

West Park School

Pay Policy



Date approved by Trustees:	March 2025
Policy Owner:	School Business Manager
Date of last Review:	March 2025
Date of next Review:	November 2025

1. INTRODUCTION

This policy sets out the framework for making decisions on pay. It has been developed to comply with the current legislation and the requirements of the School Teachers' Pay and Conditions Document and has been consulted on with staff.

1.1 The views of recognised trade unions have also been taken into account. Through the Pay Policy the Headteacher and Trustees will:

- Grade posts appropriately within the conditions of employment identified in the STPCD Document and the conditions of service documents for associate staff.
- Take into account pay relativities between posts within the school.
- Ensure equity in awarding points for performance and determine the salary of the Head and the Leadership Group.
- Within the structure give recognition to assigned increased responsibility, whether on a temporary or more permanent basis.
- Take into account, as far as is practicable, pay levels in other schools in similar circumstances.
- Determine basic pay on appointment.

The Headteacher 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.

In making such determinations, the Headteacher may 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

All posts will be covered by a job description. There will be a regular review of all job descriptions which will be modified in the context of the school's needs and/or the individual's personal professional development.

1.2 This policy statement will be available to the staff of the school.

1.3 Having determined the policy, as set out below, the Trustees delegates the management of the policy to the Head. Whilst the responsibility for the management of this policy remains that of the Head certain responsibilities may be delegated to senior Associate or Leadership Group staff.

The Head will discuss with the Trustees those occasions when the delegated responsibility in respect of the discretionary elements of the STPCD Document and the pay provision for associate staff might be exercised.

- 1.4** In exercising the delegated responsibilities the Trustees will require the Headteacher and Senior Leadership Team to have appropriate regard to the budget approved by the Trustees and the requirements of employment legislation, particularly the Equal Opportunities and Equal Pay legislation and the Equal Opportunities policy of the school.
- 1.5** In delegating responsibility for managing this policy to the Head, in consultation with the Trustees, the Trustees make the following statements in respect of the discretionary elements of the STPCD Document identified in Appendix A.

2. TEACHING AND LEARNING RESPONSIBILITY

- 2.1** The school will award payments within limits determined by the Headteacher on the requirements of the staffing structure for the school.
- 2.2** The Head will identify a staffing structure for the school that takes account of any financial limits determined by the Trustees. The staffing structure will clearly identify the posts to which TLR payment will be allocated for responsibility on a permanent basis. The staffing structure will also identify the payments to be allocated to each post. Changes to the staffing structure will be presented to the Trustees as part of the annual budget exercise.
- 2.3** If payments for responsibility are allocated on a temporary basis it will be in accordance with regulation.
- 2.4** In the event of a temporary absence of a post holder, the Head may award an acting allowance. Payment to the temporary post holder will be backdated to the permanent post holder's first day of absence.

PAY DETERMINATIONS ON APPOINTMENT

Where a position becomes vacant, the school will review the existing pay range (if applicable) prior to recruitment to establish whether this is appropriate for the post in question.

The starting salary will be by negotiation following consideration of previous experience. In making such decisions, a range of factors will be taken into account, including:

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

3 ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

- 3.1** The Head will carry out an annual assessment of each teacher's salary having regard for the recommendations of Performance Management Team Leaders. The teacher will receive, by the end of the Autumn Term, a statement of assessed salary point once the Head's recommendations have been confirmed. The Head's recommendations will be based on a range of monitoring activities and how far teachers have met or not met Teachers Standards and Performance Management objectives. Pay awards will be back-dated to 1st September.
- 3.2** The Head will report to the Trustees on any circumstances where it is proposed to withhold a point in the event of not meeting the required performance standard in the previous year. An additional definition of this will be when, for whatever reasons, a teacher has been in receipt of a formal written warning under the school's disciplinary code in the preceding 12 months, except where the Disciplinary Panel has expressly instructed that a point will not be withheld. Otherwise, not fully meeting performance standards and objectives will be the reason for no progression.
- 3.3** The Senior Leadership Team will verbally inform the employee of their recommendations. Whilst there is no right of appeal to the Headteacher's recommendation, if the employee does not agree with the recommendation to be made, then they should in the first place seek to resolve the matter informally through discussion with the appraiser /Headteacher within 5 working days of being advised of their recommendation.

Any member of staff may lodge an appeal in respect of dissatisfaction with salary assessment (or on any other grounds arising out of this policy) as follows:

- The teacher will advise the Head of the appeal and the reasons for it in writing.
- The Head will convene a meeting, at which the teacher may be accompanied by a work colleague or representative of his/her union with a view to resolving the matter.
- If it cannot be resolved in discussion with the Head, the teacher may then lodge an appeal with the Trustees. The Trustees will appoint an Appeals Panel of three Trustees. A Hearing will be convened within ten working days of the appeal being lodged. At the Hearing the teacher or representative will make out their case.
- The views of the Head will then be heard.
- Following the Hearing the Trustees will make its determination which is final.
- The decision of the appeal panel will be given in writing within ten working days from the date of the hearing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

4. LEADERSHIP GROUP PAY

The pay ranges for the Headteacher, Deputy Headteacher[s] and Assistant Headteacher[s] will be determined in accordance with the criteria specified in the STPCD and ensuring fair pay relativities.

The Pay Committee oversees performance and pay review for the Leadership Group and Senior Associate Staff. In determining Leadership Group and Senior Associate Staff pay, this committee is referred to as the Pay Committee. The Pay Committee will delegate to the Head the review of performance of the Leadership Group and Senior Associate Staff. The Pay Committee will receive verbal recommendations of the review at the time they are reviewing the Head's performance. The Head will make recommendations to the Pay Committee regarding the assessment of salaries of the Leadership Group and Senior Associate Staff.

Judgements about performance should be made on the basis of 'sustained high quality of performance' in relation to the totality of a Leadership Group member's responsibilities. The discussion of progress made towards the objectives will provide a clear focus for the review meeting.

4.1 Headteacher Pay

The Trustees will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment in accordance with the relevant paragraphs of the Document.

For serving Heads

The Trustees will determine the salary of a serving Headteacher in accordance with the relevant paragraphs of the Document.

- The Trustees will agree performance objectives with the Head and may take account of the advice of an External Advisor. The objectives will be agreed before December 31st.
- The Trustees will review the performance of the Head against the performance objectives and award a point on the basis of 'sustained high quality performance' in relation to the totality of the Head's responsibilities. Discussion of progress toward objectives will produce a focus for review.

4.2 Deputy Head Pay

The Headteacher will, when a new appointment needs to be made determine the pay range to be advertised and agree pay on appointment in accordance with the relevant paragraphs of the document.

For serving Deputy Heads

The Headteacher will determine the salary of a serving Deputy Head in accordance with the relevant paragraphs of the Document.

- The Trustees delegates to the Head the agreement of performance objectives for pay purposes for the Deputy Head. Objectives will be agreed in the autumn term. The review will take place by 31st October. The Deputy Head may agree objectives directly with the Pay Committee where agreement between the Head and Deputy Head is not achieved.
- The Head will review the performance of the Deputy against the performance objectives and may recommend the award of a point on the basis of 'sustained high quality performance'.

4.3 Assistant Head Pay

The Headteacher will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment in accordance with the relevant paragraphs of the document.

For serving Assistant Heads

- The Headteacher and Pay Committee will determine the salary of a serving Assistant Headteacher in accordance with the relevant paragraphs of the Document.
- The Pay Committee delegates to the Head the agreement of performance objectives for the Assistant Head. Objectives will be agreed in the autumn term. The review will take place by 31st October. The Assistant Head may agree objectives directly with the pay committee where agreement between the Head and Assistant Head is not achieved.
- The Head will review the performance of the Assistant Head against the performance objectives and may recommend the award of a point on the basis of 'sustained high quality performance'.

Leading Practitioner Posts

Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

5. PAY SCALE FOR CLASSROOM TEACHERS

5.1 Pay progression based on performance

The School Teachers' Pay and Conditions Document ("the Document") gives a national minimum and maximum for the pay ranges for Unqualified Teachers, Main Scale Teachers, Upper Pay Range Teachers, Leading Practitioners and the Leadership Group. The school determines the pay scales and the Senior Leadership Team will review them on an annual basis. The values of the pay scales adopted are shown in Appendix A of this policy.

Teachers employed on an ongoing basis by the school but who work less than a full working day or week are deemed to be part-time. Part-time staff are paid a proportion of the pay that would be appropriate if they were full-time. This also applies to allowances.

All teachers can expect to receive thorough monitoring, regular, constructive feedback on their performance. The process of monitoring is subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

Decisions regarding pay progression will be made with reference to monitoring and to the teachers' Performance Management reports and the pay recommendations they contain. Most teachers, in carrying out their duties effectively, as judged by the Performance Management process and other monitoring, would quite properly expect pay progression. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a recommendation of enhanced progression to be made by the Head for Trustees' consideration. It will also be possible for a 'no progression' determination to be made without recourse to the capability procedure. To be fair and transparent, the Head's assessment of the recommendations will be properly rooted in evidence gathered through the totality of the school's monitoring activities.

This evidence may include for example self-assessment, peer review, tracking pupil progress, lesson observations, pupil work scrutiny and the monitoring of marking and assessment.

Teachers' Performance Management reports will contain pay recommendations made by the relevant member of the Senior Leadership Team, which are then submitted to the Head.

Final decisions about recommendations will be made by the Trustees. The Trustees will consider its approach in the light of the school's budget.

Judgement of performance will be made against the extent to which teachers have met their individual objectives agreed in the Performance Management process and the relevant standards as set out in that policy and how they have contributed to and made an impact on pupil progress, wider outcomes for pupils and the wider work of the school. Improvements in specific elements of practice such as a behaviour management and lesson planning will also be taken into account. The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of a combination of absolute and relative criteria.

- Teachers will be eligible to be recommended for a pay increase of one point on the range if they meet their objectives (Line Managers will have regard for significant progress on particularly challenging targets) and are assessed as fully meeting all the relevant standards.
- Teachers will not be eligible to be recommended for a pay increase if limited progress has been made in meeting objectives and most are only partially met or the relevant standards have not been fully met.

Pay progression is not automatic and it will be possible for a 'no progression' determination to be made without recourse to the Capability Policy. However, those subject to formal capability proceedings during the appraisal review period may be deemed unsatisfactory performers and will not therefore meet the requirements for pay progression.

5.2 Movement to the Upper Pay Range

Applications and Evidence

Any qualified teacher having reached M6 may apply to be paid on the upper pay range and any such application will 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 at least once a year normally between 1st September and 31st October as part of Performance Management.

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

All applications should include the results of reviews or 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).

All applications should include the results of reviews or appraisals under the extant UPS regulations (successful Performance Management appraisals for M5 and M6), 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 be made using documentation provided under the extant UPS regulations (application form available on the VLE). Advice should be sought from the relevant Line Manager responsible for Performance Management.

For teachers on the Upper Pay Range, progression within this band would normally be considered after 2 years of sustained high-quality performance or earlier where performance has exceeded school expectations

Threshold Assessment

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

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution to the school are substantial and sustained.

For the purpose 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 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.
- 'sustained' means maintained continuously over a long period.

The application will be assessed robustly, transparently and equitably, by the Senior Leadership Team responsible for Performance Management making the initial assessment then recommendation to the Head followed by the Head making the final determination.

5.3 Processes and Procedures

The assessment will normally be made within 20 working days or by 31st October at the latest (a further five working days will be required for applications received during the week leading up to 31st October).

If successful, applicants will move to the upper pay range back dated from 1st September in the year of application.

If unsuccessful, feedback will be provided by the Head.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the appeals arrangements.

Movement through the upper pay range will remain in line with extant UPS regulations i.e., two successful Performance Management years, as evidenced through Performance Management appraisals, are needed for movement to the next point on the upper pay spine.

5.4 Monitoring the Impact of the Policy

The Senior Leadership Team will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

5.5 Teaching and Learning Responsibility payments

The Head will pay the appropriate level of Teaching and Learning Responsibility payment for clearly defined additional responsibilities. Job descriptions will be regularly reviewed and will make clear which responsibilities are common to all posts and which additional responsibilities tasks will attract a TLR payment.

Any award of TLR payments will make clear whether they are permanent or temporary (as determined by the staffing structure in accordance with the School Development Plan), and where payments are temporary, the start and end dates will form part of the pay statement.

5.6 Recruitment and Retention Allowances

The Trustees has discretion to make recruitment/retention payments in accordance with the Document. The value of this payment will be the same as the value of the lowest TLR payment.

6. UNQUALIFIED TEACHERS

The Pay Committee will pay any unqualified teacher in accordance with the range set out in the appendix to this policy. The Headteacher will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience which they consider to be of value.

7. ASSOCIATE STAFF

The National Joint Council (NJC) for Local Government Services gives the national pay ranges for Professional Services staff. The Board determines the pay scales and will review them on an annual basis.

The Head on behalf of the Trustees will determine the pay grade of associate staff with regard to the scales, ranges and grades currently applicable in relation to similar employment in other schools or LAs, which the Body consider appropriate for the post. Current scales, ranges and grades are set out in the appendix. Appeal procedures against pay recommendations are set out in paragraph 3.3 above. The Head will make

recommendations to the Leadership Pay Committee regarding the assessment of salaries of the Senior Associate Staff.

8. PART TIME EMPLOYEES

The Head and Trustees will apply the provision of this policy on a pro rata basis to all part-time employees. The Head and Trustees will act in accordance with the Part-Time Workers, (Prevention of less favourable treatment), regulations 2000.

9. SUPPLY TEACHERS

The Trustees will delegate to the Head the determination of pay for Supply Teachers. Such teachers will be paid on a daily basis calculated on a full working year of 195 days. The normal working day is considered a rate of pay should be on the basis of a day of a full day being 1/195 of the annual salary.

10. PAYMENT FOR OUT OF SCHOOL HOURS LEARNING ACTIVITY

No such payment will be made. The school will periodically review this provision of the policy. Exceptions may be made to this rule with agreement from the Head Teacher.

11. SALARIES OF ASSOCIATE STAFF

11.1 Before appointing a member of the associate staff, the job description for the post to which the employee is to be appointed will be evaluated by the Head to determine the salary grade, range or scale.

11.2 The Head on behalf of the Trustees will determine the appropriate point on the evaluated scale having regard to:

- i) the relevant qualification and/or experience
- ii) recruitment/retention needs of the school in respect of the post

11.3 At the time of making the annual assessment of the teachers' salaries the Head may make recommendations to the Trustees regarding the assessment of the salaries of the associate staff. Where the Head considers it appropriate advancements may be recommended within the current nationally negotiated pay scales, which form part of the National Conditions of Service agreed for the differing grades of associate staff.

12. REVIEW OF THE POLICY

The School and Trustees will review this policy annually or on any occasions when requested to do so by the Head.

13. AFFORDABILITY

The implementation of the Pay Policy will be subject to available funding.

In the face of budgetary constraint the Trustees will identify priorities which will have regard to statutory factors, non-discretionary areas and the School's Development Plan. Inability to meet the recommendations will require the Trustees to review the Development Plan and to determine whether any adjustments should be made or planned the following year. This may well have implications regarding the allocation of resources including the determination of staffing levels.

Appendix A – Effective from 1st of September 2024

Classroom teacher posts

England excluding London and the Fringe

M1	£30,650
M2	£33,483
M3	£35,674
M4	£38,034
M5	£40,439
M6	£43,607

England excluding London and the Fringe

U1	£45,646
U2	£47,338
U3	£49,084

Unqualified teacher advisory points

England excluding London and the Fringe

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

Leadership

The pay ranges for the Headteacher, deputy head teacher[s] and assistant head teacher[s] will be determined in accordance with the criteria specified in the STPCD and ensuring fair pay relativities.