** PAY POLICY**

1. **INTRODUCTION**

The Governing Body will seek to ensure that all staff are remunerated for the level of responsibility they carry and for the individual contribution they make to the school, subject to the constraints of conditions of service and budgetary provision.

The Pay Committee will ensure that appropriate funding is allocated for pay progression at all levels.

The Governing Body will operate the policy in accordance with equality legislation.

All staff will have access to the Pay Policy and staffing structure.

The Pay Policy should be read in conjunction with,

* the [School Teachers’ Pay and Conditions Document 2024](https://www.gov.uk/government/publications/school-teachers-pay-and-conditions)[[1]](#footnote-2) (STPCD),
* the Appraisal Policy and Capability Policy
* the [Teachers’ Standards](https://www.gov.uk/government/publications/teachers-standards)[[2]](#footnote-3) and
* the non-statutory advice ['Managing teachers' and leaders' pay](https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay)[[3]](#footnote-4) (September 2024).

The policy will be reviewed annually.

1. **MECHANISMS FOR IMPLEMENTING AND REVIEWING THE POLICY**
	1. **Implementation**

The Governing Body’s Pay Committee will deal with all matters relating to pay and will have full responsibility for implementing the Pay Policy in a fair and equitable manner.

The Pay Committee will maintain all statutory and contractual obligations and will comply with the following legislation, (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.

The full Governing Body retains responsibility for endorsing any proposed changes to the school’s Pay Policy. Any changes should be discussed with and communicated to all staff.

Any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Headteacher must withdraw from the part of the meeting where the subject of consideration is their own pay. A person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

All pay decisions must be made ensuring there is no discriminatory effect on any teacher or group of teachers with a protected characteristic under the Equality Act 2010.

An employee may seek a review of any determination in relation to their pay or any other decision taken by the Pay Committee that affects pay - details are provided at Section 5.3 and Section 6.

1. **PAY AWARD - ALL TEACHERS**

From 1 September 2024, a 5.5% increase is applied to all pay points and allowances.

The statutory framework and the local decision for Portsmouth schools will determine the pay award for September 2025.

1. **PAY REVIEW**

The Pay Committee will ensure that each teacher’s salary is reviewed annually, (with effect from 1 September) no later than 31 October each year (except in the case of the Headteacher for whom the deadline is 31 December), and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled, the period for which they are awarded and the basis on which the decision was made.

The Pay Committee must consider annually whether or not to increase the salary of a teacher who has completed a year of employment since the previous annual pay determination up to the maximum of the teachers' pay range, having regard to the pay recommendation detailed below in section 5.2.

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 and where applicable will give information about the basis on which it was made.

1. **PAY PROGRESSION**
	1. ***Teachers' pay progression for September 2024 is based on the 2023 Pay Policy. Teachers' pay progression for September 2025 is based on the 2024 Pay Policy.***

In this school all teachers can expect to receive regular, constructive feedback on their performance and development 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.

In the case of Early Career Teachers (ECTs), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. ECTs must not be negatively affected by the extension of the induction period from one year to two years. This does not prevent pay progression being awarded to the ECT at the end of the first year.

* 1. **Pay recommendation**

Following an annual appraisal, a pay recommendation will be made. All teachers will receive pay progression of 1 point every year (or 1 point every 2 years for teachers on the UPR) up to the maximum of their pay range unless they are subject to capability proceedings (i.e. from the point where a first formal meeting has been arranged under the Capability Policy).

The appraiser will inform the teacher and include the pay recommendation in the appraisal report.

Where a teacher is subject to capability proceedings (i.e. from the point where a first formal meeting has been arranged under the Capability Policy), after careful consideration of the option to withhold pay progression, the pay recommendation will be made by the Headteacher/Chair of Governors and the teacher will be informed.

The Headteacher will ensure fairness by reviewing and moderating all pay recommendations, thereby ensuring a consistent application and interpretation of criteria and evidence.

Where the Headteacher has not been recommended for pay progression they will be informed by the appropriate governor.

Any teacher who has not been recommended for pay progression will be informed by the Headteacher/Chair of Governors of the date the Pay Committee meets to consider pay recommendations.

The Pay Committee must have regard to the pay recommendation when making its final decisions and may only withhold pay progression if the teacher is in capability proceedings.

* 1. **Informal discussion about a pay recommendation**

A key aspect of the process is the opportunity for the employee to discuss a pay recommendation prior to it being confirmed as a pay determination by the Pay Committee.

The opportunity to discuss a pay decision before it is made may also mitigate the need for the formal stages of the appeal process.

If the employee is dissatisfied with the pay recommendation, they should raise it informally with the Headteacher within 10 working days of the appraisal outcome/Headteacher confirmation (or Chair of Governors if the Headteacher).

The appraiser will be invited to attend the discussion (if the Headteacher is not the appraiser).

1. **FORMAL PAY MEETING AND APPEAL PROCEDURE**
	1. Teachers have the right to raise formal appeals against pay determinations if for example they believe that the person or committee by whom the decision was made:
* incorrectly applied the Schools' Pay Policy,
* incorrectly applied any provision of the STCPD,
* 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 or
* unlawfully discriminated against the employee.

The employee is entitled to be accompanied to any formal pay meeting or appeal by a trade union representative or work colleague.

It is important to ensure that all parties understand the need for confidentiality and adhere to it.

When an employee with a disability makes a request for a review or raises an appeal, reasonable adjustments should be made.

* 1. **Formal pay meeting**

If, having had an informal discussion, the employee believes that an incorrect recommendation has been made, the employee should submit a formal written statement to the Headteacher/ Chair of Governors, setting down in writing the grounds for not agreeing with the pay recommendation within 10 working days of the informal discussion.

The employee will be given the opportunity to make representation at a formal pay meeting with a representative(s) of the Pay Committee. This may be an individual member of the Pay Committee. The employee will be notified in writing of the pay recommendation outcome.

* 1. **Pay determination by Pay Committee**

The Pay Committee will consider all the pay recommendations.

* 1. **Confirmation in writing**

The pay determination and the basis on which the decision was made will be communicated in writing to all teachers.

* 1. **Appeal**

Should the teacher not agree with the formal written pay determination, the teacher may appeal the decision.

An appeal should be raised within 10 working days of the written outcome of the pay determination.

An appeal should be heard by a panel of three governors who were not involved in the original determination or at a previous stage. The employee will be given the opportunity to make representation in person.

Pay appeals should be formally clerked and a written record of proceedings made.

The decision of the appeal panel will be given verbally and confirmed in writing within 2 working days (or as soon as practicable thereafter).

Where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision.

The decision is final and there is no further right of appeal.

The pay meeting and the appeals procedure performs the function of the grievance procedure on pay matters and therefore decisions should not be reopened under the general grievance procedure.

1. **ABSENCE**

A practical and flexible approach will be taken to conducting appraisals and making pay decisions for those absent on maternity leave, adoption leave, shared parental leave, long-term disability or sickness absence, where a teacher has been absent for part or all of the reporting year. In those circumstances, schools should ensure that the absent teacher receives fair treatment while ensuring the integrity and robustness of the school’s appraisal process for all teachers.

An absence from work for those reasons listed above does not mean pay progression is automatically withheld, or a teacher is not considered for the upper pay range, as this could be discriminatory.

A pay recommendation will be made to the Pay Committee annually in the normal way.

Schools should consider conducting appraisals prior to a teacher starting maternity leave, adoption leave or shared parental leave even if this is early in the appraisal year, and basing any appraisal on the evidence to date in that appraisal year. Account could also be taken of evidence in previous appraisal periods if there is very little to consider in the current year. Keeping in Touch (KIT) days should not be used for the purposes of appraisal. Schools should consider reasonable adjustments to give a teacher who is absent for disability related reasons an equal opportunity to participate in appraisal.

The Headteacher may contact the HR Employee Relations Team for advice.

1. **LEADERSHIP GROUP**
	1. In accordance with Section 2, paragraph 4.1 of the STPCD 2024, the determination of leadership group pay introduced in the 2014 STPCD should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.
	2. A school may also choose to review the pay of all of their leadership posts in accordance with the new arrangements introduced in the 2014 STPCD if they determine that this is required to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly change on or after that date.

Therefore, this section is broken down into the Leadership group, subject to the STPCD 2013 (at paragraph 8.3) and the Leadership group, subject to the STPCD 2024 (at paragraph 8.4)

 The Headteacher groups and pay ranges are shown in Appendix 1.

* 1. **Pay determination for leadership group who are subject to the STPCD 2013 conditions (i.e., unless there are significant changes to responsibilities)**

All pay determinations in September 2024 for leadership in this section must be considered in conjunction with the STPCD 2013.

* + 1. **ISR and pay ranges**

The Individual School Range (ISR) has been determined in accordance with the STPCD 2013. A record must be held of the reasoning behind the determination of the ISR.

The Headteacher group for the school is Group \_ and the total pay range for this group is point \_\_ to \_\_ on the leadership pay spine. In accordance with the STPCD 2013, the Governing Body have set the Individual School Range at points \_\_ to \_\_ (7 POINT RANGE).

The Deputy Headteacher's range is determined between the point below the Head’s ISR and the next point above the highest paid classroom teacher.

In accordance with the STPCD 2013, the Deputy Headteacher's pay range has been set at points \_ to \_ (5 POINT RANGE).

Where applicable, the Assistant Headteacher’s range is determined between the point below the Headteacher’s ISR and the point above the highest paid classroom teacher but must start at least one point lower on the scale than the range for any deputy at the school.

In accordance with the STPCD 2013, the Assistant Headteacher’s pay range has been set at points \_ to \_ (5 POINT RANGE).

The total of all discretionary payments made to a Headteacher in respect of any school year must not exceed 25% of the amount which corresponds to that individual’s point on their ISR for that year.

The Pay Committee may determine that additional payments be made to a Headteacher which exceed the limit set out in Section 2, paragraph 12.2 of the STPCD 2013 in wholly exceptional circumstances by making a business case to the Governing Body and gaining the agreement of the Governing Body. The Governing Body must seek external independent advice before providing such agreement in accordance with the STPCD 2013.

* 1. **Pay determination for a new appointment or where there are significant changes in responsibility for an existing leadership group member (Subject to the STPCD 2024)**
		1. All pay determinations for leadership in this section will be considered in conjunction with the STPCD 2024.
		2. The Governing Body will determine a salary for Headteachers, Deputy Headteachers or Assistant Headteachers in accordance with Section 2, paragraphs 4 to 10 of the STPCD 2024.

**The three-stage process:**

The following three-stage process is used when setting the pay for new appointments to headship or the wider leadership team or where there are significant changes in responsibility for an existing leadership group member.

The three-stage process offers a Governing Body substantial flexibility to set pay at the level needed to attract Headteachers and other members of the leadership team by systematically considering the circumstances of the role before advertising the post.

The three stages are:

Stage 1 – Defining the role and determining the Headteacher group

Stage 2 – Setting the indicative pay range

Stage 3 – Deciding the starting salary and individual pay range

The DfE advice - [Managing Teachers’ and Leaders’ Pay - July 2024](https://assets.publishing.service.gov.uk/media/66a38172ab418ab055592dc5/Managing_Teachers__and_Leaders__Pay_-_July_2024.pdf) must be considered. Appendix 2 provides a condensed version of the advice.

The Governing Body will determine a pay range for the Headteacher and Deputy Headteacher and Assistant Headteacher in accordance with Section 2, paragraphs 9.2 to 9.4 of the STPCD 2024.

When determining the leadership pay range, the Governing Body will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

In the case of a new appointment, the Governing Body may wish to take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post.

The Governing Body will ensure that there is appropriate scope within the range to allow for progression over time.

Pay ranges for Headteachers should not normally exceed the maximum of the Headteacher group. However, the Headteacher’s pay range (where determined on or after 1 September 2014) may exceed the maximum where the Governing Body determines that circumstances specific to the role or candidate specific factors warrant a higher than normal payment.

The Governing Body must ensure that the maximum of the Headteacher’s pay range and any additional payments made under Section 2, paragraph 10 of the STPCD 2024 ('Determination of temporary payments to Headteachers'), does not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances; in such circumstances the Governing Body must seek external independent advice before providing such agreement and support its decision with a business case.

The maximum of the Deputy Headteacher or Assistant Headteacher’s pay range must not exceed the maximum of the Headteacher group for the school, calculated in accordance with Section 2, paragraphs 6 to 8 of the STPCD 2024. The pay range for a Deputy Headteacher or Assistant Headteacher should only overlap the Headteacher’s pay range in exceptional circumstances.

* + 1. **Determination of temporary payments to Headteachers**

Subject to Section 2, paragraph 10.2 to 10.4 of the STPCD 2024, 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. In each case the Governing Body must not have previously taken such reason or circumstance into account when determining the Headteacher’s pay range.

Subject to Section 2, paragraph 10.3 of the STPCD 2024, the total sum of the temporary payments made to a Headteacher in accordance with paragraph 10.1 in any 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, except as set out in paragraph 10.4 of the STPCD 2024.

Section 2, paragraph 10.2 of the STPCD 2024 does not apply to additional payments made in accordance with:

1. Section 2, paragraph 25 of the STPCD 2024, where those residential duties are a requirement of the post; or
2. Section 2, paragraph 27 of the STPCD 2024, to the extent that the payment is in respect of housing or relocation expenses which relate solely to the personal circumstances of that Headteacher.

The Governing Body may determine that additional payments be made to a Headteacher which exceed the limit set out in Section 2, paragraph 10.2 of the STPCD 2024 in wholly exceptional circumstances and with the agreement of the Governing Body. The Governing Body must seek external independent advice before producing a business case seeking such agreement.

There must be a clear audit trail for any advice given to the Governing Body and a full and accurate record (minuted by the Clerk) of all decisions made by the Governing Body and the reasoning behind it

* + 1. **Leadership range - subject to STPCD 2024**

**Range**

The Headteacher Group is 4 and the total pay range for this group is L3 to L27 on the leadership pay range.

In accordance with the STPCD 2024, the Governing Body have set the following ranges for each of the leadership posts at the school.

* Headteacher L21-L27
* Deputy Headteacher L9-L15
* Assistant Headteacher L3-L8

A formal record will be kept of the reasoning behind the range chosen and the values in the range. This will be in accordance with the 3 stage process detailed in Appendix 2 of the Pay Policy.

The Governing Body will ensure that there is appropriate scope within the range to allow for progression over time. The top value in the range determined via the 3 stage process cannot be exceeded when progression is being determined.

When setting the range, advice will be sought from the HR Employee Relations Team.

* + 1. **Headteacher**

In accordance with the STPCD 2024, the Governing Body has set the range at value £80,634 to value £93,400.

The Governing Body will determine in advance the number of progression values in the pay range and what these values are.

* + 1. **Deputy Headteacher**

In accordance with the STPCD 2024, the Governing Body has set the range at value £ 60,644 to value £ 70,293.

The Governing Body will determine in advance the number of progression values in the pay range and what these values are.

* + 1. **Assistant Headteacher**

In accordance with the STPCD 2024, the Governing Body has set the range at value £ 52,301 to value £ 59,167

The Governing Body will determine in advance the number of progression values in the pay range and what these values are.

* 1. **Leadership range progression**

Following an annual appraisal, a pay recommendation will be made. Teachers on the leadership range will receive pay progression of 1 point/value every year up to the maximum of their pay range unless they are subject to capability proceedings (i.e. from the point where a first formal meeting has been arranged under the Capability Policy).

1. **OTHER TEACHERS**
	1. In accordance with the STPCD 2024, any pay increase awarded to a teacher on the main pay range, the upper pay range, or the unqualified teacher pay range, or any movement between those pay ranges must be permanent for as long as the teacher remains employed within the same school.
	2. **Main Pay Range**

The progression points for the main pay range in this school are shown in Appendix 1.

Following an annual appraisal, a pay recommendation will be made. Teachers on the main pay range will receive pay progression of 1 point every year up to the maximum of their pay range unless they are subject to capability proceedings (i.e. from the point where a first formal meeting has been arranged under the Capability Policy).

* 1. **Upper Pay Range**

The progression points for the upper pay range in this school are shown in Appendix 1.

Following an annual appraisal, a pay recommendation will be made. Teachers on the upper pay range will receive pay progression of 1 point every 2 years up to the maximum of their pay range unless they are subject to capability proceedings (i.e. from the point where a first formal meeting has been arranged under the Capability Policy).

* 1. **Unqualified Teacher**
		1. Unqualified teachers will normally be paid on the unqualified teacher pay range.
		2. The progression points for the unqualified teachers' pay range in this school are shown in Appendix 1.
		3. Following an annual appraisal, a pay recommendation will be made. An unqualified teacher will receive pay progression of 1 point every year up to the maximum of their pay range unless they are subject to capability proceedings (i.e. from the point where a first formal meeting has been arranged under the Capability Policy).
		4. Where an unqualified teacher is on a recognised “route into teaching” programme, the Headteacher may exercise their discretion to pay the unqualified teacher on the main pay range having regard to their skill, qualifications and experience.
	2. **Leading Practitioner**
		1. Where a Leading Practitioner post is included in the staffing structure, each leading practitioner will be paid within a specified range, within the pay range for leading practitioners.
		2. The pay range for Leading Practitioners is shown in Appendix 1.
		3. The Governing Body will specify the range for an individual post and will determine the number and value of pay progression points within that range.
		4. The Governing Body will have regard to the challenge and demands of the individual post and internal pay relativities.
		5. Different Leading Practitioner posts may have a different specified range, having regard to the demands and challenges of the individual post and pay differentials within the school.
		6. The Governing Body will take account of Section 2, paragraph 49 of the STPCD 2024 when determining the role of a Leading Practitioner in this school.
		7. The role should include classroom centred activity, excellent pedagogy and practice and teaching champions. Additional duties will be set out in the job description of the leading practitioner and will include:
* A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement.
* The improvement of teaching within school (and within the wider school community) which impact significantly on pupil progress.
* Improving the effectiveness of staff and colleagues, particularly in relation to specified areas.
* Supporting the school or groups of schools in provision of high quality schemes of work to reduce workload.

The successful candidate for a Leading Practitioner role will normally be expected to have a sustained track record of successful performance as a teacher on the upper pay range or higher, have demonstrated excellence in teaching and have contributed to leading the improvement of teaching skills.

Leading Practitioner roles are for specific posts and are not portable to a different post within the same school.

Following an annual appraisal, a pay recommendation will be made. Leading Practitioners will receive pay progression of 1 point every year up to the maximum of their pay range unless they are subject to capability proceedings (i.e. from the point where a first formal meeting has been arranged under the Capability Policy).

1. **PAY ON APPOINTMENT (MPR, UPR, Unqualified and Leading Practitioner)**
	1. Whilst there is no statutory requirement to match teachers’ previous salaries when they are applying for a post in a different school, schools are free to do so if they choose. This includes the freedom to pay teachers more from the start of their new employment in a school.
	2. The Governing Body will determine the pay range for a vacancy prior to advertising it in accordance with the Pay Policy and STPCD 2024. On appointment, the Headteacher will determine the starting salary within that range to be offered to the successful candidate.
	3. In making such determinations, the Governing Body may take into account a range of factors, for example:
* The nature of the post.
* The level of qualifications, skills and experience required.
* Market conditions.
* The wider school context.
* The candidates existing salary.
* The stage of the appraisal review cycle.
	1. There is no assumption that an employee will be paid the same rate they were being paid in a previous school or as a centrally employed/ unattached teacher in a Local Authority. The appropriate salary will be matched to the specific post on offer and will be clearly stated in the offer letter.

In addition to this, the school will use the discretions available within the STPCD 2024, considering any equality issues that may arise whilst making these pay decisions. The school will not discriminate against teachers on the grounds of a protected characteristic for example, direct or indirect discrimination against a teacher who has taken a break from teaching to give birth and/or to take care of children.

Further advice should be sought from the HR Employee Relations Team.

* 1. Early Career Teachers in their first year will normally be paid on the minimum of the main pay range.
	2. A decision to appoint a teacher on the upper pay range will be made in accordance with Section 2, paragraph 14.2 to 14.3 of the STPCD 2024, which states when the Governing Body must pay a teacher on the upper pay range and when the Governing Body may pay a teacher on the upper pay range.
	3. **Candidates moving job mid-year**

In accordance with the Appraisal Policy for teachers, where a teacher starts their employment at the school part-way through a cycle, the Headteacher shall determine the length of the first cycle for that teacher, with a view to bringing their cycle into line with the cycle for other teachers as soon as possible. This will also include determining when pay will be determined next.

i.e.:

* Match current salary and determine when pay will be reviewed (this may mean a part year review or delay until a full year's performance cycle has been completed).

Or

* Pay above current salary and determine when performance will be reviewed (this may mean a part year review or delay until a full year's performance cycle has been completed).

Or

* Where the circumstances warrant it, offer a lower salary and determine when the performance will be reviewed (this may mean a part year review or delay until a full year's performance cycle has been completed).

The new employee must be informed in their offer letter of their pay on appointment and when they may gain progression. The school Recruitment and Selection Policy contains a model offer letter which contains this wording.

1. **MOVEMENT TO THE UPPER PAY RANGE**
	1. Any qualified teacher may apply to be paid on the upper pay range once per year in accordance with the STPCD 2024. However, in this school, it is the expectation in normal circumstances that a teacher would need to be on the maximum of the main pay range in order to satisfy the criteria below.
	2. It is the responsibility of the teacher to decide whether or not they wish to make an application.
	3. Applications must be formally made to the Headteacher by 31 October in each year. Consideration will be given to accepting late applications where individual circumstances prevent this deadline being met (for example absence).
	4. Movement to the upper pay range will be backdated to 1 September.
	5. If a teacher is employed at another school(s), they may make separate applications if they wish to apply to be paid on the upper pay range in that school(s).
	6. This school will not be bound by any pay decision made by another school or by a Local Authority for centrally employed/unattached teachers.
	7. **The Criteria**

An application will be successful, if the Headteacher and the Pay Committee are satisfied:

* that the teacher is highly competent in all elements of the Teachers' Standards; and,
* that the teacher’s achievements and contribution to an educational setting or settings are substantial and sustained.

This means that the teacher has consistently;

* been assessed as meeting their appraisal objectives over a sustained period;
* demonstrated that they meet all of the Teachers' Standards, both in terms of teaching and personal and professional conduct, over a sustained period;

and in addition that;

* teaching has been rated as good overall, with some outstanding, over a sustained period;
* the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
* the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils’ learning;
* the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include;
	+ - demonstrating an ability to coach, mentor, advise and demonstrate best practice to other teachers to enable them to improve their teaching practice;
		- contributing to policy and practice which has improved teaching and learning across the school.
	1. **Definitions**

**For the purpose of the Upper Pay Range:**

**Highly competent means:** Performance which is not only good, but also good 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:** Playing a critical role in the life of the school and making a clear, distinctive contribution to the raising of pupil standards. The teacher takes advantage of appropriate opportunities for professional development and uses the outcomes effectively as evidenced by an improvement in pupils' learning.

**Sustained means**: maintained continuously over a period of at least 2 school years, subject to Section 7 of this policy regarding absence (a year being defined as at least 26 weeks in any academic year in accordance with the STPCD 2024).

The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period. See Section 7 of this policy regarding absence. The Headteacher should contact the HR Employee Relations Team for advice.

Teachers may use evidence from another school in order to show that they meet the criteria.

* 1. **The Assessment**

The Headteacher will assess all applications to be paid on the upper pay range and their recommendation will be considered by the Pay Committee.

The Headteacher will use the evidence contained in the teachers’ appraisal review to make their assessment.

A teacher may, if they wish, provide additional evidence to support their application, but they are not obliged to do so.

* 1. **Procedure**

The Headteacher will discuss their recommendation with the teacher and the Pay Committee will confirm the decision in writing.

Where the application is approved, the teacher will progress to the minimum of the upper pay range backdated to 1 September.

Where the application is not successful, the Headteacher will provide feedback and the teacher will be provided with advice and support through the appraisal process to develop their skills with a view to the teacher making a successful application in the future.

Teachers have the right to appeal any decision not to move to the upper pay range. The appeals procedure is set out in Section 6 of this Pay Policy.

1. **ALLOWANCES AND OTHER PAYMENTS FOR CLASSROOM TEACHERS**
	1. Teachers on the main pay range or upper pay range may be paid an additional allowance.

Any allowance of a part time teacher except for TLR3s must be determined in accordance with the pro rata principle.

* 1. **Teaching and Learning Responsibility Payments (TLRs)**

There are 3 TLR levels: TLR1, TLR2 and TLR3.

A TLR may be awarded to teachers on the main pay range or upper pay range.

Unqualified teachers may not be awarded TLRs.

A TLR payment may be awarded 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. The award may be while a teacher remains in the same post or occupies another post in the absence of a post-holder, in accordance with, and subject to, Section 2, paragraph 3 and paragraphs 20.2 and 20.3 of the STPCD 2024.

The overarching criterion for the award of TLR1s and TLR2s includes provisions that the responsibility for which the TLR is awarded must be ‘sustained’ and that the TLR must be awarded ‘in the context of the staffing structure’.

Section 2, paragraph 20.4 of the STPCD 2024 details the significant responsibility that the teachers' duties must include to be awarded a TLR.

In addition, before awarding a TLR1, the school must be satisfied that the sustained, additional responsibility includes line management responsibility for a significant number of people.

The school will consider the relative weight of the TLR post and appropriate level of reward. Posts of equal weight should be allocated equal value. The value of a new post should be considered in relation to the value of existing posts.

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

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

Posts which attract TLR1 and TLR2s and the amounts are set out in the staffing structure.

Where a TLR 1 or TLR 2 is awarded to a part time teacher they must be paid pro rata at the same proportion (pro rata principle) as the teacher's part time contract. The pro rata principle does not apply to TLR 3s.

A TLR3 is a fixed-term award. TLR3s may be awarded only for clearly time-limited school improvement projects, one-off externally driven responsibilities, 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 school 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

The range for TLR3s refers to the annual value of such an award. Where a TLR3 is awarded with a fixed term of less than one year then the total value should be determined proportionately to the annual value. Where a TLR3 is awarded to a part-time teacher the value should not be amended to reflect the part-time hours of the individual in receipt of the award; the pro-rata principle does not apply to TLR3s.

The annual value of an individual TLR3 must be no less than £675 and no greater than £3,344 and be in accordance with Section 2, paragraph 20.3 of the STPCD 2024. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term.

The Headteacher will determine which projects should attract a TLR3 payment and the value of the TLR3 having regard to the context, nature and complexity of the responsibility.

In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

A teacher cannot hold a TLR1 and a TLR2 concurrently.

A teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

Where a TLR is awarded, written notification will be given to the teacher of:

* the nature of the significant responsibility.
* the level of the payment.

and where appropriate

* the date on which, as well as any circumstances in which the allowance will end (if occurring earlier than that date).
* a statement that a TLR3 will not be safeguarded

Consultation will occur if there is a review of the staffing structure.

Further detail is available in Section, 2, paragraph 20 and section 3 paragraph 47 to 54 of the STPCD 2024.

* 1. **Special Educational Needs Allowance**

A Special Educational Needs (SEN) allowance of no less than £2,679 and no more than £5,285 per annum is payable to a classroom teacher in accordance with Section 2, paragraph 21 of the STPCD 2024.

Where a SEN allowance is to be paid, the Governing Body will determine the spot value of the allowance, taking into account the structure of the school’s SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post and the relative demands of the post.

In determining the value of a SEN payment, due regard will be given to ensuring consistency, fairness, transparency and value for money.

1. **PART TIME TEACHERS**

The salary and any allowances (except for TLR3s), of a part time teacher must be determined in accordance with the pro rata principle as stated in Section 2, paragraph 40 and 41 of the STPCD 2024.

The “pro rata principle” means the proportion of total remuneration which corresponds to the number of hours that the teacher is employed in that capacity during the course of the school’s timetabled teaching week as a proportion of the total number of hours in the school’s timetabled teaching week.

Part-time teachers are entitled to PPA time pro-rata to full time teachers in accordance with Section 2, paragraph 52.5 of the STPCD 2024.

Part-time teachers should be provided with a clear statement of the sessions and hours they will be required to work and details of their pay calculation.

Further details on part time pay are available in Section 3, paragraph 39 - 44 of the STPCD 2024.

1. **SHORT NOTICE/SUPPLY TEACHERS**

Teachers engaged on a day to day or other short notice basis must be paid in accordance with the provisions of the STPCD 2024 on a daily basis calculated on the assumption that a full working year in the school year consists of 195 days, periods of less than a day being calculated pro rata.

1. **SAFEGUARDED PAYMENTS AND ALLOWANCES**
	1. Safeguarding will apply up to a maximum of three years whenever a teacher faces a reduction in salary through no fault of their own and in accordance with Section 2, paragraph 29 to 37 of the STPCD 2024.
	2. 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 1 month after the date of the determination.
	3. TLR3s are not subject to safeguarding.
	4. In accordance with Section 2, paragraph 35.1 of the STPCD 2024, if the safeguarded sums exceed £500 in total, the Governing Body must review the teacher's assigned duties and allocate such additional duties to the teacher as they reasonably consider are appropriate and commensurate with the safeguarded sum, for as long as the teacher continues to be paid the safeguarded sum which in total exceed £500.
2. **ADDITIONAL PAYMENTS**
	1. The Governing Body may make such payments as they see fit in accordance with Section 2, paragraph 26 of the STPCD 2024, to a teacher in respect of:
* Continuing professional development undertaken outside the school day.
* Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher.
* 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.
	1. An appropriate level of payment will be decided prior to activity and the level will depend on the activity undertaken. The Governing Body will make the decision on the recommendation of the Headteacher.
	2. All agreements and payments will be documented.
1. **SALARY SACRIFICE ARRANGEMENTS**

## Where the school operates a salary sacrifice arrangement as detailed in Section 2, paragraph 28.1 - 28.3 of the STPCD 2024, the employee may participate in any such arrangement and their gross salary may be reduced accordingly for the duration of participation.

1. **RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS**
	1. The Governing Body can award payments, or provide 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 (Section 2, paragraph 27.1 - 27.2 of the STPCD 2024).

A salary advance scheme for a rental deposit may be one of a number of tools that schools may wish to consider using to support recruitment or retention.

Other examples of assistance are transport season ticket loans for travel costs, a one-off payment such as a contribution to removal costs, or a time limited allowance.

Recruitment and Retention incentives and benefits must not be made for carrying out specific responsibilities.

* 1. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.
	2. The Governing Body will conduct a regular formal review of all such awards.
	3. Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher (including non-monetary benefits) must be taken into account when determining the pay range (This is stated in Section 2, paragraph 27.3 of the STPCD 2024).

Where the Governing Body pays a recruitment or retention incentive or benefit to a Headteacher, Deputy Headteacher or Assistant Headteacher awarded under a previous Document subject to review, they may continue to make that payment at its existing value until such time as the Headteacher, Deputy Headteacher or Assistant Headteacher’s pay range is determined under the STPCD 2024.

1. **HONORARIA**

The Governing Body **will not** pay any honoraria to any member of teaching staff.

1. **NON-TEACHING STAFF PAY**
	1. **Principles**

The underlying principles of this policy apply to all staff in school.

* 1. **Job Evaluation**

An assessment of the pay structure has taken place to ensure it meets the needs of the council and the school. Reviewing all posts, other than teachers and staff on Soulbury terms and conditions of service, using a job evaluation system to ensure there is no discrimination in pay and conditions of service.

* 1. **Recognition - Honoraria**

To recognise outstanding work or to reward work undertaken in addition to a person’s job description, honoraria may be paid to non-teaching staff using the Honoraria Payment form.

* 1. **Recognition - Accelerated increments**

Accelerated increments may be considered for work of an exceptional standard, for example:

* A sustained high level of performance exceeding expectations.
* Demonstration of outstanding level of commitment or initiative.
* Additional duties, not of a minor nature but not substantial enough to be outside of the posts grading.

The following criteria apply to the award of accelerated increments;

* A maximum of 2 increments may be given at one time.
* Any change will be on a permanent basis through-out employment in that post.
* Accelerated increments must not exceed the current pay band of the post.

The Headteacher should clearly evidence the reasons for the accelerated increment(s) and show that the employee has achieved an exceptional standard beyond normal expectations.

Any additional increment is subject to income tax, National Insurance and if the employee is a member of the Local Government Pension Scheme, pension deductions in the normal way as annual increments.

The Accelerated Increments form must be used. The form must be authorised by the Headteacher and the Chair of Governors and sent to the HR People Centre to be processed.

1. **COLLECTING AND PROCESSING PERSONAL DATA**

As part of employment processes, the school and Portsmouth City Council collects and processes personal data relating to its employees in order to manage the employment relationship and contract. The school and Portsmouth City Council is committed to being transparent about how it collects and uses that data and meeting its obligations under the EU General Data Protection Regulations 2016/679 and the Data Protection Act 2018 (Data Protection legislation).

Where a form is completed or information is collected as part of this employment policy, this is held in accordance with the Data Protection legislation.

The employee privacy notice describes how the school collects and uses personal information.

**This policy is in accordance with the School Teachers’ Pay and Conditions Document**

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1. https://www.gov.uk/government/publications/school-teachers-pay-and-conditions [↑](#footnote-ref-2)
2. https://www.gov.uk/government/publications/teachers-standards [↑](#footnote-ref-3)
3. https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay [↑](#footnote-ref-4)