



Teachers' pay policy 2019-20

Kenmore Park Infant and Nursery School

Approved by: The Full Governing Body

Date: 5th December 2019

Last reviewed on: New Policy from September 2019

Next review due by: September 2020

Contents

1. Aims	2
2. Legislation and guidance	2
3. Definitions	3
4. Roles and responsibilities	3
5. How we will decide pay on appointment	3
6. How we will decide on pay progression	3
7. Moving to the Upper Pay Range	Error! Bookmark not defined.
8. Additional allowances	Error! Bookmark not defined.
9. Leadership pay	5
10. Salary safeguarding arrangements	5
11. Information to be included in pay statements	Error! Bookmark not defined.
12. Appealing a decision on pay progression	Error! Bookmark not defined.
13. Further sections	7
14. Monitoring arrangements	Error! Bookmark not defined.
15. Links with other policies	Error! Bookmark not defined.

1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and clearly explain how decisions will be made based on the teacher's performance
- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way

This policy has been consulted on by staff and relevant trade unions.

2. Legislation and guidance

This policy complies with the [School Teachers Pay and Conditions Document \(STPCD\)](#). It is based on the [model pay policy](#) created by the Department for Education (DfE).

The policy also takes into account legislation from the following Government acts:-

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly

- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [principles of public life](#) which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice](#) and are set out in our staff grievance procedures.

3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment 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
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Leadership group** comprises the headteacher, deputy headteacher and assistant headteacher

4. Roles and responsibilities

Line managers will make recommendations on a teacher's pay following the teacher's appraisal.

Final pay decisions are made by the governing body..

Responsibility for making pay decisions is delegated to the Pay Review Committee of the Governing Body and ratified by the full Governing Body.

[Appendix 1 Terms of reference delegated to this committee.](#)

5. How we will decide pay on appointment

The governing board will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the governing board will take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

6. How we will decide on pay progression

6.1 Annual reviews

The governing body will ensure that each teacher's salary is reviewed annually between 1 September and 31 October, in alignment with our annual appraisal period.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain. At the performance Management review the Headteacher or Appraiser will make a judgement on whether the teacher has met or not met their previous targets. The Head will then recommend to the Governing Body Pay committee if they feel that the teacher is eligible for performance related pay progression (Refer to the School Performance Management/Appraisal Policy). The Governors Pay committee will either follow this

recommendation for pay progression or decline it. The teacher will normally move up one point if on the Main Professional Scale (MPS) pay range unless there are exceptional circumstances in which case they may move up two points.

It is expected that teachers on the Upper Pay spine only move once every two years (It is expected that teachers will have met all of their performance management objectives over the last two years) unless there are exceptional circumstances. Teachers on the Upper Pay Spine are expected to show sustained progress and show that their work has moved the school forward.

Any teacher may ask to be considered to move onto the Upper Pay spine.

When making decisions, the Governing Body will take into account:

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our appraisal policy
- The pay recommendation made in the teacher's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget

When deciding pay progression based on performance, we will:

Follow the schools Performance Management/Appraisal Policy

The DfE's model pay policy, linked to in section 2, explains:

"In developing your policy on linking progression pay to performance, you should consider:

- Whether the measures of performance will be absolute or relative or a combination of both
- The levels of performance that will be required for progression to be awarded
- How progression will be differentiated – so that the very highest performers can progress faster."

The policy explains that you could use absolute performance measures, relative performance measures, a combination of both, or your own method.

The decision can be 'no pay progression' without triggering the Capability Policy.

6.2 Mid-year reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

A written statement will be given after any review and will give information about why it was made.

7. Moving to the Upper Pay Range

7.1 Making applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy.

Applications can be made at least once a year. Applications can be submitted to the Headteacher by 30th June.

Applications will be submitted in writing to the headteacher and will be reviewed by line managers and a senior leader. All applications will be treated fairly and impartially.

When submitting an application, please include:

- Results of appraisals under the 2012 regulations, including recommendations on pay
- Where this information is not applicable or available, a statement and summary of evidence to demonstrate that you have met the assessment criteria
- Reasons why the applicant thinks they are eligible for moving to the Upper Pay spine and evidence to back this up.

7.2 Assessment

In order to be eligible to be paid on the upper pay range, the Governing Body must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- **'Highly competent'** means:
Performance which is good enough to provide coaching, mentoring and advice to other teachers, 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:
The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; 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:
The teacher's contributions have been maintained over a long period

It is expected that teachers will have met all of their performance management objectives over the last two years.

7.3 The decision

The assessment will be made and the applicant notified within 4 weeks after 31st October.

The decision will be made by the Governing Body who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher.

If successful, applicants will move to the upper pay range from the beginning of the academic year - 1st September. Pay will be backdated to the 1st September.

If unsuccessful, feedback will be provided by line managers in a one-to-one meeting, within 10 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

Decisions will also be communicated in writing. Any appeals against decisions are covered by our staff grievance procedures.

8. Additional allowances

- *Teaching and learning responsibility (TLR) payments. Currently the school offers two additional allowances, A TLR 2A for a curriculum responsibility or Year leadership, A TLR 2B for Year leaders who has a core subject responsibility.*
- *Special educational needs (SEN) allowances*
- *Where unqualified teachers take on a sustained additional responsibility or have qualifications and experiences which bring added value to the work being undertaken.*
- *Where a teacher is 'acting up' and is assigned the duties of a school leader but is not appointed as a school leader*
- *Where a teacher is seconded*

Additional allowances have to be applied for following either an internal or external advert.

9. Leadership pay

There are only 2 positions in the school that are on the Leadership Pay Spine, both the Headteacher and the Deputy Headteacher. The pay range for the Headteacher is defined by the group size as detailed in the STPCD. The Group size for Kenmore Infant & Nursery School is Group 3 with a pay range of £55,898 to

£75,564(Pay range 11-24)

Governors may decide to increase this by a maximum of 25% in exceptional circumstances. In that case the maximum amount for Headteacher pay is £91,016. (£94,455)

Performance management for Headteachers will be undertaken by a panel of 3 governors supported by an external advisor. The recommendation for a pay increase is then forwarded to the whole governing body for approval.

Performance management of the Deputy Headteacher follows the normal schools procedure with the Head either recommending a pay increase to the Governing Body Pay Committee until the ceiling level of the Deputies pay in accordance with the group size of the school.

10. Salary safeguarding arrangements

We will abide by the STPCD and safeguard teacher's salaries (para. 29.1) if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD September 2019 (para. 32) when applying and managing salary safeguarding.

11. Information to be included in pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the Governing Body.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date of circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

12. Appealing a decision on pay progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal.

Teachers should attempt to resolve the matter informally at first, by speaking to the Headteacher

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to Chair of the Governing Body within 15 working days of the pay statement being issued. Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD/other relevant terms and conditions the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the grievance procedure is set out in our staff grievance procedures, which is based on the [Acas Code of Practice](#) for addressing grievances.

If the appeal is upheld, the Governing Body will re-issue the pay statement with the correct information.

13. Further sections

- Unqualified teachers' pay arrangements will be based on past experience linked to the needs of the school. The school aims to minimise the use of unqualified staff
- The school is committed to following and abiding by the STPCD recommendations on pay

14. Monitoring arrangements

This policy will be reviewed annually and approved by the Full Governing Body

The Governing Body will consider the outcomes and impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

15. Links with other policies

This policy links with our policies on:

- Staff grievance procedures
- Teacher Performance management / Appraisal policy

Appendix 1.

TERMS OF REFERENCE

Staffing and Pay Review Committee

(including HT Pay Review).

Delegation of the Governing Body's Functions

In deciding how to delegate its functions, the Governing Body must have regard to its overall strategic purpose and the responsibility of the Headteacher for the operational management of the school.

The Headteacher will comply with any reasonable direction made by the Governing Body in performing any function it delegates to them.

Performance Management Policy

The Governing Body must agree and implement a Staff Appraisal Policy setting out how teacher appraisal at the school is to be implemented. This includes Headteacher appraisal. The Governing Body may request the Headteacher to formulate a Staff Appraisal Policy for consideration and adoption, with or without modification. The Governing Body must review the Staff Appraisal Policy annually and amend it as it sees fit.

Before establishing or amending the Staff Appraisal Policy, the Governing Body must ensure that all teachers are consulted. The Governing Body may ask the Headteacher to do this.

The Governing Body must make a copy of the policy available at the school for inspection by staff, anyone involved in operation of the appraisal system and the School Improvement Partner.

Staffing Committee

The Staffing Committee covers all areas of human resources.

The aims of the Committee are to:

- Recruit teaching and non-teaching staff of quality.
- Retain and motivate staff to ensure the best possible standards of learning and teaching.
- Maintain high staff morale.
- Implement the School Development Plans successfully.

The Committee will develop a whole school staffing policies and procedures by:

- Consulting with members of staff through staff meetings or at Staffing Sub-Committee meetings to which staff representatives would be invited.
- Considering advice given by the LA.

- Considering the views of Trade Unions and Professional Associations.
- Considering any practice or policy common to the majority of Governing Bodies in Harrow.

The Staffing Committee will:-

- Approve the number of staff employed at the schools.
- Agree the staffing structure according to the needs of the curriculum and the priorities of the School Development Plan.
- Ensure equality of opportunity in all appointments.
- Ensure training on staffing issues for Governors and staff.
- Take account of relevant legislation.
- Give a signed, dated copy of the agreed staffing policies and procedures to each member of staff and each Governor.
- Regularly monitor and annually review the agreed staffing policy, procedures and delegations.
- If need be any financial issues should be reported to the Finance, Pay and Review Committees before seeking final approval at the Governing Body.

Selection Procedures for:

Heads and Deputies the Governing Body shall appoint a selection panel which will:-

- Advertise the post as required by law and the needs of the school.
- Prepare job descriptions and person specifications in consultation with the LA.
- Shortlist and interview candidates taking into account the needs of the school and advice from the LA. Select, if possible, a suitable candidate for the post whose selection should be confirmed by the Governing Body within 24 hours.

Teaching & Learning Responsibility Points (TLRs).

The Staffing Sub-Committee shall:-

- Agree posts and TLRs in consultation with the Headteacher taking into account the needs of the school and the financial situation.
- Advertise the TLRs internally and, if necessary externally.
- Appoint one or two governors to sit on a selection panel with the Headteacher.

Main Professional Grade Teachers and Non-Teaching Staff:

The appointments shall be delegated to the Headteacher who will inform the Staffing Sub-Committee when a suitable appointment has been made. Posts will be advertised appropriately and there is not requirement for a one ~~governor will normally~~ to sit on the selection panel. Clear job descriptions will be drawn up, in line with the roles and responsibilities of the post and this will be reviewed as necessary.

NQT's :

They will mainly be drawn from the Primary Pool.

The HT and a member of the school staff will conduct an informal interview to assess their suitability for the vacant post.

This responsibility will be delegated to the Headteacher by the Governing Body.

Pay Review Committee

The Pay Review Committee will have powers to approve recommendations made by the headteacher in line with the pay policy and ensure that their decisions are formally ratified by the Governing Body and recorded within the minutes.

Their role is also

- to achieve the aims of the whole school Pay Policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all recommendations and report these to a full meeting of the Governing Body; and
- to advise the Governing Body of relevant budgetary implications to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.
- To ensure that the school's budget can accommodate any pay increases and seek approval from the Finance and full Governing Body to proceed.

Head Teachers Pay Review Committee.

The Headteachers pay review committee must:

- must ensure that the pay review committee is made up of a minimum of 3 governors who are not members of the school staff.
- must commission the support of an external advisor whose role is to ensure the process operates in line with guidelines set out in the STPCD
- monitor that the school Headteacher's group is in accordance with paragraph 5.1,6,7,8,9 of the STPCD 2019
- determine the pay range for the Headteachers and Deputy Headteacher in accordance with paragraph 9.2 to 9.4 STPCD 2019.
- consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination, only decisions made should be in line with para 4.4 and where applicable 5.3 & 9.1 of the STPCD 2019
- decide how pay progression will be determined subject to the conditions set out in paragraph 11.2 or the STPCD 2019.
- All decisions made must be put in writing and maintained as a part 2 item with the Governing Body minutes when the Headteacher's pay review committee outcomes and recommendations are discussed with the Governing body (excluding all school staff members).

Appendix 2.

Classroom Teachers Pay 2019 / 2020:-

Main Professional Scale:

	2019/20 inclusive of Government 2.75% Pay Award
1 (minimum)	£28,355
2	£30,113
3	£31,976
4	£33,956
5	£36,836
6 (Maximum).	£40,035

Upper Pay Range

	2019/20 inclusive of Government 2.75% Pay Award
1 (Minimum)	£41 419
2	£42 951
3 (Maximum).	£44 541

TLR

	2019/20 inclusive of Government 2.75% Pay Award
2A	£2796
2B	£4610

Unqualified Pay Range

Unqualified	2019/20 inclusive of Government 2.75% Pay Award
1	£21,004
2	£23,061
3	£25,118
4	£27,178
5	£29,233
6	£31,290

Leadership Pay Range

Point (Outer London Area).	2019/20 inclusive of Government 2.75% Pay Award
11 (Minimum for Group Size)	£55,898
12	£57,117
13	£58,465
14	£59,833
15	£61,241
16	£62,787
17	£64,156
18	£65,689
19	£67,237
20	£68,820
21	£70,445
22	£72,107
23	£73,812
24 (Maximum for Group 3 School)	£75,564
25 + up to 25% Governors discretion / exceptional reasons	£77,361
26 + up to 25% Governors discretion / exceptional reasons	£79,194
27 + up to 25% Governors discretion / exceptional reasons	£81,075
28 + up to 25% Governors discretion /	£83,007

exceptional reasons	
29 + up to 25% Governors discretion / exceptional reasons	£84,979
30 + up to 25% Governors discretion / exceptional reasons	£87,013
31 + up to 25% Governors discretion / exceptional reasons	£89,089
32 + up to 25% Governors discretion / exceptional reasons	£91,215
33 + up to 25% Governors discretion / exceptional reasons	£93,406