

# **MODEL PAY POLICY FOR SCHOOLS**

## **1 SEPTEMBER 2022 TO 31 AUGUST 2023**

This is the recommended model pay policy offered by Wiltshire Council Schools HR Advisory Service. It has been consulted with the recognised unions (NAHT, NEU, ASCL, NASUWT, Unison, GMB and Unite).

This pay policy has been agreed by the Governing Body of Derry Hill School following consultation with staff for whom the Governing Body has direct responsibility and will apply to all such staff. A copy of this policy will be made available for reference to all staff.

All teachers employed at Derry Hill School are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD) and stay within the legal framework of other relevant legislation that affects all employers, for example, legislation on equality, employment protection and data protection. All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability

### **Pay panel and Pay Appeal panel**

The Governing Body delegates (in accordance with its scheme of delegation) to its pay panel or committee (normally comprising of 3 governors) the responsibility for reviewing and determining staff salaries and for making recommendations to the Governing Body for the annual budget needed for pay.

The Governing Body delegates to its pay appeal panel responsibility for hearing appeals from staff against pay decisions.

No staff governors will sit on the pay panel or appeal pay panel when pay issues are being considered. It may be necessary for parent governors to withdraw from the pay panel or appeal panel when the performance related pay is discussed of a teacher who teaches their child due to a potential conflict of interest.

### **Teacher appointments**

The Governing Body (or delegated selection panel) will determine the pay range for a vacancy prior to advertising it. Upon appointment it will determine the starting salary to be offered to the successful candidate to reflect one of the reference points in the relevant pay range in this pay policy as detailed in the advert. In making such determinations, the governing body (or delegated selection panel) may take into account a range of factors, including:

- nature of post
- level of qualifications, skills, and experience required
- market conditions
- wider school context of Derry Hill School

The school will recognise pay portability across schools.

### **Pay progression based upon performance**

In this school all 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.

### **Early Career Teachers (ECTs).**

ECTs have separate appraisal arrangements and pay decisions will be made by means of the statutory induction process. To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by annual monitoring of the application of the pay policy and pay decisions via the pay panel.

The evidence we will use is in the school's appraisal documentation.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the pay panel having regard to the appraisal report and taking into account advice from the headteacher or senior leadership team.

Teachers who are appointed part way through an academic year will have objectives set to reflect the reduced period in which they can be achieved and appraised.

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

### **Absolute performance measures**

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to the impact on pupil progress; the impact on wider outcomes for pupils; improvements in specific elements of school practice and the wider contribution to the work of the school.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria.

*Minimum expectations are – That they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.*

Where a teacher is judged by the headteacher as having made good progress on, but not quite achieved, a very challenging objective this may also result in a recommendation that the objectives have been achieved to meet relevant standard within the timeframe.

Teachers will be eligible for a pay increase to the next available reference point up to a maximum of the salary range

For those teachers who it is assessed exceed their objectives; are assessed as fully meeting the relevant standards; and all of their teaching is assessed as outstanding as detailed in the school's appraisal documentation, they will be awarded an additional reference point within their pay range.

Pay decisions will be communicated to each member of staff in writing in accordance with Pay - Part 1 – General paragraph 3.4 of the STPCD. Decisions on the pay of the Headteacher will be communicated by the chair of the governing body, in writing.

The reasons for all pay decisions will be clearly minuted but will remain confidential to the pay panel/committee, the headteacher and the employee. Similarly, where a pay appeal is lodged, the decision and minutes relating to the appeal will remain confidential to the appeal panel, the headteacher and the employee. Under the School Governance (Constitution) (England) Regulations 2012 or the School Governance (Federations) (England) Regulations 2012 they will be released under confidential cover to Wiltshire LA (the maintaining authority) only if the LA specifically requests this.

The pay panel will review every teacher's salary with effect from 1 September and give them a written statement setting out their salary and any other financial benefits as specified in the STPCD. This should take place as soon as possible.

Reviews may take place at other times of the year to reflect any changes in circumstances (such as absence on maternity or long-term sick leave) that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and will provide information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of safeguarding, the pay panel will give the required notification as soon as possible and no later than one month after the date of the determination.

### Teachers pay award 1 September 2022

The percentage pay award is as follows:

	Percentage pay award
<b>Main pay range</b>	
Minimum point (M1)	8.9%
M2	8%
M3	7%
M4	6.5%
M5	5.5%
Maximum point (M6)	5%
<b>Upper pay range</b>	
Minimum point	5%
Maximum point	5%
<b>Unqualified teacher pay range</b>	
Minimum point (UQ1)	5%
UQ2	5%
UQ3	5%
UQ4	5%
UQ5	5%
Maximum point (UQ6)	5%
<b>Leading Practitioner</b>	
Minimum point	5%
Maximum point	5%
<b>Allowances</b>	
TLR, SEN	5%
<b>Leadership pay range</b>	
Minimum point	5%
Maximum point	5%

Schools must apply the stated pay award

Appendix A details the teacher pay ranges with effect from September 2022.

The school will automatically apply the pay award for September 2022 as detailed in the STPCD 2022 and reflected in the pay rates table in this pay policy.

### Leadership teacher posts (Headteacher, Deputy & Assistant headteachers)

The pay ranges for the headteacher, deputy headteacher(s) and assistant headteacher(s) will be determined in accordance with the criteria specified in the Section 2 – leadership group pay of the STPCD 2022

The Governing Body has the current pay ranges:

Headteacher pay range: L15 - L21

Deputy headteacher pay range: L7 – L11

Assistant headteacher pay range: L1 – L7

The governing body will, where they:

- need to make an appointment to the leadership range
- decide that the duties of a member of an existing leadership range have significantly changed
- determine that there is a requirement to maintain consistency either with pay arrangements for new appointments to the leadership group, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly change will determine the pay range in accordance with the STPCD.

Pay progression is subject to a review of performance taking into account performance objectives and the requirements required of a member of staff appointed on the leadership range. The governing body has discretion to move a member of staff on the leadership range by more than one reference point (to a maximum of two). Annual pay progression within the range for the post is not automatic. The governing body will consider whether to award one or two pay progression points.

#### **Additional temporary payments for headteacher**

The pay panel may determine that additional payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to those for which their salary had been based upon.

All additional payments for the headteacher will not exceed 25% of the total of the headteachers annual salary.

#### **Head teacher's responsible and accountable for more than one school**

Where the headteacher is appointed as a headteacher of more than one school the relevant body of the headteacher's original school or, where collaboration arrangements are made under the School Governance (Collaboration) (England) Regulations 2003 will oversee the fixed term arrangements.

#### **Movement to the Upper Pay Range**

##### **Applications and Evidence**

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

Applications may be made once a year. Applications to be made to the headteacher by **31 December 2022**.

All applications should include the results of appraisals including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the last two years.

##### **The Assessment**

An application from a qualified teacher will be successful where the Pay panel is satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and

- the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy:

'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 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; and

'sustained' means maintained continuously over a long period (2 successive years).

The application will be assessed robustly, transparently and equitably, by the Headteacher or line manager with recommendation to the pay panel to make the final determination.

### **Processes and procedures**

The assessment will be made and the applicant will receive a response within 10 working days of the application. If successful, applicants will move to the minimum of the UPR range at the start of the academic year.

See appendix A for the Upper pay range reference points and rates

If a teacher is placed on a point higher than the minimum reference point consideration will have been given to:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher.

If unsuccessful, feedback will be provided by the headteacher, in writing within 10 days.

Any appeal against a decision not to move the teacher to the upper pay range will be heard in line with the school's pay appeal procedure

### **Recruitment and Retention incentives and benefits**

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 as detailed in the STPCD 2022 Part 4, paragraph 27. Details of any payments will be attached to this pay policy.

### **Special Educational Needs**

The school will award Special Needs Allowances to qualified classroom teachers according to the SEN guidance detailed in Part 4, paragraph 21 of the STPCD 2022.

The value of SEN allowances to be paid at the school will be (£2,384 *pro rata*).

### **Part-time Teachers**

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

Governing bodies are responsible for ensuring that part-time teachers have a clear statement of the sessions / hours they will be required to work.

### **Supply Teachers**

Teachers who work on a day-to-day or other short notice basis shall have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Supply teachers will be paid on a daily basis, calculated on the assumption that a full working year consists of 195 days (194 days for the school year beginning September 2022). The hours worked will be specified by the Headteacher or their representative (but a minimum of one hour will be payable for an appointment in any one half day session during school session time). The factor used for an hourly calculation could be Annual Salary / 1265 (1258.5 for the school year beginning September 2022).

### **Unqualified Teachers**

The governing body will use the advisory points as stated in the STPCD for unqualified teachers when appointing new staff and for current unqualified teachers who are on this pay range for performance related pay as detailed in appendix A.

An unqualified teacher will be subject to the same appraisal policy and process as teachers with QTS

### **Other Payments**

#### **Acting up Arrangements**

In the case of an acting Headteacher, Deputy Headteacher or Assistant Headteacher payment will be at the lowest point of the appropriate range if the duties of the post are to be carried out in full or where the teacher is already paid at a point on the range, at least one point higher than the teacher's substantive point.

The period of time for which the post is to be covered before a payment is made is 4 weeks. A payment will then be paid retrospectively from the beginning of the period of absence. Where the leadership member is not required to fulfil the full range of duties the governing body will review the salary of the teacher within 4 weeks of the duties being assigned to the teacher.

### **Honoraria**

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There is no provision within the School Teachers' Pay and Conditions Document for the payment of honoraria. Any such award made to a teacher for their teaching work would be unlawful.

### **Appeals**

The arrangements for considering pay appeals are as follows:

A teacher may appeal against any determination in relation to their pay or any other decision taken by the governing body (or panel/committee or individual acting with delegated authority) that affects their pay.

The grounds for appeal are that the person or panel/committee by whom the decision was made –

- incorrectly applied the school's pay policy
- incorrectly applied any provision of the STPCD 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
- unlawfully discriminated against the teacher.

Appendix B details the order of pay and pay appeal proceedings.

### **Support Staff**

In accordance with the Education Act 2002 and associated statutory Guidance, and to ensure equal pay for work of equal value, the Governing Body will consult the LA about the appropriate pay grade for all new or changed support posts, and apply the evaluated pay grade for the job content based upon an evaluation using is the Greater London Provincial Council (GLPC) Job Evaluation Scheme for support staff to ensure equal pay for equal value.

The pay rates are based upon the pay range determined within the National Joint Council for Local Government Services and the current rates are attached to this pay policy.

If the school wishes to provide an apprentice post this will be done in accordance with the school's apprentice scheme policy and procedure.

Where a support staff employee works additional hours, over and above their normal contractual hours, this must be agreed in advance with their manager. All additional hours worked which cannot be taken back as time off in lieu will be paid at plain time.

Hours worked on a bank holiday will be paid at plain time, but the equivalent number of hours worked will also be given as time off in lieu. In exceptional circumstances, managers may agree instead to pay all the hours worked on a bank holiday at double time.

Holiday entitlement accrued on any additional hours or overtime will be paid in the form of a percentage plussage on the additional hours or overtime hours worked.

### **Unqualified teacher range rates**

<b>Unqualified teacher</b>	<b>Annual Salary September 2022</b>
Statutory Minimum point (UQ 1)	£19,340
*Reference point (UQ 2)	£21,559
*Reference point (UQ 3)	£23,777
*Reference point (UQ 4)	£25,733
*Reference point (UQ 5)	£27,594
Statutory Maximum point (UQ 6)	£30,172

### **Classroom Teachers**

<b>Classroom Teacher</b>	<b>Annual Salary September 2022</b>	
Statutory Minimum point (M1)	M1	£28,000
Reference point	M2	£29,800
Reference point	M3	£31,750
Reference point	M4	£33,850
Reference point	M5	£35,990
Reference point	M6	£38,810
Statutory Maximum point		

### **Upper pay range rates**

<b>Upper Pay Range</b>	<b>Annual Salary September 2022</b>
Reference point (U1)	£40,625
Reference point (U2)	£42,131
Reference point (U3)	£43,685

### **Headteacher, Deputy and Assistant Leadership range**



<b>Leadership</b>	<b>Annual Salary September 2022</b>
Statutory Minimum point (L1)	£44,305
Reference point (L2)	£45,414
Reference point (L3)	£46,548
Reference point (L4)	£47,706
Reference point (L5)	£48,895
Reference point (L6)	£50,122
Reference point (L7)	£51,470
Reference point (L8)	£52,659
Reference point (L9)	£53,973
Reference point (L10)	£55,360
Reference point (L11)	£56,796
Reference point (L12)	£58,105
Reference point (L13)	£59,558
Reference point (L14)	£61,042
Reference point (L15)	£62,561
Reference point (L16)	£64,225
Reference point (L17)	£65,699
Reference point (L18) **	£66,684
Reference point (L18)	£67,351
Reference point (L19)	£69,022
Reference point (L20)	£70,733
Reference point (L21) **	£71,765
Reference point (L21)	£72,483
Reference point (L22)	£74,283
Reference point (L23)	£76,122
Reference point (L24) **	£77,237
Reference point (L24)	£78,010
Reference point (L25)	£79,949
Reference point (L26)	£81,927
Reference point (L27) **	£83,126
Reference point (L27)	£83,956
Reference point (L28)	£86,040
Reference point (L29)	£88,170
Reference point (L30)	£90,365
Reference point (L31) **	£91,679
Reference point (L31)	£92,597
Reference point (L32)	£94,898
Reference point (L33)	£97,256
Reference point (L34)	£99,660
Reference point (L35) **	£101,126

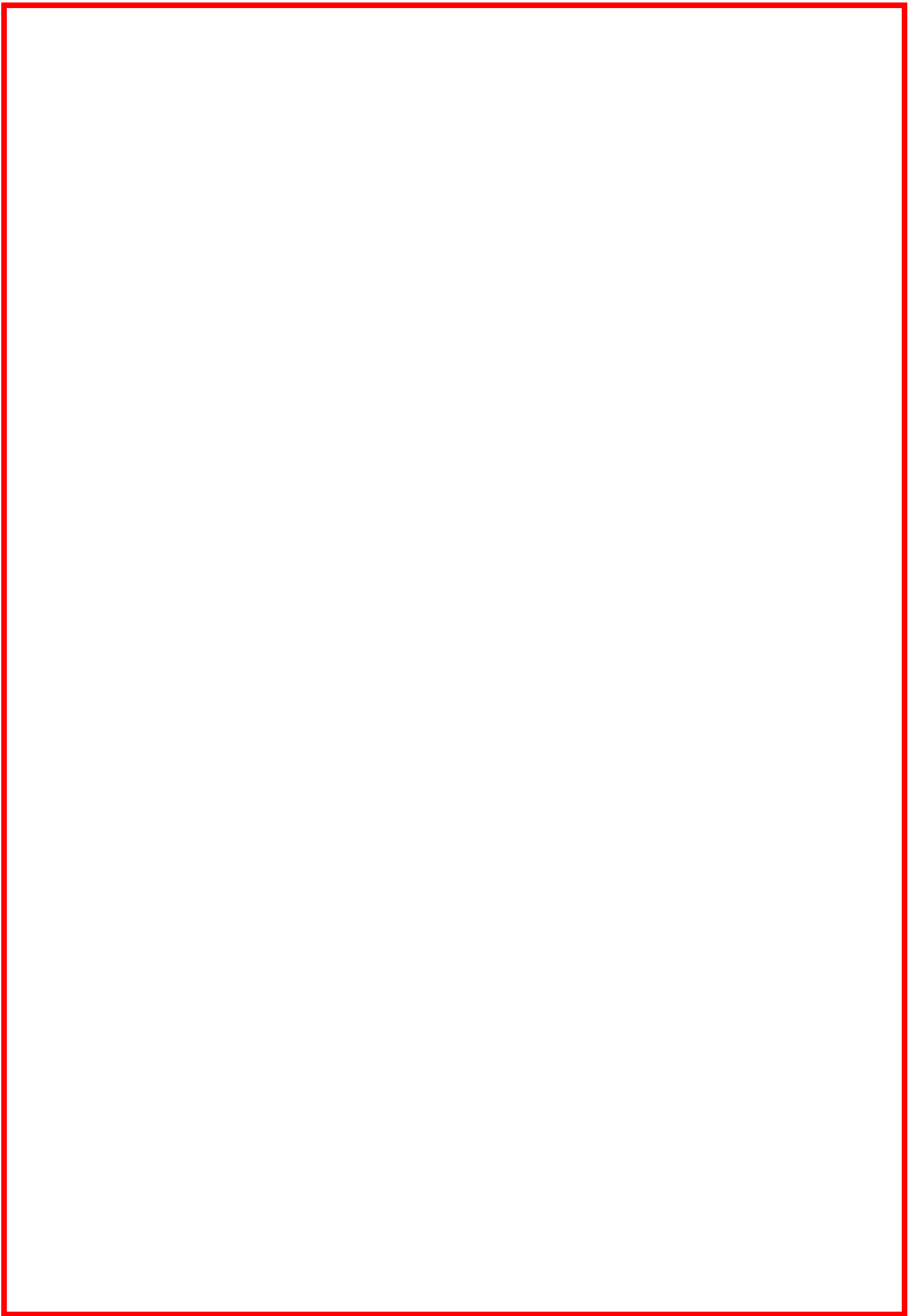
Reference point (L35)	£102,137
Reference point (L36)	£104,666
Reference point (L37)	£107,267
Reference point (L38)	£109,922
Reference point (L39) **	£111,485
Reference point (L39)	£112,601
Reference point (L40)	£115,601
Reference point (L41)	£118,293
Reference point (L42)	£121,258
Statutory Maximum point (L43)	£123,057

\* These points and point 43 are the maximum salaries for the eight head teacher group ranges

**With effect from 1 April 2022**  
**Pro rata for part time staff**

Grade	SCP	Annual Salary	Hourly Rate
<b>B</b>	1	£20,258	10.50
	2	£20,441	10.60
<b>C</b>	2	£20,441	10.60
	3	£20,812	10.79
	4	£21,189	10.98
<b>D</b>	4	£21,189	10.98
	5	£21,575	11.18
	6	£21,968	11.39
<b>E</b>	6	£21,968	11.39
	7	£22,369	11.59
	8	£22,777	11.81
<b>F</b>	9	£23,194	12.02
	10	£24,054	12.47
	11	£24,496	12.70
<b>G</b>	12	£24,948	12.93
	13	£25,878	13.41
	14	£26,845	13.91
<b>H</b>	15	£27,344	14.17
	16	£28,371	14.71
	17	£29,439	15.26
<b>I</b>	18	£30,151	15.63
	19	£31,099	16.12
	20	£32,020	16.60
<b>J</b>	21	£32,909	17.06
	22	£33,820	17.53
	23	£34,723	18.00
<b>K</b>	24	£35,411	18.35

Grade	SCP	Annual Salary	Hourly Rate
	25	£36,298	18.81
	26	£37,261	19.31
<b>L</b>	27	£38,296	19.85
	28	£39,493	20.47
	29	£40,478	20.98
<b>M</b>	30	£41,496	21.51
	31	£42,503	22.03
	32	£43,516	22.56
<b>N</b>	33	£44,539	23.09
	34	£45,495	23.58
	35	£46,549	24.13
<b>O</b>	36	£47,573	24.66
	37	£48,587	25.18
	38	£49,590	25.70



## **Appendix B**

**The order of the pay and Pay Appeal proceedings is as follows:**

### **Stage one – informal discussion with the appraiser / headteacher prior to confirmation of pay recommendation**

1. The teacher is made aware of the pay recommendation being given by the headteacher to the pay panel. If the teacher is dissatisfied with the pay recommendation they can discuss this with the headteacher prior to the recommendation going to the pay panel

### **Stage two – a formal representation to the governors pay panel making the pay determination**

2. The pay recommendation is submitted to the pay panel. Where a teacher believes an incorrect recommendation is being made to the pay panel they have the right to make representation and be accompanied by a colleague or union representative or submit a written case.
3. After the pay panel meeting the teacher receives written confirmation of the pay decision and the basis on which the decision was made.

### **Stage three – a formal appeal hearing with an appeals panel of governors**

4. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision. (In the case of the Headteacher, the matter should be referred to the chair of the pay panel.)
5. Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
6. The teacher should set down in writing the grounds for questioning the pay decision and send it to the Headteacher within ten working days of the notification of the decision being appealed against or of the outcome of the discussion
7. An appeal panel should be arranged within ten working days of receipt of the written appeal. This appeal panel will consist of three governors who were not involved in the original pay panel. The teacher is able to attend and make representations and be accompanied by a colleague or union representative. The headteacher will present to the appeal panel. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final as set out in section 3, paragraph 7 of the STPCD 2022 and there is no recourse to the school grievance procedure.