

Document Control Sheet

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Guidance

Preparing Local Authority Schools for the 2022-23 Pay Policy Version 1, September 2022

Key

Italics: Commentary, not to be included in final pay policy

Black Bold Italic: indicates recommendations and guidance for your new policy and should be deleted as appropriate.

Yellow highlight- School to populate information

Background information to 2022-23 policy

DEPARTMENT FOR EDUCATION

This Pay Policy has been written in accordance with the recommendations made by the STRB 19th July 2022

The STRB has recommended for 2022/23:

- For September 2022, a 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

Barningham CEVC Primary School

PAY POLICY FOR ACADEMIC YEAR 2022 - 23

The governing body of **Barningham CEVC Primary School** adopted this policy on 13/03/23 following consultation with staff and school representatives of the recognised unions.

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POLICY FOR ALL STAFF

1. STATEMENT OF INTENT

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to “...conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.

The governing body of Barningham CEVC Primary School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness, and accountability.

This policy applies to all Barningham CEVC Primary School staff. Where different arrangements apply to different groups of staff by virtue of their terms and conditions of employment, this is clearly stated.

For all staff, pay progression will be clearly attributable to the individual’s performance and the pay committee will be able to objectively justify its decisions.

2. EQUALITIES LEGISLATION

The governing body will comply with relevant equalities legislation, including the following legislation, as amended:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010.

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting, and paying staff, training, and staff development. See ‘governing body obligations’ in relation to monitoring the impact of this policy.

3. EQUALITIES AND PERFORMANCE RELATED PAY

The governing body will ensure that its processes are open, transparent, and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g., an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual employee's circumstances and the school's circumstances.

4. JOB DESCRIPTIONS

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body (see Appendix 1). Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

5. ACCESS TO RECORDS

The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

6. APPRAISAL

There is a responsibility on the individual and their appraiser to work together. Employees should gather any evidence that they deem is appropriate in relation to their objectives and other relevant criteria (e.g., the Teachers' Standards and criteria to be paid on Upper Pay Range), so that such evidence can be considered at their performance review. For further details regarding how to evidence performance please see the school's Appraisal Policy.

7. GOVERNING BODY OBLIGATIONS

The governing body will fulfil its obligations to:

- Teachers: as set out in the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the Burgundy Book). The governing body will also comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers;
- Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and Suffolk County Council's Single Status Agreement and local pay and grading arrangements,

as they apply to schools and where not already amended as described in this policy or the school's Appraisal Policy.

The governing body will consider any updated policies to ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions are properly documented and can be objectively justified. It will at all times assure itself that public money is being used effectively and with propriety, as necessary, seeking appropriate independent advice and complying with audit requirements.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and procedures and the school's spending plan.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of staff may progress at different rates, ensuring the school's continued compliance with equalities legislation.

8. HEADTEACHER AND EMPLOYEE OBLIGATIONS IN RESPECT OF APPRAISAL

In relation to pay progression there are obligations on both the Headteacher and employee to engage with the appraisal process, for details please see Appraisal Policy.

9. DISCRETIONARY PAY AWARDS

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

10. SAFEGUARDING OF PAY

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the STPCD or support staff terms and conditions of employment and will give the required notification as soon as possible and no later than one month after the determination.

11. PROCEDURES

At Barningham CEVC Primary School the pay committee will be the Finance Committee. Staff governors will be asked not to attend pay committee agenda items.

The governing body will determine the annual pay budget on the recommendation of the pay committee.

The governing body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the school is under

consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is their own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

The pay committee will be attended by the Headteacher in an advisory capacity. Where the pay committee has invited either a representative of the Local Authority or the external adviser to attend and offer advice on the determination of the Headteacher's pay, that person will withdraw at the same time as the Headteacher while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the pay committee will be determined from time to time by the governing body and can be found in Appendix 5.

Reports of the pay committee will be placed in the confidential section of the governing body's agenda, and will either be accepted or referred back if the pay committee has exceeded its powers under the policy.

12. ANNUAL DETERMINATION OF PAY

All staff salaries will be reviewed annually to take effect, where headroom is available, from:

- 1 September for all teaching staff, including the Headteacher, Deputy Headteacher(s), Assistant Headteacher(s); or
- 1 April for all support staff.

The governing body will endeavour to complete support staff annual pay reviews between 1 April and the end of the summer term, teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

Annual pay progression is not automatic. It will only be considered where staff have met the expectations described in this policy, the school's Appraisal Policy and through their appraisal process, and will be subject to the maximums of the employee's relevant pay range/grade/grade mid-point and the governing body's annual decision-making processes.

Pay progression will not be considered during any probationary period. Normal appraisal and pay review arrangements will apply following the successful completion of any probationary period and, for support staff, subject to the "11-month rule" described in paragraph 17.2 of this policy.

13. ABSENCE AND/OR PARTIAL ACHIEVEMENT OF OBJECTIVES

Where any member of staff has been absent for some or all of the appraisal period, for example, as a result of long-term sickness absence or maternity/adoption/shared

parental leave, the assessment in relation to pay progression will be based on performance during any period of attendance and/or prior performance.

In exceptional circumstances, for example, where objectives have not been fully met due to factors entirely outside the control of the reviewee, the reviewer may apply discretion in/ recommending pay progression. Such discretion will normally only be applied where:

- For teachers: competency in all elements of the Teachers' Standards and 'good' teaching overall have been demonstrated, as described below.
- For support staff: the standard of work more generally has been of a high level.

14. NOTIFICATION OF PAY DETERMINATIONS

Decisions will be communicated to each member of staff by the Headteacher, in writing, at the earliest opportunity and no later than one month after the pay determination. Decisions on the pay of the Headteacher will be communicated by the pay committee, again, in writing. All communication regarding pay determinations will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued as soon as practicable after the pay decision has been made.

In accordance with the STPCD, pay statements given to teachers, as part of the regular review process or when other pay decisions are taken, will state all remuneration, including any allowances, any payments or other financial benefits for recruitment and retention purposes, any safeguarded sums and any fixed term arrangements, as well as where a copy of the school's pay policy and staffing structure can be inspected.

15. SALARY SACRIFICE ARRANGEMENTS

The governing body operates salary sacrifice schemes. Staff choosing to participate in this scheme will have their gross pay reduced according to the terms of the scheme for the duration of their participation.

16. APPEALS PROCEDURE

The appeals procedure in relation to pay decisions for all staff is set out in Appendix 4 of this policy.

The following sections of the policy cover further pay arrangements as they apply to, firstly, Support Staff and, secondly, Teaching Staff.

PAY ARRANGEMENTS SPECIFIC TO SUPPORT STAFF

17. SUPPORT STAFF PAY

Following the TU side meeting held on 1 November 2022 a pay award increase of £1,925 was agreed across all spinal points on the pay scales and 4.04% on all other points and allowances (special educational needs, sleeping in allowances etc in a school context).

17.1 Salary on appointment

The governing body will determine the pay range to be advertised, taking account of the full responsibilities of the post and, where relevant, the Local Authority's guidance on Single Status benchmark job descriptions and in accordance with the School Staffing (England) Regulations 2009 and chapter 7 of the associated guidance.

Salary on appointment will normally be to the lowest point of the applicable grade for the role. Where the school is satisfied that it is necessary to pay a higher starting salary to attract the best candidate, the appointment may be made at any point up to and including the point below 'the bar' (known as the midpoint). You are not able to appoint or advertise above the midpoint of the grade.

17.2 Serving support staff

In any year in which the governing body agrees to award incremental progression to support staff, progression within the relevant part of the grade will be by a single increment, which is dependent on successful performance in post, as assessed through the appraisal process. Further information is contained in the school's Appraisal Policy.

Where performance has been assessed as exceptional, the governing body may apply its discretion and award enhanced progression of an additional point, where there is scope for this within the relevant part of the pay grade.

To ensure that an employee who is new in post can benefit from, where available, incremental progression when performance supports this, the school will ensure forward objectives are set as soon as possible upon completion of any probationary period and that an appraisal review is completed within four to six months of this. Provided that this is done, an increment will be paid from the first day of eleventh month after the employee's start date. This is referred to elsewhere as the "eleven-month rule". After that, the employee will fit into the normal appraisal review cycle.

The eleven-month rule will be applied to pay progression following promotion or the re-grading of an employee's post.

17.3 Acting-up Payments and Honoraria

The governing body may determine to make an acting-up payment or an honorarium.

An acting-up payment may be appropriate where an employee takes on the full duties of a more senior post for a substantial period (usually four weeks or more) in the absence of the post-holder or where there is a vacancy pending recruitment to a vacant post. Where an acting-up payment is agreed, the employee will receive a salary which is not less than the minimum point of the salary for the “acting-up” post, and at least one incremental point higher than their substantive salary.

An honorarium may be appropriate where an employee takes on additional duties of a higher paid post for a temporary period (for whatever reason), but not the full duties. Where an honorarium payment is agreed, the school will estimate the proportion of the duties at the higher level which the employee has undertaken, the period over which the duties have been undertaken and calculate a payment. Honoraria will normally be paid as a lump sum retrospectively.

17.4 Support Staff Holiday Pay Calculations

Please refer to Support Staff Terms and Conditions Document regarding Holiday Pay Calculations.

17.5 Additional or Second Job

Any employee having a second or additional job has a duty to inform their employer of this and the employee needs to be aware this may result in tax and/or pension implications.

17.6 Apprentices

If the school employs an Apprentice, you must ensure you abide by the Government guidance for minimum pay, however it is at the schools’ discretion if they wish to pay above the minimum. Local Authority schools can claim funding for the Apprenticeship course qualification from Suffolk County Council. The relevant link is attached below, [Employing an apprentice: Pay and conditions for apprentices - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employing-an-apprentice) For further information please contact rising.high@suffolk.gov.uk

PAY ARRANGEMENTS SPECIFIC TO TEACHING STAFF

18. PAY ARRANGEMENT SPECIFIC TO TEACHING STAFF

Pay decisions relating to performance in the 2021-22 academic year will be made in accordance with the school's Pay and Appraisal Policies for 2021-22. The following paragraphs set out the arrangements for appointments or determinations made on or after 1 September 2022 and for pay decisions relating to performance throughout the 2022-2023 academic year.

There are normally two elements to the teachers' pay review:

- Cost of living percentage increase - generally referred to as 'uplift'
- Pay progression between scales – generally referred to as 'incremental award' this would always be dependent on performance.

18.1 PAY RANGE FOR LEADERSHIP POSTS

Leadership post holders will be paid in accordance with the pay ranges for school leaders set out in Appendix 2. In any determination or re-determination of leadership pay, the pay range for the Headteacher will start no lower than the minimum of the relevant Headteacher Group and the pay range for any Deputy or Assistant Headteacher will start no lower than the Leadership Minimum.

Wider leadership posts will need to meet the basic criterion of 'leadership responsibilities across the whole school' to be paid on the leadership pay ranges.

The governing body may seek independent advice and/or benchmarking data, as appropriate, when determining leadership pay.

The governing body will record the rationale for leadership pay determinations and the reasons for any re-determination of pay.

The governing body has determined that the pay points set out in Appendix 6 will apply to all leadership posts within the school, subject to the individual Leadership Pay Range determined for each post.

The national pay award for teachers for 2022-23

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

In September 2021 we recommended schools applied the National cost of living uplift regardless of performance.

If you decided on an alternative option, please seek advice from your HR Consultant.

18.2 Headteacher, Deputy Headteacher or Assistant Headteacher - Pay on appointment, or following a significant change in responsibilities, or following an associated review of leadership pay.

In accordance with the STPCD, the governing body will determine leadership pay on appointment and may re-determine leadership pay following any significant change in responsibilities. It may also determine that it is necessary to review the pay of all leadership posts to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or with pay arrangements for members of the leadership group whose responsibilities have significantly changed after that date.

The governing body will assign the school to a Headteacher Group (see Appendix 2) by reference to the school's total unit score, calculated in accordance with the STPCD, before determining the Leadership Pay Range for the post.

When determining the Leadership Pay Range, the Governing body will consider:

- All the permanent responsibilities of the role, including any permanent responsibility as the Headteacher of more than one school
- Any challenges that are specific to the role
- All other relevant considerations, for example, any recruitment and retention difficulties, the requirement for a fixed-term appointment or candidate specific factors, including how well the appointee meets the requirements of the post and how much room is appropriate for progression for the individual.

When advertising the Head Teacher role, the governing body may use its discretion in line with the STPCD to determine the leadership pay range.

18.3 Serving Headteachers, Deputy Headteachers and Assistant Headteachers

The pay committee will review the Headteacher, Deputy Headteacher and Assistant Headteacher's pay, annually in accordance with the STPCD, the school's Appraisal Policy and this policy, having regard to the most recent appraisal report and the recommendation on pay that it contains. It will award one-point progression where there has been a sustained high quality of performance, with particular regard to leadership, management, and pupil progress at the school. The governing body may consider awarding two-point progression where performance is assessed as having significantly exceeded the sustained and high quality of performance that must be demonstrated for one-point progression.

All incremental pay decisions (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the post holder. The pay committee will be able to justify its decisions.

The pay committee may re-determine the pay range for a serving Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with the above arrangements and the STPCD, as of 1 September or at any time if it considers it is necessary to reflect a significant change in the responsibilities of the post.

18.4 Temporary Payments to the Headteacher

Only in very rare and exceptional circumstances can an additional Temporary Payment be considered in accordance with the provisions of the STPCD. A temporary payment will only be considered for additional Headteacher responsibilities that are undertaken on a temporary basis, and which have not already been taken account of when setting base pay. The governing body must be able to justify the rationale fully and objectively for any such payments, taking into account any financial impacts to the school budget. No additional payment will be considered for local collaboration as this forms part of the role of all Headteachers. Further details can be sourced in STPCD Part 2 Section 10.

The governing body may appoint a Headteacher on a fixed-term contract where it determines that the circumstances of the school require it. In establishing such a contract, the relevant body will consider how reward should be structured and whether achievement of objectives should be assessed over a shorter or longer timescale than would normally be the case.

19. ACTING ALLOWANCES

The governing body may determine to pay an acting allowance in accordance with the STPCD to any teacher who is assigned and carries out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher. Please see STPCD Part 4 Section 23 for full details.

20. OTHER TEACHERS

20.1 Pay on appointment (Unqualified, Main, Upper and Leading Practitioner pay ranges)

The governing body will determine the starting salary of any teaching post on the Unqualified, Main, Upper and Leading Practitioner pay ranges, having regard to:

- The requirements of the post
- Any specialist knowledge required for the post
- The experience required to undertake the specific duties of the post
- The wider school context.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, consideration may be given to the above factors to determine the starting salary.

20.2 Supply Teachers

Supply teachers are not required to meet the criteria of teachers on the upper pay scale and, therefore should be paid up to a maximum of a rate equivalent to MP6 only. The

rate of pay for a supply teacher will be negotiated on appointment depending on qualifications and experience.

20.3 Teachers Employed on a Short Notice Basis

Teachers who work on a day-to-day or other short notice basis will have their pay determined in accordance with the STPCD Part 6 Section 42.

20.4 NQT and Early Career Teachers (ECT)

Early Career Teachers (ECT's) require a two-year induction period. (ECT will replace the term NQT over the course of time). It is the responsibility of each school to have its own ECT Induction policy. Government guidance states that "during their two-year induction there will be no adverse impact upon ECT's pay or career progression opportunities. ECT's will still be able to progress on the pay scale as current arrangements allow both during and after induction".

Therefore, we recommend that ECT's are placed on MP1 at the beginning of their induction and move up the Main Pay scale accordingly.

20.5 Tutoring and TLR3

Main pay range teachers and upper pay range teachers can be awarded a fixed-term TLR3 to deliver school-led tutoring. Further details on TLR3 can be found in Paragraph 26. This award would be pensionable in the TPS.

21. PAY PROGRESSION FOR EXISTING MAIN PAY RANGE TEACHERS

The STRB has recommended the following changes for September 2022:

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

<u>Main Pay Range</u>	<u>Annual Salary 2021/22</u>	<u>Annual Salary 2022/23</u>
<u>M1</u>	<u>£25,714</u>	<u>£28,000</u>
<u>M2</u>	<u>£27,600</u>	<u>£29,800</u>
<u>M3</u>	<u>£29,664</u>	<u>£31,750</u>
<u>M4</u>	<u>£31,778</u>	<u>£33,850</u>
<u>M5</u>	<u>£34,100</u>	<u>£35,990</u>
<u>M6</u>	<u>£36,961</u>	<u>£38,810</u>

September 2022 Main Pay Scale rates for teachers	
	2022-23 rates
Minimum (statutory minimum)	£28,000
Ref point 2	£29,800
Ref point 3	£31,750
Ref point 4	£33,850
Ref point 5	£35,990
Maximum point 6	£38,810

The STRB has recommended the following changes for September 2022:

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

For an incremental increase (pay progression) by one point annually, teachers will need to have met their objectives, shown that they are competent in all elements of the Teachers' Standards and teaching should be 'good' overall (based on successful appraisal and meeting all professional Teachers' Standards:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/208682/Teachers_Standards_2013.pdf)

If the evidence shows that a teacher has performed exceptionally, including overall teaching being consistently outstanding, the governing body may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of one additional point.

Judgements will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
- An increasing contribution to the work of the school
- An increasing impact on the effectiveness of staff and colleagues.

Further information, including sources of evidence is contained in the school's Appraisal Policy.

The pay committee will be advised by the Headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to

the performance of the teacher in question. The pay committee will be able to justify its decisions.

22. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

Any qualified teacher can apply to be paid on the Upper Pay Range. However, to be able to demonstrate that they meet the assessment criteria set out in STPCD and Appendix 3b particularly around the teacher's achievements and contribution to the school being substantial and sustained, it is likely that applications will be submitted by teachers with a number of years of classroom teaching experience, typically a minimum of three years and often significantly more. It is the responsibility of the teacher to decide whether they wish, or when to apply to be paid on the Upper Pay Range.

Applications will include the results of the two most recent appraisals in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those newer to teaching or returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

For the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a sound base of significant and relevant evidence to support their application. It is the individual's responsibility to collect, collate and present the evidence for consideration in support of their application. Those teachers who are not subject to Teachers induction procedures, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

Process:

One application may be submitted annually (see application form in Appendix 3). The closing date for applications is normally 31st May each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity/adoption/shared parental leave or who are currently on sick leave. The process for applications is:

- The teacher must complete the school's application form (Appendix 3)
- The teacher should submit the application form and supporting evidence to the Headteacher by the cut-off date of 31st May
- The teacher will receive notification of the name of the assessor, for their application within 5 working days
- The assessor will review the application and if requested by the employee can provide informal feedback prior to the formal submission of the application. Whilst not guaranteeing a positive recommendation, this feedback can provide the employee with the opportunity to collect, collate and present additional evidence before formal submission of their final application.
- The assessor will then formally assess the application and make a recommendation to the pay committee
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor

- The pay committee will make the final decision, considering evidence provided by the assessor or Headteacher
- The teacher will receive written notification of the outcome of their application by 31st June

Successful applicants:

- Will move to the minimum of the UPR on 1st September following confirmation of their successful application.

Unsuccessful Applications:

- Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below)
- Following an unsuccessful application, if requested, oral feedback can be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application/request for feedback. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement to meet the relevant criteria for the next potential application
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 4.

Assessment:

The teacher will be required to meet the criteria set out in the STPCD, namely 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.

At Barningham CEVC Primary School this means:

"Highly competent": the teacher's performance is assessed as having exceptional depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

"Substantial": the teacher's achievements and contribution 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": typically, the teacher will have had two consecutive successful appraisal reports in this school and will have met their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will be

expected to show that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the school's Appraisal Policy.

23. PAY PROGRESSION FOR EXISTING UPPER PAY RANGE TEACHERS

The pay scale for Upper Pay Range teachers in this school is

Upper Pay Scale Rates 2022-23	
Pay reference points	2022-23
Minimum point 1	£40,625
Reference point 2	£42,131
Maximum point 3	£43,685

The STRB has recommended the following changes for September 2022:

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

Unlike main pay range teachers, to move up the UPR scale, one point biennially

upper pay range teachers will need to have had two successful performance reviews in which they have met their objectives, maintained the essential criteria, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained, as defined above. Teaching should be overall 'good' (based on successful appraisal and meeting all professional Teachers' Standards) and increasingly 'outstanding'.

Where it is clear from the evidence that the teacher's performance has been exceptional in relation to the above criteria, teaching is consistently outstanding and the teacher has exceeded some or all of their objectives, the pay committee may use its flexibility to decide on enhanced progression from the minimum to the maximum of Upper Pay Range.

Further information, including sources of evidence is contained within the school's Appraisal Policy.

The pay committee will be advised by the Headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

24. LEADING PRACTITIONER ROLES

The governing body will take account of the STPCD as detailed in Part 3, Paragraph 16, when determining the role and pay range (including pay points) of any future leading practitioner role in this school. Additional duties will be set out in the job description of any leading practitioner and will include:

- A leadership role in developing, implementing, and evaluating policies and practices in the school that contributes to the schools' improvement
- The modelling and leading improvement of teaching skills within school
- Improving the effectiveness of staff and colleagues, within school and other settings as appropriate, defined by the Headteacher.

The Headteacher will agree appraisal objectives for any leading practitioner.

To move up the agreed leading practitioner pay range, one annual point at a time, as detailed in STPCD Part 3, Paragraph 16, the most recent appraisal should show that the leading practitioner:

- Has met their objectives
- Is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant
- Has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement
- Is highly competent in all aspects of the Teachers' Standards
- Has shown strong leadership in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement.

"Highly competent" and "substantial" are defined in the section entitled, "Applications to be paid on the Upper Pay Range".

Where it is clear from the evidence that the teacher's performance is exceptional, the pay committee may award enhanced pay progression of one additional point.

Further information, including sources of evidence is contained within the school's Appraisal Policy.

The pay committee will be advised by the Headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

25. PAY ON APPOINTMENT AND PROGRESSION FOR UNQUALIFIED TEACHERS

The pay scale for Unqualified Teachers is:

Unqualified Teacher Pay Scale 2022-23	
Minimum	£19,340
Reference point 2	£21,559
Reference point 3	£23,777
Reference point 4	£25,733
Reference point 5	£27,954
Maximum	£30,172

The STRB has recommended the following changes for September 2022:

- 5% increase to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000 by September 2023.

The pay committee will pay any unqualified teacher in accordance with this policy and the STPCD. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will also consider whether it wishes to pay an additional allowance, in accordance with the provisions of the STPCD.

To move up the Unqualified pay range, one incremental point at a time, unqualified teachers will need to have met their objectives and demonstrated:

- An improvement in teaching skills
- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher
- An increasing contribution to the work of the school
- An increasing impact on the effectiveness of staff and colleagues.

If the evidence shows that an unqualified teacher has achieved exceptional performance, the pay committee may use its discretion to award enhanced pay progression of one additional point.

Information on sources of evidence is contained within the school's Appraisal Policy.

The pay committee will be advised by the Headteacher in making all such decisions. Any incremental increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

26. TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

The pay committee may award a TLR to a classroom teacher in accordance with this policy and the STPCD. A TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure for ensuring the continued delivery of high-quality teaching and learning.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out in the STPCD.

The pay committee may award a TLR3 of between £600 to £2,975 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in, and considering the criteria set out in the STPCD. The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award, which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. In accordance with the STPCD, the governing body will not award consecutive TLR3 payments for the same responsibility.

[Proposed changes to the School Teachers Pay and Conditions document for 2022/23](#) clarify that main pay range teachers and upper pay range teachers can be awarded a fixed-term TLR3 to deliver school-led tutoring.

27. SPECIAL EDUCATION NEEDS (SEN) ALLOWANCE

The pay committee will award an SEN spot value allowance (FTE) on a range of between £2,384 and £4,703 to any classroom teacher who meets the criteria as set out in the STPCD, where responsibilities are not separately recognised through payment on the leadership pay spine or through a TLR or other allowance.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post. (and Pro-Rata accordingly).

The following factors will be taken into account:

- Additional defined responsibility
- An expectation of very significant experience appropriate to the school's intake
- An appropriate special educational needs qualification e.g. Advance Diploma in Special Educational Needs.

The governing body will keep SEN allowances and associated responsibilities under regular review and ensure that any additional responsibilities are clearly specified in individual teacher's job descriptions and are clear in the school's published staffing structure. Whilst the governing body may review SEN allowances at any time, normally, any review will follow recommendations arising from the annual performance review meeting.

28. ADDITIONAL PAYMENTS

The governing body may make payments as they see fit to a teacher in respect of:

- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher
- Participation in out-of-school hours CPD agreed between the teacher and the Headteacher
- Additional responsibilities and activities due to, or in respect of, the provisions of services by the Headteacher relating to the raising of educational standards to one or more additional schools

In accordance with the STPCD, no such payments will be made to the Headteacher.

The pay committee will make additional payments to teachers in accordance with the STPCD where advised by the Headteacher. Payment will be as the governing body see fit.

29. RECRUITMENT AND RETENTION INCENTIVE BENEFITS

The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive for teaching staff.

The pay committee will consider exercising its powers under the STPCD where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The governing body will, nevertheless, conduct an annual formal review of all such awards.

In the case of the Headteacher, Deputy Headteachers and Assistant Headteachers, such payments will be limited to reasonably incurred housing/relocation costs where pay has been set under the STPCD (and has already been taken account of when determining base pay).

30. 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, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

31. APPLICATION OF NATIONAL PAY FRAMEWORK UPLIFT TO SALARIES AND ALLOWANCES (in respect of Main Pay Scale)– SEPTEMBER 2022

In line with our recommendations moving forward from September 2022, the application of the national pay framework, cost of living uplift and incremental awards (pay progression) is as follows from September 2022:

- The Local Authority recommend schools apply any national cost of living uplift to all teaching staff regardless of performance.
- Any incremental award (pay progression) is subject to good performance.

32. ADDITIONAL OR SECOND JOB

Any employee having a second or additional job has a duty to inform their employer of this and the employee needs to be aware this may result in tax and/or pension implications.

APPENDICES

APPENDIX 1 – SCHOOL STAFFING STRUCTURE

Barningham CEVCP Leadership Structure

<u>Headteacher</u> Stephany Hunter Safeguarding, DSL, Pupil Premium, Attendance, Strategic lead for SEND, Governance, ECT Induction Tutor Strategic lead for Curriculum, RE, Science, History, Geography, Computing, MFL, Music, PSHE/RSE			
<u>Senior Team</u> Sally Garland Reading Leader Mental Health Lead	<u>Senior Team</u> Janine Fairlie Writing Leader Educational Visits Co-ordinator & ADSL	<u>Senior Team</u> Gary Rolfe Maths Leader Online Safety Lead	
<u>SENDCo</u> Lynn Orchard	<u>Early Career Teacher (ECT)</u> Rachel Allen	<u>PE Leader</u> Louise Price	<u>Art/DT Leader & ECT Mentor</u> Jenna Duncan

<u>Office Manager</u> Dawn Pipe Day to day running of school office, First point of contact, Admin, Finance, Budget, Premises, Liaise with SCC/LA, Support HT with Health and Safety, Alternate DSL, HR, SCR, Attendance	
<u>Administrative Assistant</u> Nicola Saggars Website, School Money, Attendance Admin Support office manager & HT in administration of school office	

<u>Speech & Language</u> Specialist TA Sheree Morris PPA cover Reception TA	<u>Phonics Specialist</u> Teaching Assistant Claire Dear Y1/2 TA	<u>Emotional Literacy</u> Specialist (ELSA) Kate Shelton Y3/4 TA	<u>ADHD & ASD</u> Specialist TA Paige Lowe Y3/4 TA 1:1 Clubs Leader MDSA Leader	<u>Dyslexia Specialist</u> Teaching Assistant Hannah Orton Y1/2 & Y5/6 TA	<u>UKS2 Phonics</u> Specialist Teaching Assistant Sarah Yarrow Y5/6 TA	<u>Pupil Premium & Maths Specialist TA</u> HLTA Gemma Jackson Cover Supervisor PP champion
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<u>MDSA</u> Lisa Shelley	<u>MDSA</u> Faye Hawkins
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APPENDIX 2 – RECOMMENDED PAY RANGES FOR SCHOOL LEADERS, 2022-23

	England and Wales (excluding the London Area) – No Cost of Living uplift for 2022-23
Leadership Minimum*	£42,195
Headteacher Group	
1	£50,122 – £66,684
2	£52,659 – £71,765
3	£56,796 – £77,237
4	£61,042 – £83,126
5	£67,351 – £91,679
6	£72,483 – £101,126
7	£78,010 – £111,485
8	£86,040– £123,057
Headroom for Headteachers of multiple very large schools	

* Minimum for Deputy and Assistant Headteachers only

APPENDIX 3 – APPLICATION TO BE PAID ON THE UPPER PAY RANGE

Having read paragraph 22 of this policy, please complete this form, and return it to the Headteacher no later than 31st May , including written evidence to support your application.

Examples of evidence that you may wish to include are:

- Most recent appraisal report(s)
- Classroom observations
- Reviews of assessment results
- Reviews of lesson planning records
- Reviews of children's work
- Internal tracking of pupil progress
- Moderation within and across schools
- Pupils' voice
- Parents' voice
- Subject leadership and evidence of impact
- Evidence supporting progress against Teachers' Standards including self-assessment
- Evidence matched to the criteria set out in Appendix 3b of this policy
- Records of CPD and evidence of impact.

Continued overleaf...

1. Progression to the Upper Pay Range (UPR) requires evidence that the applicant is a "highly competent" in all elements of the relevant standards.

Please outline below how you meet this criteria, with reference to the Teachers' Standards (<https://www.gov.uk/government/publications/teachers-standards>), the Expectations for UPR Teachers (Appendix 3b) and the particular role that you are fulfilling/the context within which you are working:

Continued overleaf...

2. Progression to the UPR requires evidence that the applicant's achievements and contribution to the school are “substantial”.

Please outline below how your contribution has raised standards of teaching and learning, not just in your own classroom but as a significant wider contribution to school improvement – this should show a clear impact on pupil progress across the school and on the effectiveness of colleagues.

Continued overleaf...

3. Progression to the UPR requires evidence that the applicant's achievements and contribution to the school have been “sustained”.

Please outline below how your teaching expertise has grown over a sustained period of time and is consistently good/developing outstanding professional practice:

Please attach any other written evidence that you have collated to support your application.
Thank you.

Name:

Signed:

Date:

APPENDIX 3b – EXPECTATIONS FOR UPPER PAY RANGE TEACHERS

All teachers on Upper Pay Range (UPR) will be:

- Highly competent in all elements of the Teachers' Standards and;
- Their achievements and contribution to the school will be **substantial and sustained**.

This following table provides an overview of what post threshold teachers should aspire to at each pay level and to achieve the next level.

	UPR 1	UPR 2	UPR 3
	Accepted professional	Established professional	Senior and leading professional
1	Performance Management objectives met each year.		Challenging Performance Management objectives met each year.
2	Consistently good teaching and developing outstanding professional practice.	Over a sustained period consistently good teaching and increasingly outstanding professional practice.	Over a sustained period consistently good teaching and regularly outstanding professional practice.
3	Many pupils will make good progress.	Some pupils will exceed good progress.	Over a sustained period, most pupils will exceed good progress.
4	Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback, especially with those new to the profession.	Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice and providing advice and feedback enabling teachers to improve their teaching practice.	Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice, and providing advice and feedback; moving other teachers to Good or Outstanding teaching.
5	Demonstrate and model good practice within own classes for other members of staff.	Will demonstrate and model good practice for other members of staff and contribute to policy and practice which has improved teaching and learning across the school.	Will coach and mentor staff to excellence and/or lead on the development of policy and practice which will improve teaching and learning across the school.
6	Evaluate and develop the planning and delivery of the curriculum by contributing to schemes of work and developing resources.	Evaluate and develop the planning and delivery of the curriculum across the school; taking the lead on schemes of work and curriculum development.	
7	Will take an enthusiastic and proactive role in the school.		Will take an enthusiastic and proactive role within the school and with wider stakeholders.
8	Will regularly support activities.	Will lead activities.	Will create, develop and lead activities.

APPENDIX 4 – PAY APPEALS PROCEDURE

Introduction

The employee will be informed at their annual appraisal meeting or in the case of UPR application, after assessment of the rating of their performance and the pay recommendation. As highlighted earlier it is a requirement that for a UPR application to be successful a minimum of two successful performance review periods immediately prior to the UPR application must have been achieved.

If your application for UPR is unsuccessful you have the right to appeal the decision. The appeal process is as follows:

1. You must submit an appeal in writing to the Chair of the Governing body within 10 school working days of the written decision of the unsuccessful application.
2. You must clearly state the reason(s) for appeal.
3. Your appeal will be heard within 20 school working days after the date on which the written appeal was received.
4. The appeal panel will consist of three governors who have not previously been involved in the pay determination process and are not employees of the school. The recommendation provider and the decision maker will be required to attend the meeting.
5. The chair of the appeal committee will invite the employee to set out their case. Both the recommendation provider and decision maker will be asked to provide the rationale behind the original decision and the procedures observed in reaching their decision.
6. Following the appeal panel meeting you will be informed in writing of the outcome of the appeal.
7. The decision of the appeal committee is final.

Employees have a statutory right to be accompanied at a Formal Pay Appeal hearing by a companion who may be either a work colleague or a trade union representative.

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

APPENDIX 5 – TERMS OF REFERENCE FOR PAY COMMITTEE

<https://www.barningham.suffolk.sch.uk/wp-content/uploads/2022/09/Finance-Site-HR-Committee-Terms-of-Ref-22112021.docx>

Click on link above to find terms of reference for our school

APPENDIX 6 – 2022-23 PAY RATES

Teacher pay rates, all effective 01/09/22

Statutory minimum and maximum values are shown in red.

	2022-23 rates
Unqualified Teacher Pay Range	
Minimum	£19,340
Reference point 2	£21,559
Reference point 3	£23,777
Reference point 4	£25,733
Reference point 5	£27,954
Maximum	£30,172

	2022-23 rates
Main pay range	
Minimum (statutory minimum)	£28,000
Ref point 2	£29,800
Ref point 3	£31,750
Ref point 4	£33,850
Ref point 5	£35,990
Max point 6	£38,810

	2022-23 rates
Upper Pay Range	
Minimum	£40,625
Reference point 2	£42,131
Maximum	£43,685
	2022-23 rates
Leading Practitioner Pay Range	
Minimum	£44,523
Maximum	£67,685
Teaching and Learning Responsibility (TLR) 3	2022-23 rates
Minimum	£600
Maximum	£2,975
	2022-23 rates
Teaching and Learning Responsibility (TLR) 2	
Minimum	£3,017
Maximum	£7,368
	2022-23 rates
Teaching and Learning Responsibility (TLR) 1	
Minimum	£8,706
Maximum	£14,732
	2022-23 rates
Special Educational Needs Allowance (SEN)	
Minimum	£2,384
Maximum	£4,703

	Leadership posts excluding Headteacher
Minimum	£ 44,305
Reference point 2	£ 45,414
Reference point 3	£ 46,548
Reference point 4	£ 47,706
Reference point 5	£ 48,895
Reference point 6	£ 50,122
Reference point 7	£ 51,470
Reference point 8	£ 52,659
Reference point 9	£ 53,973
Reference point 10	£ 55,360
Reference point 11	£ 56,796
Reference point 12	£ 58,105
Reference point 13	£ 59,558
Reference point 14	£ 61,042

Headteachers

Group 1	Min	£ 50,122	Group 2	Min	£ 52,659	Group 3	Min	£ 56,796	Min	£ 61,042
		£ 51,470								
		£ 52,659								
		£ 53,973								
		£ 55,360								
		£ 56,796								
		£ 58,105								
		£ 59,558								
		£ 61,042								

Reference point 15	£ 62,561
Reference point 16	£ 64,225
Reference point 17	£ 65,699
Reference point 18	£ 67,351
Reference point 19	£ 69,022
Reference point 20	£ 70,733
Reference point 21	£ 72,483
Reference point 22	£ 74,283
Reference point 23	£ 76,122
Reference point 24	£ 78,010
Reference point 25	£ 79,949
Reference point 26	£ 81,927
Reference point 27	£ 83,956
Reference point 28	£ 86,040
Reference point 29	£ 88,170
Reference point 30	£ 90,365

[illegible]

Reference point 31	£ 92,597
Reference point 32	£ 94,898
Reference point 33	£ 97,256
Reference point 34	£ 99,660
Reference point 35	£ 102,137
Reference point 36	£ 104,666
Reference point 37	£ 107,267
Reference point 38	£ 109,922
Reference point 39	£ 112,601
Reference point 40	£ 115,410
Reference point 41	£ 118,293
Reference point 42	£ 121,258

Ma x	*£ 91,679	£ 92,597	£ 92,597	£ 92,597
		£ 94,898	£ 94,898	£ 94,898
		£ 97,256	£ 97,256	£ 97,256
		£ 99,660	£ 99,660	£ 99,660
	Ma x	*£ 101,126	£ 102,137	£ 102,137
			£ 104,666	£ 104,666
			£ 107,267	£ 107,267
			£ 109,922	£ 109,922
		Ma x	*£ 111,485	£ 112,601
				£ 115,410
				£ 118,293
				£ 121,258

Maximum	£ 123,057
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Ma x	*£ 123,05 7
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**Historic dating back to 2015-16 pay award where group maximum points were capped*

Single Status Salaries 2022-23 (Full Time Equivalents)

Spinal Pt	2022 Basic	Grades		Hourly Rate	
1	20,258	Grade 1	Grade 2	10.50	
2	20,442			10.60	
3	20,812			10.79	
4	21,189	Grade 3		10.98	
5	21,575			11.18	
6	21,968			11.39	
7	22,368			11.59	
8	22,777			11.81	
9	24,054		Grade 4	12.47	
10	24,496			12.70	
11	25,409			13.17	
12	25,878			13.41	
13	26,845			13.91	
14	27,852			14.44	
15	29,439		Grade 5		15.26
16	30,152			15.63	
17	31,099			16.12	
18	32,019			16.60	
19	32,909			17.06	
20	33,819			17.53	
21	34,723			18.00	
22	36,298		Grade 6	18.81	
23	37,000			19.18	
24	38,083			19.74	
25	39,153			20.29	
26	40,232			20.85	
27	42,380		Grade 7		21.97
28	43,455				22.52
29	44,521			23.08	
30	45,598			23.63	
31	46,672			24.19	
32	47,739			24.74	
33	48,905			25.35	
34	50,069			25.95	
35	51,237			26.56	
36	53,556		Grade 8	27.76	
37	54,726			28.37	

38	55,889			28.97
39	57,050			29.57
40	58,211			30.17
41	59,364			30.77
42	60,533			31.38
43	61,699			31.98
44	62,860			32.58
45	65,191			33.79