

SOUTHWARK COUNCIL MODEL SCHOOLS' HR POLICY AND PROCEDURE

Policy and procedure:	Pay Policy
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Reviewed and recommended by:	FGB
Signed by Chair:	Earl Legister
School:	Grange Primary School

Southwark Council School

WHOLE SCHOOL PAY POLICY 2021/2022 ACADEMIC YEAR

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SECTION ONE: All Staff

Introduction

The governing body aims to maximise the achievement of every pupil at the school and recognises that a well-motivated and capable body of teaching and support staff are essential to achieve this. This pay policy seeks to ensure that all staff are properly rewarded for their contribution towards this shared goal and sets out the framework for making decisions relating to pay.

The governing body is required to establish a pay policy, monitor the implementation and outcome(s) of the arrangements and review the policy and its operation every year. This policy has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document. The Governing Body will have regard to the statutory guidance when interpreting and implementing the requirements of the Document. The pay policy has clear links to the teachers' appraisal policy with regard to pay decisions which are linked to individual performance, and should be read in conjunction with this policy.

The governing body is committed to ensuring that all decisions in respect of this policy are made with full regard to the requirements and principles of the Equalities Act 2010 and other relevant employment legislation.

In adopting the pay policy the aim is to:

- Maximise the quality of teaching and learning at the school, by ensuring that implementation of the policy takes full account of the school's plans for improvement and development.
- Have proper regard for the work/life balance of staff at the school.
- Recruit, retain, motivate and develop staff.
- Be able to demonstrate that the policy and decisions on pay are managed in a fair, just and equitable way, recognising the principle of equal pay for like work and work of equal value.
- Determine the annual pay budget, including that for pay progression, compatible with the school's overall budget position.
- Ensure that pay decisions are managed in a fair, just and transparent way, with objectivity, openness and accountability.

This policy applies to all staff directly employed by the school.

This policy has been consulted on with staff and/or recognised trade unions and was adopted by the governing body of Grange Primary School on 8 November 2021.

Basic Principles

The day to day management of this policy is delegated to the head teacher in consultation with the chair of the governing body. Decisions will be made with due regard to relevant legislation and the school budget and where relevant the recommendations arising from the appraisal process. The head teacher will report back to the chair of governors on those occasions where discretion has been exercised and report annually to the governing body on the implementation of the policy.

The governing body has established a pay committee with fully delegated authority for pay determinations made under this policy. The membership and terms of reference for the pay committee is attached (**Appendix 1**).

The staffing structure for the school is attached (**Appendix 2**). All posts within the structure have detailed job descriptions which are subject to review from time to time, in consultation with staff, to reflect the changing needs of the school. Job descriptions are written with due regard to enabling staff to maintain a reasonable work/life balance.

The governing body has determined the range and grade of each post in accordance with the relevant job evaluation scheme, taking into account the duties and responsibilities of each post and the need to attract and retain high performing staff. When recruiting to positions within the school, the applicable pay range will be clearly stated.

The governing body will recognise and implement nationally agreed pay uplifts to salary ranges for teachers in accordance with the School Teachers' Pay and Conditions Document as published annually, and for support staff as determined by the National Joint Council for Local Government Service.

The governing body is committed to the operation of a performance management scheme for support staff and an appraisal policy for teachers, with the objective of maximising the professional development of all staff and progress of pupils. The governing body will ensure that all staff in school have access to advice, training and development opportunities appropriate to their needs.

The governing body will ensure that the pay policy is implemented fairly and consistently and that decisions can be objectively justified. Adjustments will be made to take account of special circumstances, eg maternity absence, on a case by case basis. The governing body will monitor the implementation of this policy annually or as often as agreed to assess its effect and compliance with equalities legislation.

Appeals Procedure

Any member of staff may seek a review of any determination in relation to his or her pay or any other decision taken by the governing body (or committee or individual acting with delegated authority) that effects his or her pay.

An appeal committee made up of no fewer members of the governing body than the pay committee will be appointed to hear pay appeals.

Where incremental progression is not automatic, members of staff will receive written confirmation of their pay determination and the basis upon which the decision was made. All teachers will receive an annual pay statement.

Appeals against pay decisions may be made on the grounds that the person or committee by whom the decision was made has:

- a) Incorrectly applied this pay policy
- b) incorrectly applied any statutory provision
- c) failed to have proper regard for statutory guidance
- d) failed to take proper account of relevant evidence
- e) was biased
- f) took account of irrelevant or inaccurate evidence, and/or
- g) otherwise unlawfully discriminated against the individual concerned.

This list is not exhaustive. It is the intention of the Governing Body that appeals will be dealt with promptly, thoroughly and impartially. The procedure for considering appeals is as follows:

Stage 1: Informal stage

1. If the member of staff is not satisfied with a pay decision, he/she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision. If following the informal discussion the staff member remains unsatisfied with the decision, he/she may follow a formal appeal process as set out below.

Stage 2: Formal stage

2. The staff member should set down in writing the grounds for questioning the pay decision and send it to the person or committee who made the decision, within 10 working days of the notification of the decision being appealed against or the outcome of the informal discussion referred to above.
3. The person or committee who made the decision will arrange a formal meeting to discuss the representations made, giving 10 working days' notice. The staff member will have the opportunity to make representations, call witnesses and ask questions. Following the meeting, the decision of the person or committee who made the decision will be confirmed in writing.

Stage 3: Formal stage

4. Should the member of staff remain dissatisfied with the decision they may appeal, within 10 working days of the notification of the decision at Stage 2. Appeals should be submitted in writing, stating the grounds of the appeal, to the clerk of the governing body. The clerk will arrange a hearing before a panel of governors who have not been involved in the previous discussions or determination, giving 10 working days' notice.
5. The member of staff will be given the opportunity to make representations in person and the person or committee who made the decision will attend to explain the procedures that were observed in the pay determination process. The appeal panel shall consider all the evidence in private before making a decision. The decision of the appeal panel will be given in writing and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision. The decision of the appeal panel at this hearing will be final.

At all hearings under formal procedures the staff member is entitled to be accompanied by a work colleague or union representative or member of their professional association.

Modified Procedure

There is no entitlement to invoke the appeal procedure after leaving the employment of the school. In the interest of resolving concerns however, if an appeal has been lodged under point 5 of the formal stage of the procedure during employment, but has not been heard prior to leaving, the Chair of the Governing Body will consult with relevant school staff and provide a written response on behalf of the school.

SECTION TWO: Support Staff Pay:

The governing body recognises and values the contribution made to the school by non-teaching staff, known collectively as support staff.

The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by Southwark Council and the school. This group of staff includes all staff at the school that are not subject to teachers' pay and conditions.

Southwark Council is a London Living Wage employer. Support staff will be paid on the Southwark Council pay scale for support staff. The governing body will implement discretionary top up payments proposed by the council from time to time to ensure a minimum pay rate and uplift.

The governing body has determined the grade of each post in accordance with the agreed job evaluation scheme, taking into account the duties and responsibilities of each post. If there is a significant change in responsibilities on a permanent basis, the post will be referred for re-evaluation. Where this results in a change in the evaluated grade the head teacher will determine the date from which the change shall be applied. Such changes will be reported to the governing body.

Salary on Appointment

It is expected that on appointment an individual will normally be placed at the minimum of the relevant grade. Where an individual was previously employed under the conditions of service of the National Joint Council for Local Government Services immediately prior to appointment at the school, their starting pay should not be less than their previous salary, as far as this may be accommodated within the overall grade of the post. Consideration may also be given to appointment above the minimum of the scale in recognition of relevant experience and/or qualifications or where there are recruitment / retention challenges if there is a justifiable business case for doing so.

Incremental Progression

In accordance with the incremental progression procedure adopted by the Governing Body, support staff are eligible to progress within their pay grade on 1st September each year based on the employee's performance from the previous 1st September until the maximum of the grade is reached. Progression is subject to satisfactory performance and there will be no incremental progression beyond the maximum of the grade.

Incremental progression may be withheld if a staff member's performance is not satisfactory. The governing body may choose to award the incremental point at a later date when the staff member's performance has returned to satisfactory.

Additional Payments

Governing bodies have discretion to reward support staff with an additional payment in respect of the following, where eligible:

Acting allowance

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

Honorarium payment

Where a member of staff undertakes partial duties of a higher graded post or a temporary and exceptional increase in the volume of duties at their substantive grade or a lower grade, for a period of at least 4 weeks, an honorarium payment may be considered.

The level of payment will depend upon the circumstances and will be paid as a percentage uplift in salary, to a maximum of 10% of their basic salary, for a time limited period. It would not normally be expected to award a special recognition payment for longer than 6 months duration and any payment will be subject to regular review.

Neither an acting allowance nor honorarium payment may be made if the relevant additional duties are already being rewarded by means of an overtime payment.

Overtime

In some circumstances overtime may be offered to staff to cover specific duties. In all cases, overtime must be agreed in advance of any work undertaken. Overtime payments will only be made for hours worked in excess of 36 hours per week. Additional time of less than 30 minutes per day will not constitute overtime.

The rates of pay for overtime employees on grades 1 – 8 inclusive are:

- Time and a half for all days other than a Sunday or public/bank holidays.
- Double time for Sundays and public/bank holidays.
- Overtime is based on the grade rate and not enhanced by other allowances paid.

For employees on grades 9 – 11 inclusive, flat rates apply for planned overtime.

	1 April 2020
Grade 9	£21.60 per hour
Grades 10 & 11	£23.12 per hour
Grade 12	£25.09 per hour

Long service award

The governing body has agreed to grant a long service award of a gift up to the value of £600 for staff that meet the following criteria:

- 25 years continuous local government service of which the last 15 years continuous service have been with the London Borough of Southwark.

SECTION THREE: Teaching Staff Pay:

The governing body recognises and values the contribution made to the school by teaching staff. This group of staff includes all staff at the school that are subject to teachers' terms and conditions, including unqualified teachers/instructors.

The professional duties applicable to all teachers are set out in Section 2, Part 7 of the STPCD 2021.

Pay and conditions for teaching staff are negotiated nationally and the statutory requirements are set out in the School Teachers' Pay and Conditions Document (issued annually) and the Conditions of Service for School Teachers in England and Wales (often referred to as the Burgundy Book).

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the STPCD 2021 may be viewed in the school office or online at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

The contractual framework and professional responsibilities for all teachers are set out in section 2, part 7 of the STPCD.

Pay Reviews

The governing body will ensure that every teacher's salary is reviewed annually, to take effect from 1 September each year. Reviews will take place no later than 31st October (31st December for Head Teachers). Where a teacher is on long term absence at the relevant time consideration will be given to adjusting the timing on a case by case basis. Within one month of the determination, the governing body must provide the teacher with an individual written pay statement setting out their salary and any allowances to which they are entitled, and the end date of any temporary allowances or arrangements. The statement will advise where a copy of the whole school pay policy (including the staffing structure) may be inspected.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be provided after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to a period of salary safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

Pay ranges for the leadership group

The pay ranges for the leadership group will be determined when making appointments, on 1 September each year or at any other time of year to reflect significant changes in circumstances or responsibilities that lead to a change in the basis for calculating pay.

In making any decision to exercise discretion in this respect, the governing body will ensure that to action any such increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Head teachers

The governing body has a statutory duty to assign a school group size and a pay range for the head teacher when planning a new appointment or when there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a significant change in responsibilities for the head teacher.

The governing body will calculate the head teacher group size each September or at other times as it sees fit and determine the appropriate Head Teacher Pay Range (HTPR) within the parameters of the current STPCD and with due regard to current Department for Education guidance and advice.

The governing body will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the HTPR and the ratification of decisions made in this respect.

The group range for the academic year 2021-22 is: Group 3, £72,125 to £81,461 per annum.

The head teacher pay range for the academic year 2021-2022 is:

Reference point	£ per annum (full time)
HT 18	£72,125 minimum value
HT 24	£81,461 maximum value

The governing body will ensure that salary on appointment is such that there is scope for future performance related pay progression.

Deputy and assistant head teachers

The governing body has determined that [one] deputy head teacher posts and [one] assistant head teacher posts are to be included in the school's staffing structure. Where there is more than one deputy head teacher or more than one assistant head teacher, the governing body has the discretion to determine different pay ranges for each post.

The governing body has determined a pay range or ranges for deputy and assistant head teachers in accordance with paragraph 9 of the STPCD 2021 with due regard to pay rates for other teaching posts and the head teacher.

The pay range for deputy head teachers for the academic year 2021-2022 is as follows:

Reference Point	£ per annum (full time)
DHT 11	£62,066 minimum value
DHT 17	£70,522 maximum value

The pay range for assistant head teachers for the academic year 2020-2021 is as follows:

Reference Point	£ per annum (full time)
AHT 6	£55,715
AHT 10	£60,701

The governing body will ensure that salary on appointment is such that there is scope for future performance related pay progression.

Pay range for other teachers

The governing body will ensure that salary on appointment is such that there is scope for future performance related pay progression. When determining salary on appointment, the Governing Body will consider: any specialist knowledge required for the post, the level of expertise required and proven experience of successful performance and excellence in teaching.

Classroom Teachers

Main pay range

Qualified teachers who have not been assessed as meeting the criteria to access the upper pay range will be paid in accordance with the main pay range. The main pay range for the academic year 2021-2022 is as follows:

Reference point	£ per annum (full time)
M1	£ 32,157
M2	£ 33,658
M3	£ 35,226
M4	£ 36,866
M5	£ 39,492
M6	£ 42,624

In determining where on the main pay range an individual teacher should be placed on appointment, the governing body will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Number of year's teaching experience
- The teacher's current remuneration

On first appointment to the main pay range within this school, the school will endeavour to match the salary of an existing teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.]

Upper Pay Range

Qualified teachers who have been assessed as meeting the criteria to access the upper pay range will be paid accordingly.

The upper pay range for the academic year 2021-2022 is as follows:

Reference point	£ per annum (full time)
U1	£ 46,971
U2	£ 49,279
U3	£ 50,935

In determining where on the upper pay range an individual teacher should be placed on appointment, the governing body will consider:

- Specialist skills and knowledge

- Specialist qualifications
- Evidenced contribution to the development of the school
- Number of year's teaching experience
- The teacher's current remuneration

Applications to the upper pay range

Applications to the upper pay range will be managed in accordance with paragraph 15 of the STPCD 2021.

The school's criteria for progression to the upper pay range and procedure for assessing applications for all other teachers are set out in **Appendix 3**.

Any decision to move a teacher to the upper pay range or to award pay progression within the range by this school will be permanent, for as long as the teacher remains continuously employed in this school.

On first appointment to the upper pay range within this school, the school will endeavour to match the salary of an existing teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.]

Any qualified teacher may apply to be paid on the upper pay range must be at least once but can be more often if wished in any school year. Teachers who are simultaneously employed at another school will need to submit a separate application to each school for consideration. This school will not be bound by any pay decision made by another school.

Unqualified Teacher Pay Range

An unqualified teacher does not hold qualified teacher status and may be, for example, an overseas trained teacher, student teacher or teacher trainee, or instructor.

The pay range for an unqualified teacher for the academic year 2021-2022 is:

Reference point	£ per annum (full time)
1	£ 23,099
2	£ 25,212
3	£ 27,325
4	£ 29,187
5	£ 31,298
6	£ 33,410

In determining where on the unqualified pay range an individual teacher should be placed on appointment, the governing body will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Previous teaching experience
- The teacher's current remuneration

On first appointment to the unqualified pay range within this school, the school will endeavour to match the salary of an existing teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.]

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The governing body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay range.

An unqualified teacher who becomes qualified

Upon obtaining qualified teacher status, an unqualified teacher will be transferred to the main pay range. Where the unqualified teacher was employed within this school immediately prior to obtaining qualified status, they will be placed on the main pay range on the same or a higher salary than the sum of their previous salary in the unqualified teacher range and any unqualified teacher allowance they had been receiving.

Unqualified teachers' allowance

The governing body will pay an unqualified teachers' allowance of £1356 to the holder of Music Instructor in the circumstances that a music instructor is necessary and has qualifications and experience that are essential for the role of music instructor.

Pay progression for all teachers

There is no automatic right to pay progression within the pay ranges for teachers. Decisions regarding pay progression will be made with reference to the most recent appraisal report and recommendation on pay and an assessment of the teacher's performance against the relevant teacher standards at the expected career stage.

In the case of Early Career Teachers (ECTs), whose appraisal arrangements are different, pay decisions will be informed by the statutory induction process.

Where a teacher remains in post in the school on 1 September having been continuously employed during the previous school year, the governing body will give consideration to progression by one point up the relevant pay range. The criteria for one point's progression are:

- Sustained high quality performance
- Demonstrable contribution to the development of the school
- Assessed as competent against the relevant Teacher Standards, with regard to the defined career pathways set out in the schools appraisal policy
- Achievement of or good progress towards their objectives
- Improvements in specific elements of practice
- Increasing contribution to the work of the school
- A record of 'good' teaching (as defined by Ofsted)

In addition to the criteria for all teachers, upper pay range teachers must evidence that they continue to meet the criteria for the upper pay range.

In addition to the criteria for all teachers, leading practitioners will be expected to meet the following criteria:

- Is an exemplar of teaching skills
- Has a significant impact on pupil progress and the wider school community
- Has a significant impact on the effectiveness of staff and colleagues

In addition to the criteria for all teachers, members of the leadership group must meet the following criteria:

- Provide challenge and hold senior leaders to account for improving the quality of teaching and learning, achievement and behaviour and safety
- Drive improvements in teaching and learning and provide focussed development for all staff to improve outcomes for pupils
- Provide leadership which supports staff to improve pupil progress and development.

Judgements will be properly rooted in evidence.

It is not expected that teachers who are subject to poor performance procedures during the previous year will be awarded pay progression.

Any pay progression awarded by this school will be permanent, for as long as the teacher remains continuously employed in this school.

Allowances for teachers

Since September 2014, the School Teachers' Pay and Conditions Document has required that the pay range for members of the leadership group takes into

account all of the permanent responsibilities of the role, any challenges specific to the role, and all other relevant considerations. No additional temporary allowances are therefore payable to members of the leadership group except for clearly temporary responsibilities or duties in addition to their post which have not previously been taken into account when determining the pay range.

The total value of any allowances paid to members of the leadership group must not exceed 25% above the head teacher group size in any one year other than in exceptional circumstances. Additional payments for residential duties as a requirement of the post and/or personal relocation expenses are however permissible and excluded from the 25% calculation.

Teaching and Learning Responsibility Payments

TLRs are awarded at the discretion of the governing body to the holders of the posts indicated in the attached staffing structure. Unless otherwise indicated, the TLR will last for the duration of the post.

Where the responsibilities are linked to a clearly time-limited school improvement project or one-off externally driven responsibilities, a fixed term TLR3 may be awarded.

The values of TLRs to be awarded are set out below:

TLR2c £2,904 per annum to the holder of:

- More-able pupils Lead with a particular focus on Maths (Ofsted focus), responsible and accountable for more-able pupils' attainment and achievement outcomes.

TLR 2b £3,648 per annum to the holder of:

- Reading and Spoken Language Lead, responsible and accountable for pupils' attainment and achievement outcomes in Reading
- Science Lead, with responsibility for the Physical Development of the Children and accountable for pupils' attainment and achievements Science and PE.
- SMSC Lead, with responsibilities for RE, SRE, PSHCE and PATHS, Assembly Themes and rotas, and monitoring children SEMH needs.

TLR 2a £4,383 per annum to the holder of:

- Early Development Lead, with responsibility for leading and managing EYFS team and accountable for pupils' outcomes in EYFS
- Writing Lead, with responsibilities for leading teaching and learning of writing across the wider curriculum and school website
- Disadvantaged and EAL Lead with responsibilities for leading and managing whole school events and the teaching and learning of RE & SMSC across the school.

TLR3s will only be awarded if the governing body is satisfied that the duties include a significant responsibility that is not required of all classroom teachers and that:

- a) is focused on teaching and learning,
- b) requires the exercise of a teacher's professional skills and judgement, and
- c) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

In addition to the above, the award of a TLR1 or 2:

- d) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum,
- e) involves leading developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the governing body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

A teacher may not hold more than one TLR1 and/or TLR2 concurrently. A temporary TLR3 may however be awarded to a teacher currently in receipt of a TLR1 or 2. A TLR1 or 2 is a payment integral to a post in the school's staffing structure and may therefore only be held by two or more people when job-sharing that post.

Special Educational Needs Allowance

The governing body will award a SEN allowance to a classroom teacher:

- a) In any SEN post that requires a mandatory SEN qualification (not including the mandatory SENCO qualification leading to the achievement of the National Award for Special Educational Needs Co-Ordination), and involves teaching pupils with SEN
- b) In a special school,
- c) Who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service,
- d) In any non-designated setting (including any pupil referral unit) that is analogous to a designate special class or unit, where the post
 - i. Involves a substantial element of working directly with children with special educational needs,
 - ii. Requires the exercise of a teachers' professional skills and judgment in the teaching of children with special educational needs, and

- iii. Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the schools or unit within the school or, in the case of an unattached teacher, the unit or service.

The SEN allowance is determined as a spot value, taking into account the structure of the school's SEN provision and:

- a) whether any mandatory qualifications are required,
- b) the qualifications and expertise of the teacher relevant to the post, and
- c) the relative demands of the post.

There are no SEN allowances agreed with current staffing structure.

Acting allowance

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher, or assistant head teacher, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the governing body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the governing body determines that an acting allowance will not be paid but the relevant duties continue, then the governing body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to such point on the relevant pay ranges that the governing body has determined applies to the head teacher, deputy head teacher or assistant head teacher (as set out in this policy).

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a head teacher, deputy head teacher or assistant head teacher and work to the relevant teachers' standards.

This is not applicable to staff on the Leadership grade

Paragraphs relating to additional responsibilities and activities to one or more additional schools removed.

Recruitment and retention incentives and benefits

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment or retention payment be made to a member of the leadership group (other than the reimbursement of reasonably

incurred housing or relocation costs) as this is taken into account when determining the appropriate pay range.

In the case of retention, a recommendation to offer incentives or benefits would be made by the Headteacher for teachers.

In the case of recruitment difficulties and/or relocation expenses, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the pay committee unless authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment or retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the head teacher for teaching staff, or the selection panel for new appointments, for consideration by the pay committee. Recommended that this is a pay committee]. Recommendations and authorisations must be recorded.

Recruitment/retention award in respect of parking permit for teachers removed.

Salary sacrifice

The governing body supports salary sacrifice arrangements: Arrangements will be made to enable staff to participate in these schemes should they wish to do so and subject to availability.

Bonuses/Honoraria

The governing body recognises that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances and that any such award made to a teacher for their teaching work would be unlawful. The governing body will not therefore pay any bonus or honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

Part-time teachers

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

Part time teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary and the same percentages will be applied to any allowances awarded to a part time teacher as set out in the STPCD.

Short notice/supply teachers

Teachers employed on a day to day or other short notice basis must be paid in accordance with the STPCD on a daily rate calculated by dividing the annual amount by 195.

Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual amount by 1,265 to give an hourly rate.

A short notice teacher who is employed by the school or another school in the authority throughout a period of 12 months (beginning August or September) will not be paid more in respect of that period than s/he would have if s/he had been in regular employment throughout the period.

One-off award for Teachers on low pay

The STPCD 2021 states that teachers receiving a full time equivalent salary of £28,681 and below will receive a One-off payment of £ 250.

Part-time teachers whose full time equivalent basic earnings are less than £28,681 will receive this payment on a pro rata basis.

All eligible teachers should receive this payment whether they are on a published pay point or not. The award should also be paid Independent of progression considerations.

All payments to be backdated to 1st September 2021.

Appendices:

1. Pay Committee Terms of Reference
2. Staffing Structure 2021/22
3. Applications to the Upper Pay Range

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September 2021

Appendix 1: Pay Committee Terms of Reference

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per year.

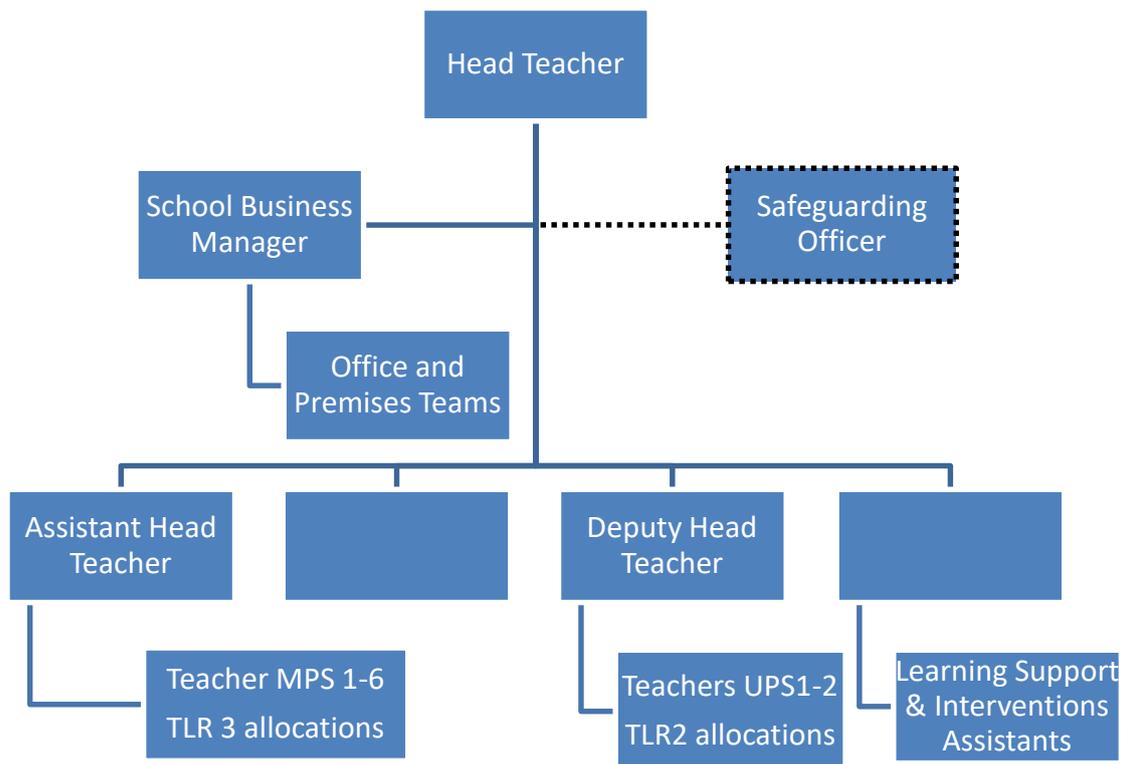
4. Delegated Functions

- 4.1 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.
- 4.2 To consider and determine recommendations for performance pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteachers.
- 4.3 To determine any other matters referred to the Committee by the Governing Body.

5. Reporting to the Governing Body

- 5.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.
- 5.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.

Appendix 2: Staffing Structure 2021/22



Appendix 3: Applications to the Upper Pay Range

Introduction

Any qualified teacher may apply to be paid on the upper pay range. The procedure for making an application and criteria against which the application will be assessed is set out below.

It is the responsibility of individual teachers to ensure that their application is submitted on time and is fully supported by appropriate evidence.

It is the responsibility of the assessor to ensure applications are considered consistently and that recommendations are clearly attributable to the performance of the teacher in question.

The head teacher is responsible for moderating the recommendation of the assessor to ensure consistency and compliance with this procedure.

It is the responsibility of the pay committee to ensure that pay decisions are clearly attributable to the performance of the individual teacher.

Procedure

1. Teachers may apply to be paid on the upper pay range at any point during the school year.
2. The teacher completes the school's application form.
3. The completed application form and supporting evidence should be hand delivered to the head teacher by 31st October, 28th February, 31st May.
4. The head teacher will allocate the assessment of the application normally within 5 calendar days (excluding school closure periods).
5. The assessor may arrange to meet with the teacher to discuss the application and/or evidence for clarification on any matters arising. This is not compulsory.
6. The assessor will assess the application and make a recommendation on pay to the [pay committee](#).
7. Where the assessor is not the head teacher, the application, evidence and recommendation will be passed to the head teacher for moderation purposes.
8. The head teacher will then refer the recommendation to the pay committee for consideration. The head teacher will act as adviser to the pay committee.

9. The **pay committee** will consider the application and evidence and advice of the head teacher and make a decision.
10. The **pay committee** will notify the teacher of their decision within 5 days of the determination.
11. Where the application is unsuccessful, the [**pay committee**] will include in their notification the areas where it was felt that the teacher's performance did not satisfy the criteria and the teacher's right of appeal.
12. The teacher may request oral feedback on the decision within 5 days of receipt of the notification. Where requested, oral feedback will be given by the assessor within 10 days of the request. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement.
13. Any appeals will be managed in accordance with the procedure set out in the pay policy. In the event of an appeal, point 12 of this procedure will be deemed to constitute the informal stage of the appeal procedure.
14. Where the application is successful, the teacher will move to the minimum of the upper pay range from the start of the term in which the award was made.

Criteria

- a) Qualified Teacher Status
- b) The teacher is highly competent in all elements of the Teachers' Standards with regard to the School's defined Career Pathways.
- c) The teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

Definitions

'Highly competent': performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and with regard to the Career Stage Expectations set out in the school's appraisal policy and in the context of the role they are fulfilling.

'Substantial': the achievements and contributions to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

'Sustained': the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will be expected to demonstrate in their application that

their teaching expertise has grown over the period and is consistently good to outstanding (as defined by Ofsted).

Evidence

In order for the assessment to be robust and transparent, it will be evidence based. Teachers should ensure they use the appraisal procedure and development planning in place in the school to build an evidence base to support their application.

All teachers must submit a written statement on the school's application form (attached). The statement must include the results of appraisals (including any recommendations on pay), and a summary of the supporting evidence provided to demonstrate that the teacher has met the assessment criteria.

Teachers may also wish to include other documents, such as lesson observation reports, pupil achievement data, pupil progress data. Evidence should cover a period of no less than two years' immediately preceding the application. Evidence over a longer period may be submitted if relevant (for example if a teacher has been absent from work for a period due to parental leave). The aim of the evidence should be to demonstrate sustained and consistently high performance over the period.

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Application to be paid on the Upper Pay Range

For completion by the applicant	
Name:	
Job title:	
Supporting statement: <i>Applicants should summarise here the information they are providing to evidence that they have met the eligibility criteria and any additional information they wish to provide in support of their application.</i>	
Appendices: <i>Applicants should list all supporting documents attached. This must include appraisal documents / planning and review statements covering the previous 2 years.</i>	
Signed:	Date:

For completion by the assessor	
Date received:	
Meeting held to discuss application?	Yes Date: No
Decision:	Agreed / Not agreed <i>If not agreed, feedback meeting to be arranged</i>
Decision confirmed in writing:	(date)
Payroll notified (if applicable):	(date)

