pay progression apply to pay decisions for all members of the Leadership Group for September 2024.
37. The Governing Body will follow the provisions of the STPCD 2024 in September 2024 and award a point on the Head Teacher pay range, unless the Head Teacher has been notified that they are not being progressed for reasons related to poor performance where the Head teacher is in formal capability proceedings during the previous academic year. This discretion will only normally be exercised in the context of the Capability and Appraisal Process. There is no provision within the STPCD 2024 for any movement down the pay spine.

CLASSROOM TEACHERS

Basic Pay Determination on Appointment

38. The Governing Body will determine the pay range for a vacancy prior to advertising it. For qualified teacher vacancies the pay range should be offered across both the Main Pay Range and Upper Pay Range. On appointment, it will determine the starting salary within that range to be offered to the successful candidate having regard to any qualifications or experience they may have which they consider of value. In making such determinations, the Governing Body may also take into account a range of factors, including:
 - the requirements of the post.
 - any specialist knowledge required for the post.

- the experience required to undertake the specific duties of the post.
- the wider school context.

(Schools can insert options as applicable. The above options are for guidance only, are not intended to provide an exhaustive list and may not apply to all appointments)

39. On appointment the starting salary will be determined within the range offered at a point no less than the teacher's most recent salary.
40. Where an unqualified teacher becomes qualified whilst continuing to work at this school, they will be paid at a salary on the qualified teacher range that is at least the same as the salary being paid to them on the unqualified range.
41. The relevant body must determine that a graduate teacher or a teacher on the employment-based teacher training scheme is to:
- a) be paid and be eligible for allowances as a qualified teacher; or
 - b) be paid and be eligible for allowances as an unqualified teacher.

Pay Progression (within MPR and UPR)

42. Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Appraisal Policy
43. The Governing Body will follow the provisions of the STPCD 2024 on 1st September 2024 in withdrawing Performance Related Pay and will award a point on the Main Pay Range or Upper Pay Range (if applicable) automatically. Teachers may only be notified that they are not being progressed where they are in formal capability proceedings at the point of determination. This discretion will only be exercised in the context of the Capability Process. There is no provision within the STPCD 2024 for any movement down the pay spine. For the avoidance of doubt, there is no automatic progression from MPS to UPR
44. The Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay.

The pay scale for the Main Pay Range effective from 1st September 2024 in this school is:

<i>(Minimum) Point 1</i>	£31,650
<i>Reference Point 2</i>	£33,483
<i>Reference Point 3</i>	£35,674
<i>Reference Point 4</i>	£38,034
<i>Reference Point 5</i>	£40,439
<i>(Maximum)Point 6</i>	£43,607

The pay scale for the Upper Pay Range from 1st September 2024 in this school is available in paragraph 54

45. If a teacher is not progressed in line with paragraph 44 should formal Capability proceedings no longer be applicable, they will receive their point progression on the Main Pay Range or Upper Pay Range as applicable.

46. The Governing Body will consider the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

Movement to the Upper Pay Range

Applications and Evidence

47. Teachers may apply to be paid on the Upper Pay Range with effect from 1st September 2024 when they consider that they meet the criteria specified in the School Teachers' Pay and Conditions Document. On rare occasions they may do so before they reach the maximum of the Main Pay Range.

48. Applications may be made once every academic year (*Governors may wish to insert here a closing date for applications*).

49. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or schools. This school will not be bound by any pay decision made by another school.

50. Where a teacher is subject to the 2012 Regulations, the relevant body shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

Applications should be made to the Headteacher using the standard form provided at Appendix 3.

The 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; and
- b) the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

52. For the purposes of this pay policy:

'Highly competent' means performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

'Substantial' means that the teacher's achievements and contribution to the school have been significant over time. Play a critical role in the life of the service; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

'Sustained' means that performance has been maintained over a period of 12 months (minimum).

53. The application will be assessed robustly, transparently, and equitably by the Head teacher. A response from the reviewer together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) (under section 2.1

of the Appeals procedure attached at Appendix 1) will take place before a recommendation is made to the appropriate committee of the Governing Body.

Final recommendations from the reviewer (including recommending 'unsuccessful') will be made to the appropriate committee of the Governing Body within 20 working days.

54. Decisions and feedback will be provided by Head Teacher as soon as possible and within 10 working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open 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 Pay Appeal procedure, Appendix 1.

If successful, applicants will move to the Upper Pay Range from the previous 1st September and will be placed onto Point 1 of the Upper Pay Range.

With effect from 1st September 2024 the Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay. The pay scale for Upper Pay Range from 1st September 2024 in this school is:

<i>(Minimum)Reference Point 1</i>	£45,646
<i>Reference Point 2</i>	£47,338
<i>(Maximum)Reference Point 3</i>	£49,084

Leading Practitioner Teacher posts

Basic Pay Determination on Appointment

55. The Governing Body will take account of the STPCD when determining the role of Leading Practitioner in this school. Additional duties will be set out in the job description of the Leading Practitioner.

56. With effect from 1st September 2024 the Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay. The pay range for Leading Practitioners effective from 1st September 2024 in this school is:

<i>Minimum</i>	£50,025
<i>Maximum</i>	£76,050

Pay Progression

57. The Governing Body will follow the provisions of the STPCD 2024 on 1st September 2024 in withdrawing Performance Related Pay and will award a point on the Leading Practitioner scale automatically. Teachers may only be notified that they are not being progressed where they are in formal capability proceedings at the point of determination. This discretion will only be exercised in the context of the Capability Process. There is no provision within the STPCD 2024 for any movement down the pay spine.

UNQUALIFIED TEACHERS

Basic Pay Determination on Appointment

58. The Governing Body will pay any unqualified teacher in accordance with paragraph 17 of the STPCD. The Governing Body will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with the STPCD.

59. With effect from 1st September 2024, the Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay. The pay range for unqualified teachers effective from 1st September 2024 in this school is:

<i>(Minimum) Reference Point 1</i>	£21,731
<i>Reference Point 2</i>	£24,224
<i>Reference Point 3</i>	£26,716
<i>Reference Point 4</i>	£28,914
<i>Reference Point 5</i>	£31,410
<i>(Maximum) Reference Point 6)</i>	£33,902

Progression

60. The Governing Body will follow the provisions of the STPCD 2024 on 1st September 2024 in withdrawing Performance Related Pay and will award a point on the Unqualified Teachers scale automatically. Unqualified Teachers may only be notified that they are not being progressed where they are in formal capability proceedings at the point of determination. This discretion will only be exercised in the context of the Capability Process. There is no provision within the STPCD 2024 for any movement down the pay spine. Additional allowances for unqualified teachers can be determined as in paragraph 79.

Part Time Teachers

61. Part-time teachers will be paid on a pro-rata basis in relation to a full-time teacher in line with the STPCD 2024 and the Governing Body will provide them with a written statement detailing this. Any additional hours worked in the same role, in agreement with the part-time teacher, will be paid at the same rate.

62. Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days they do not normally work. It will be, however, open to a teacher to attend non-pupil days by mutual agreement with the Head Teacher and this will be paid.

Short Notice/Supply Teachers

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

64. A teacher to whom this applies and who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more by way of remuneration in respect of that period than would have been paid had the teacher been in regular employment throughout the period.

Pay increases arising from changes to the STPCD

65. All teachers are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document 2024 and should be aware that this is updated from time to time. Pay increases resulting from the annual School Teachers' Review Body Report and within the School Teachers' Pay and Conditions Document will be applied to all pay scale points within the school from 1st September 2024.

Allowances and Payments

66. Teachers on the Main Pay Range or the Upper Pay Range may be awarded the following:

Teaching and Learning Responsibility Payments (TLRs)

67. The Governing Body can award a TLR payment to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

TLR1: The annual value of a TLR1 must be no less than £9,782 and no greater than £16,553.

TLR 2: The annual value of a TLR2 must be no less than £3,391 and no greater than £8,279

68. The Governing Body may consider awarding a fixed term third TLR (TLR3) for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £675 and no greater than £3,344. The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term.

69. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a TLR3.

70. Before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility includes line management responsibility for a significant number of people.

Special Needs Allowance

71. The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the STPCD 2024.

72. The Governing Body will award an SEN spot value allowance on a range of between £2,679 and £5,285 to any classroom teacher who meets the criteria as set out in the STPCD 2024.

The value of SEN allowances to be paid at the school will be determined as required.

Allowance payable to unqualified Teachers

73. The relevant body may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

- a) taken on a sustained additional responsibility which:
 - i. is focused on teaching and learning; and
 - ii. requires the exercise of a teacher's professional skills and judgment.

and b) qualifications or experience which bring added value to the role being undertaken.

Acting Allowances

74. If a teacher is assigned and carries out the duties of a member of the Leadership Group, but has not been appointed as an acting Head Teacher, Deputy Head Teacher or Assistant Head Teacher, the Governing Body must decide, within four weeks, whether the teacher should be paid an allowance based upon:

- The relevant point within the Leadership Group pay range, as the Governing Body consider appropriate, which must be no lower than the minimum point of the Individual School Range (ISR) or the minimum point within either the Deputy/Assistant Head Teacher range.
- The date from which the allowance will be paid, which can be a date on or after the teacher is first assigned and carries out the duties.

75. If the Governing Body decide not to pay an allowance but the teacher continues to be assigned and carry out the duties of a member of the Leadership Group, the Governing Body can at any time determine whether or not an allowance will be paid.

Additional Payments - Continuing professional development outside directed time; Initial Teacher Training activities; and out of school learning activities

76. The relevant body may make such payments as they see fit to a teacher, excluding a Head Teacher, 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 voluntary out-of-school hours learning activity requiring a teacher's professional judgement, agreed between the teacher and the Head Teacher or, in the case of the Head Teacher, between the Head Teacher and the relevant body.
- (d) additional responsibilities and activities due to, or in respect of, the provision of services by the Head Teacher relating to the raising of educational standards to one or more additional schools. (This does not apply to the provision of services by the Head Teacher to the school in relation to which the Head Teacher has been appointed either on a permanent or temporary basis).

77. The Governing Body/Pay Committee will make additional payments to teachers in accordance with the provisions of the STPCD 2024.

Payment made on the basis of the teacher's current hourly rate as calculated using

$$\frac{\text{annual salary}}{1265} = \text{hourly rate}$$

78. Payments to full time classroom teachers will only be made in respect of those activities undertaken outside the 1265 hours of directed time and will recognise any preparation time required.

79. The Booster Rate will be applied to qualified and unqualified teachers working in Summer and Easter School. Rates (September 2024)

- Qualified Teacher (per hour) £37.80
- Unqualified Teacher (per hour) £30.81
- Additional duties outside of the STPCD

80. Teachers and Head Teachers will not be paid twice for the same time worked. The proportion of any payment for external services that should be paid to the teacher/Head Teacher and the proportion that should be paid to the school will be agreed in advance in

accordance with the determinations of the Governing Body. Payment to the individual teacher/Head Teacher will be based on work, including preparation, done outside of normal school/working hours.

81. Any payment to a Head Teacher under STPCD 2024 will be subject to the overall limit on discretionary payments.

Recruitment and retention incentives and benefits

82. The Governing Body will make such payments or provide such other financial assistance, support, or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.
83. No awards for recruitment and retention benefits will be made to a Head Teacher, Deputy, or Assistant Head Teacher, other than as a reimbursement of reasonably incurred housing or relocation costs.
84. Where the Governing Body is making one or more such payments, or providing such financial assistance, support, or benefits in one or more cases, they will conduct a regular formal review of all such awards. The Governing Body will make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Salary Sacrifice Arrangements

85. For the purposes of this paragraph, the term “salary sacrifice arrangement” means any arrangement under which the teacher gives up the right to receive part of the teacher’s gross salary in return for the employer’s agreement to provide a benefit-in-kind under any of the following schemes:
- a) a childcare voucher or other childcare benefit scheme.
 - b) a cycle or cyclist’s safety equipment scheme.
 - or c) a mobile telephone scheme entered into on or before 5 April 2017 (except that a salary sacrifice arrangement for a mobile telephone scheme will only be covered by the provisions of this paragraph up until 6 April 2018, and that benefit-in-kind is exempt from income tax – the Income Tax (Earnings and Pensions) Act 2013 (c.1) provides that no liability to income tax arises in respect of the provision for an employee of any of these benefits-in-kind where the specified conditions are met.
86. Where the employer operates a salary sacrifice arrangement, the teacher may participate in any such arrangement and the teacher’s gross salary may be reduced accordingly for the duration of such participation.
87. Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of the STPCD 2024.

SUPPORT STAFF

88. The governing body notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The Governing Body 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, which the Governing Body consider appropriate for the post. In reaching its determination, the Governing Body will consider the advice of the Local Authority.

The Local Authority has undertaken formal consultation with the listed Trade Unions and the undersigned have agreed this Pay Policy.

NAHT _____

NASUWT _____

NEU _____

Appendix 1 – Pay Appeals Procedure for Teachers

1. PRINCIPLES

- 1.1 This procedure is consistent with the provisions of the Employment Act 2008.
- 1.2 Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay.
- 1.3 At any formal hearing or appeal hearing the teacher will be entitled to be represented by a Trade Union representative or accompanied by a work colleague.
- 1.4 Each stage and action within this procedure will be taken without unreasonable delay.

2. PROCEDURE

- 2.1 If the Reviewer decides not to recommend a teacher for pay progression, where the teacher is being assessed as meeting the Threshold, meeting the Upper Pay Range standards or there are concerns with the withholding of pay progression due to the capability procedure, a full discussion should take place with the teacher in which the evidence used to inform the decision is reviewed. In relation to this progression additional evidence may be submitted to the Reviewer within five working days. The Reviewer will consider this before they make a recommendation to the relevant committee of the Governing Body.
- 2.2 In all other circumstances if an employee is not satisfied or has concerns relating to their pay, they should first seek to resolve this by discussing the matter informally.
- 2.3 Where this is not possible, or where the employee continues to be dissatisfied, they should follow a formal process as detailed below.
- 2.4 Within ten working days of the notification of the pay determination (decision) or of the outcome of the informal discussion referred to above, the teacher should put in writing the grounds for questioning the pay determination and send it to the person (or committee) who made the original determination.
- 2.5 In accordance with School Teachers' Pay and Conditions the reasons for seeking a review of a pay determination are:

That the person or committee who made the decision:

- Incorrectly applied any provision of the School Teachers' Pay and Conditions Document.
- Failed to have proper regard for statutory guidance.
- Failed to take proper account of relevant evidence.
- Took account of irrelevant or inaccurate evidence.
- was biased; or
- Otherwise unlawfully discriminated against the teacher.

- 2.6 Within ten working days of receipt of the written grounds for questioning the pay decision the committee or person, who made the pay determination, will arrange for a hearing to be established so a review of the decision can be heard. This will give the teacher an opportunity to make representations in person.
- 2.7 The hearing should follow the principles and process detailed in 3.1 below.
- 2.8 Following the hearing the employee will be informed in writing of the decision and the basis of the decision, and the right to appeal.
- 2.9 Within ten working days of receipt of written notification of the outcome of the formal hearing if the teacher remains dissatisfied, they should confirm, in writing, their intention to appeal and the basis of this appeal see paragraph 2.5 above.
- 2.10 Any appeal on pay matters made by a teacher against the decision of a person or a committee of Governors will be heard by a person or freshly constituted committee of Governors, none of whom will have had prior involvement in the case. (The LA recommendation is that a minimum of three Governors is involved.) This will normally occur within twenty working days of the receipt of the written appeal notification.

3. THE APPEAL HEARING PROCESS

3.1

- a. The Chair of the Appeal Committee will first introduce all present and will seek confirmation that they understand that the status of the hearing is in accordance with the School Teachers' Pay and Conditions Document.
- b. Any documentation provided in evidence must be provided to both parties prior to the hearing and sufficient time given for it to be considered. This does not preclude evidence being tabled at the hearing, but sufficient time must be given for its consideration.
- c. Each party or member(s) of the Appeal Committee may request an adjournment during the hearing. No reasonable request for an adjournment will be refused.
- d. The school's representative will first put the case for the pay determination in the presence of the employee and their representative and may call witnesses and present evidence.
- e. The employee (or their representative) will then ask questions of the school's representative on the evidence given by them and any witnesses whom they may call.
- f. The member(s) of the Appeal Committee shall then ask questions of the school's representative and witnesses.
- g. The employee or their representative will put their case in the presence of the school's representative and may call witnesses and present evidence.
- h. The school's representative will then have the opportunity to ask questions of the employee and their witnesses.

- i. The member(s) of the Appeal Committee will then have the opportunity to ask questions of the employee and their witnesses.
 - j. The school's representative and the employee and their representative will withdraw.
 - k. The member(s) of the Appeals Committee with the person appointed as Secretary, if any, the Director of Education and Skill's/Local Authority nominee and any adviser(s) shall deliberate in private.
 - l. If for any reason the Chair needs to recall any of the witnesses or either party to ask further questions or seek further clarification before reaching a decision both parties will be recalled.
 - m. Both parties will be recalled and informed verbally of the outcome, which will then be confirmed in writing. This will include a note of the evidence considered and the reasons for the decision.
- 3.2 The decision of the person or committee considering the appeal will not be subject to further review under the school's Grievance Procedure.

Appendix 2 Pay Range Information

Leadership Pay Range 2024/25

SPINAL POINT	01/09/2023	01/09/2024
1	£47,185	£49,781
2	£48,366	£51,027
3	£49,574	£52,301
4	£50,807	£53,602
5	£52,074	£54,939
6	£53,380	£56,316
7	£54,816	£57,831
8	£56,082	£59,167
9	£57,482	£60,644
10	£58,959	£62,202
11	£60,488	£63,815
12	£61,882	£65,286
13	£63,430	£66,919
14	£65,010	£68,586
15	£66,628	£70,293
16	£68,400	£72,162
17	£69,970	£73,819
18*	£71,019	£74,926
18	£71,729	£75,675
19	£73,509	£77,552
20	£75,331	£79,475
21*	£76,430	£80,634
21	£77,195	£81,441
22	£79,112	£83,464
23	£81,070	£85,529
24*	£82,258	£86,783
24	£83,081	£87,651
25	£85,146	£89,830
26	£87,253	£92,052
27*	£88,530	£93,400
27	£89,414	£94,332
28	£91,633	£96,673
29	£93,902	£99,067
30	£96,239	£101,533
31*	£97,639	£103,010

31	£98,616	£104,040
32	£101,067	£106,626
33	£103,578	£109,275
34	£106,138	£111,976
35*	£107,700	£113,624
35	£108,776	£114,759
36	£111,470	£117,601
37	£114,240	£120,524
38	£117,067	£123,506
39*	£118,732	£125,263
39	£119,921	£126,517
40	£122,912	£129,673
41	£125,983	£132,913
42	£129,140	£136,243
43*	£131,056	£138,265

***denotes the Head Teacher Group Pay Ranges**

Main Pay Range 2024/25

(Minimum) Point 1 (M1)	£31,650
Reference Point 2 (M2)	£33,483
Reference Point 3 (M3)	£35,674
Reference Point 4 (M4)	£38,034
Reference Point 5 (M5)	£40,439
(Maximum) Point 6 (M6)	£43,607

Leading Practitioner Range 2024/25

SPINAL POINT	01/09/24		
01	£50,025	15	£70,639
02	£51,280	16	£72,518
03	£52,560	17	£74,182
04	£53,867	18	£76,050
05	£55,209		
06	£56,593		
07	£58,118		
08	£59,457		
09	£60,943		
10	£62,509		
11	£64,129		
12	£65,608		
13	£67,247		
14	£68,925		

Unqualified Teachers Pay Range 2024/25

Reference Point	Value
UTR1	£21,731
UTR2	£24,224
UTR3	£26,716
UTR4	£28,914
UTR5	£31,410
UTR6	£33,902

Upper Pay Range 2024/25

Spinal Point	Value
UPS1	£45,646
UPS2	£47,338
UPS3	£49,084

APPENDIX 3

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name _____

School _____ Post _____

Applications will be successful where the relevant body (as defined in the STPCD, but usually the Governing Body) is satisfied that both of the following criteria are met:

- *you are highly competent in all elements of the relevant standards (in England, these are the Teachers' Standards);*
- *your achievements and contribution to an educational setting or settings are substantial and sustained.*

If applying to move to the Upper Pay Range at the end of M6, it will be assessed whether you meet the above criteria at the point the pay determination is being made.

Declaration:

I confirm that at the date of this request for assessment to progress to the Upper Pay Range. I meet the eligibility criteria, and my manager is support of this application.

Applicant's signature _____ **Date** _____

Data Protection

We will use the information you provide to meet our contractual obligations under your employment contract. As part of this we will share your personal information with internal service areas and external organisations who provide services on our behalf. More information on how we handle personal information and your rights under the data protection Law can be found in our Privacy Notice [\[link to full version\]](#). We will keep all information you provide confidential and treat it in accordance with the requirements of Data Protection Law.

APPENDIX 3A

Upper Pay Range Threshold Assessment

Name of School/Unit

Please accept this notification as authority to progress the following named teacher to UPS.

Name of Teacher	
-----------------	--

I confirm that this teacher has met the relevant criteria to progress to UPS. Value of salary point _____

Agreed by Chair/Board of Governors on.....

Please e-mail this completed form and a variation form to amend salary details to payroll.forms@coventry.gov.uk

You should keep a copy of this form for your records.

Data Protection

We will use the information you provide to meet our contractual obligations under your employment contract. As part of this we will share your personal information with internal service areas and external organisations who provide services on our behalf. More information on how we handle personal information and your rights under the data protection Law can be found in our Privacy Notice [\[link to full version\]](#). We will keep all information you provide confidential and treat it in accordance with the requirements of Data Protection Law.