YSGOL Y LAWNT

PAY POLICY

Contents

1.0	**Introduction**	**Page 3**
	1.1 Unattached Teachers	**Page 3**
	1.2 Equalities legislation	**Page 3**
	1.3 Equalities and performance related pay	**Page 4**
	1.4 Job descriptions	**Page 4**
	1.5 Access to records	**Page 4**
	1.6 Appraisal	**Page 4**
	1.7 Differentials	**Page 5**
	1.8 Discretionary payments	**Page 5**
	1.9 Safeguarding	**Page 5**
2.0	**Procedures**	**Page 5**
	2.1 Annual determination of pay	**Page 6**
	2.2 Notification of determination	**Page 7**
	2.3 Appeals procedure	**Page 7**
3.0	**Leadership Pay**	**Page 7**
4.0	**Classroom Teachers – Main Pay Scale**	**Page 11**
5.0	**Upper Pay Scale**	**Page 12**
6.0	**Unqualified Teachers**	**Page 14**
7.0	**Leading Practitioner posts**	**Page 15**
8.0	**Teaching and Learning Responsibility (TLR) payments**	**Page 15**
9.0	**Special Educational Needs allowances**	**Page 16**
10.0	**Support staff**	**Page 17**
11.0	**Part-time employees**	**Page 17**
12.0	**Teachers employed on a short notice basis**	**Page 17**
13.0	**Residential duties (remove if not applicable)**	**Page 18**
14.0	**Additional payments**	**Page 18**
15.0	**Recruitment and retention incentive benefits**	**Page 18**
16.0	**Salary sacrifice arrangements**	**Page 19**

Appendix 1: Pay hearing and appeals procedures **Page 20**

Appendix 2: Upper Pay Scale progression criteria **Page 23**

Appendix 3: Upper Pay Scale application form **Page 24**

Appendix 4: Pay reference points **Page 25**

1.0 INTRODUCTION

This Pay Policy provides a framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions (Wales) Document (STPCD) and has been consulted on and agreed with the recognised trade unions.

The Governing Body of Ysgol y Lawnt 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. The Policy will support recruitment and retention and reward headteachers and teachers appropriately; and ensure accountability, transparency, objectivity and equality of opportunity. To ensure staff have access to the information contained within this policy, it will be published and sent to all members of staff on email.

1.1 UNATTACHED TEACHERS

The Council will act with integrity, confidentiality, objectivity and honesty in the best interests of the service; 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. The Policy will support recruitment and retention and reward teachers appropriately; and ensure accountability, transparency, objectivity and equality of opportunity.

Where reference is made to the Governing Body throughout this document, this should be substituted by the Council in the case of all teachers who are employed centrally. Decisions on pay progression for centrally employed teachers will be made by the Service Manager on receipt of recommendations from the teacher's appraiser. Any appeals against pay progression decisions will be heard by the Chief Education Officer/Nominated Senior Officer.

1.2 EQUALITIES LEGISLATION

The Governing Body will comply with relevant equalities legislation:

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.

1.3 EQUALITIES AND PERFORMANCE RELATED PAY

The Governing Body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. To ensure this, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the Pay Policy and pay decisions.

Following the amendments to Teachers pay detailed in the STPC (Wales) Document 2020, pay progression for those on the leadership pay range, main pay scale, unqualified teacher pay scale and leading practitioner pay range is no longer directly linked to the outcome of the performance management review, with the exception of a circumstance where it is recommended that the headteacher or teacher receives an additional point where it is determined that their performance in the previous school year was excellent, with regard to the agreed objectives. Progression on to and through the Upper Pay Scale continues to be subject to the outcome of the performance management process, in line with the procedures detailed in section 5 of this policy. 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 teacher's circumstances and the school's circumstances.

1.4 JOB DESCRIPTIONS

The Governing Body will ensure that each member of staff is provided with a job description in accordance with their agreed staffing structure. Job descriptions will identify key areas of responsibility. Other than through a staffing restructure, where a job description is reviewed it can only be changed by agreement.

1.5 ACCESS TO RECORDS

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

1.6 APPRAISAL

The responsibility for the appraisal of teachers is devolved to the Welsh Government. With effect from 30 September 2018, the responsibility for teachers' pay and conditions and decisions concerning pay for teachers in Wales is also devolved to the Welsh Government. The School Teachers' Pay and Conditions (Wales) Document ("the Document") sets out the relevant provisions in relation to pay.

The Governing Body will comply with School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of headteachers and teachers through the application of the schools Performance Management Policy, however, in line with the amendments published in the STPC (Wales) Document 2020, the outcome of the appraisal process will only be relevant for pay progression decisions relating to progression on to, or through, the upper pay scale, and decisions in relation to awarding an additional point where it is determined that the individual's performance in the previous school year was excellent.

1.7 DIFFERENTIALS

The Governing Body will keep under review the differential in the pay structure taking full account of the provisions of the School Teachers' Pay and Conditions (Wales) Document and ensure that they are maintained between posts within the school, recognising accountability and job weight, and the Governing Body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

1.8 DISCRETIONARY PAY AWARDS

Criteria for the use of pay discretions are set out in this Policy and the School Teachers Pay and Conditions (Wales) Document. Discretionary awards of additional pay will only be made in accordance with these criteria.

1.9 SAFEGUARDING

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 Document and will give the required notification as soon as possible and no later than one month after the determination.

2.0 PROCEDURES

The Governing Body will determine the annual pay budget on the recommendation of the Pay Committee, taking into account paragraph 19.2 of the Document.

The Governing Body has delegated its pay powers to the Pay Committee. Any person who has a pecuniary interest in the pay review of an employee of the school must withdraw from a meeting at which the pay or appraisal (where applicable) of that employee 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.

No member of the Governing Body who is employed to work in the school shall be eligible for membership of this Committee.

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 to attend and offer advice on the determination of the headteacher's pay, that person will withdraw when the Committee starts to consider 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. The current terms of reference are:

- to achieve the aims of the whole school Pay Policy in a fair and equal manner;
- to review the school's Pay Policy on an annual basis in consultation with the relevant trade unions, ensuring that pay decisions can be objectively justified.
- to ensure that appropriate arrangements for linking appraisal to pay are in place for the purpose of teachers progressing on to, and through, the upper pay scale and for the purpose of awarding an additional progression point where it is determined that an individual's performance in the previous school year was

excellent; that these arrangements can be applied consistently and that pay decisions can be objectively justified.

- to apply the criteria set by the whole school Pay Policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body;
- to advise the Governing Body regarding the likely annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay progression;
- to keep abreast of relevant developments and to advise the Governing Body when the school's Pay Policy needs to be revised;
- to work with the headteacher in ensuring that the Governing Body complies with the Appraisal Regulations 2011 (teachers)[1];
- to monitor the outcomes of pay decisions ensuring the school's continued compliance with equalities legislation and provide an annual report on the operation of the Pay Policy, recording pay decisions taken and the equality impact. This report will be made available to staff and their trade union representatives.

The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back.

2.1 ANNUAL DETERMINATION OF PAY

All teaching staff salaries, including those of the headteacher, deputy headteacher(s) and assistant headteacher(s) will be reviewed annually to take effect from 1 September. A one point pay progression will be applied automatically with effect from 1 September for those eligible for progression unless the local authority are informed in writing that this should not progress. The Governing Body will complete annual pay reviews in the summer term for the purpose of confirming the automatic pay progression, with a further pay review to consider applications for progression on to and teachers eligible to progress through the upper pay scale; and recommendations for an additional point progression due to excellent service, by 31 October (31 December in the case of a Headteacher) to allow for the required performance management processes to be completed. Where recommendations relating to pay progression have been made as a result of the performance management process, these will be presented to the Pay Committee by the Headteacher (Headteacher Appraisal Committee in the case of a recommendation relating to the Headteacher's pay progression).

The Pay Committee will complete the without undue delay, and all teachers, including the headteacher, will be given a written statement setting out their salary and other financial benefits to which they are entitled.

The Governing Body will apply any change to pay scales and allowances, including TLR and SEN allowances, as a result of any pay award.

[1] Applicable to teachers making an application to be paid on the upper pay scale or those progressing through the upper pay scale only.

2.2 NOTIFICATION OF PAY DETERMINATION

Decisions will be communicated to each member of staff by the Pay Committee in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

2.3 APPEALS PROCEDURE

The Governing Body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the Document. It is set out in Appendix 1 of this Pay Policy.

3.0 LEADERSHIP PAY

The reference points for the Leadership pay range can be found in Appendix 4. The Governing Body will seek appropriate advice from the Local Authority or another independent expert source when setting/reviewing leadership pay ranges.

PAY ON APPOINTMENT

The Governing Body has established the following pay ranges for the headteacher, deputy headteacher[s] and assistant headteacher[s]

Headteacher pay range: [L15 – L21]

Deputy Headteacher pay range: [L8 – L12]

Assistant Headteacher pay range: [L4 – L8]

3.1 HEADTEACHERS PAY

For appointments on or after 1 September 2014, the Governing Body will determine a seven point pay range to be advertised and agree pay on appointment, taking account of the full role of the headteacher (Part 7 paragraphs 45.1 to 45.18 of the Document) and in accordance with Part 2 paragraph 9 of the Document and paragraphs 9 to 26 of the section 3 guidance:

- the Governing Body may review the school's headteacher group and the headteacher's pay range in accordance with paragraphs 5, 6, 8 and 9 (ordinary school), or paragraphs 5, 7, 8 and 9 (special school) of the Document;
- the Governing Body may determine the headteacher's pay range, as at 1 September or at any time they consider there have been significant changes to the responsibilities of the post (paragraph 10 of section 3 guidance).
- if the Governing Body makes a determination to change the headteacher's pay range it will determine the headteacher's pay range, in accordance with paragraph 9 of the Document; and paragraph 10 of the section 3 guidance.

- in accordance with paragraph 9.3 of the Document, the headteacher's pay range should not normally exceed the maximum of the headteacher group. However, the Governing Body may determine there are circumstances specific to the role or the candidate that warrant setting a higher than normal pay range. In considering whether this would be appropriate the Governing Body will take in to account the following criteria:
    - ✓ The context and challenge arising from pupils needs which affects the challenge in relation to improving outcomes e.g. high levels of deprivation in the community indicated through free school meal entitlement and/or English as an Additional Language indicators, high numbers of looked after children or children with special needs, high levels of pupil mobility.
    - ✓ A high degree of complexity and challenge which goes significantly beyond that expected of any headteacher of similar-sized school(s) and is not already reflected in the total unit score e.g. managing a school over several dispersed sites.
    - ✓ Factors that may impede the school's ability to attract a field of appropriately qualified and experienced candidates.
- if the headteacher takes on permanent accountability for one or more additional schools, the Governing Body will take account of the provisions of paragraphs 6.6 and 9 of the Document; and paragraphs 12 and 13 of section 3 guidance, in setting the headteacher group and pay range.
- the Governing Body may consider exercising its discretion in order to secure the appointment of its preferred candidate. In circumstances where a candidate is appointed above the bottom point of the relevant pay range, in accordance with paragraph 9.2 of the Document, the Governing Body will ensure there is appropriate scope within the pay range to allow for progress over time.
- the Pay Committee may consider the need to award any further temporary discretionary payments to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined in line with paragraph 10.1 to 10.4 of the Document and paragraphs 17 to 24 of the section 3 guidance. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the headteacher's pay range.
- the Pay Committee may consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 10.4 of the Document and paragraphs 14 to 16 of section 3 guidance. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice before providing such agreement.

3.2 PAY PROGRESSION FOR SERVING HEADTEACHERS

The Governing Body will determine the salary of a serving headteacher, who has completed a year of employment[2] since the previous pay determination, in accordance with paragraph 11 of the Document.

- The Pay Committee will review the headteacher's pay in accordance with paragraph 11.2 of the Document i.e. pay progression will be on an annual basis from 1 September, with an assumption in favour of progression unless the Headteacher has been notified in

[2] As defined under Annex 2, point 7 of the School Teachers Pay and Conditions (Wales) Document - a person has completed a year of employment if the person has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year.

writing that service was unsatisfactory in respect of that year. The Pay Committee will normally exercise this discretion only in the context of the capability procedure. Where requested, the Pay Committee will give consideration to restoring the progression at the conclusion of the capability procedure. However, pay progression will not be applied retrospectively.

- In accordance with paragraph 11.2 (c) of the Document, the Pay Committee may award an additional point to the headteacher where it is determined that their performance in the previous school year was excellent, with particular regard to agreed objectives following a recommendation by the Headteacher Appraisal Committee under the Appraisal Regulations 2011. The Pay Committee must ensure that the process of determining the award of an additional point is fair and transparent and that a proper record is made of the reasoning behind the determination.
- The Pay Committee may consider the use of other temporary discretionary payments, as per the provisions of paragraph 10 of the Document, that have not been previously taken into account when determining the headteacher's pay range.
- The Pay Committee may consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 10.4 of the Document. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice and support its decision with a business case before providing such agreement.

3.3 DEPUTY/ASSISTANT HEADTEACHERS

The Governing Body will pay teachers as deputy or assistant headteachers only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders.

There will normally be a deputy headteacher in each school. The Governing Body must be satisfied that this significant responsibility features a job weight which exceeds that expected of any assistant headteacher employed in the same school, including responsibility for discharging in full the responsibilities of the head in the absence of the headteacher.

3.4 PAY ON APPOINTMENT

The Governing Body will, when a new appointment needs to be made, determine a five point pay range to be advertised and agree pay on appointment as follows:

- The Pay Committee will determine a pay range in accordance with paragraph 9 of the Document, taking account of the role of the deputy/assistant headteacher set out in paragraph 47 to 49 of the Document.
- The Pay Committee may consider exercising its discretion in order to secure the appointment of its preferred candidate. In circumstances where a candidate is appointed above the bottom point of the relevant pay range, in accordance with paragraph 9.2 and 9.4 of the Document, the Governing Body will ensure there is appropriate scope within the pay range to allow for progress over time.
- The Pay Committee will determine the deputy or assistant headteacher's pay range at any time they consider there have been significant changes to the responsibilities of the post (paragraph 11 of section 3 guidance).

- The Pay Committee will record its reasons for the determination of the deputy / assistant headteacher pay range, in accordance with paragraph 11 of the section 3 guidance.

3.5 PAY PROGRESSION FOR SERVING DEPUTY/ ASSISTANT HEADTEACHERS

The Governing Body will determine the salary of a serving deputy / assistant headteacher, who has completed a year of employment[3] since the previous pay determination, in accordance with paragraph 11 of the Document.

- the Pay Committee will review the deputy headteacher(s) and/or assistant headteacher(s) pay in accordance with paragraph 11.2 of the Document i.e. pay progression will be on an annual basis from 1 September, with an assumption in favour of progression unless the deputy headteacher / assistant headteacher has been notified in writing that service was unsatisfactory in respect of that year. The Pay Committee will normally exercise this discretion only in the context of the capability procedure. Where requested, the Pay Committee will give consideration to restoring the progression at the conclusion of the capability procedure. However, pay progression will not be applied retrospectively.
- In accordance with paragraph 11.2 (c) of the Document, the Pay Committee may award an additional point to the deputy headteacher / assistant headteacher where it is determined that their performance in the previous school year was excellent, with particular regard to agreed objectives, following a recommendation by the appraiser under the Appraisal Regulations 2011. The Pay Committee must ensure that the process of determining the award of an additional point is fair and transparent and that a proper record is made of the reasoning behind the determination.
- the Pay Committee may determine the deputy headteacher / assistant headteacher pay range at any time in accordance with paragraph 11 of the section 3 guidance pursuant with the discretionary provisions of that paragraph and to maintain differentials.

3.6 ACTING ALLOWANCES

Acting allowances are payable to teachers who are assigned and carry out the duties of headteacher, deputy headteacher or assistant headteacher in accordance with paragraph 23 of the Document. The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher, who carries out the duties of headteacher, deputy headteacher, or assistant headteacher, for a period of four weeks or more, will be paid at an appropriate point of the headteacher's pay range, deputy headteacher range or assistant headteacher range, as determined by the Pay Committee. Payment will be backdated to the commencement of the duties.

4.0 CLASSROOM TEACHERS

[3] As defined under Annex 2, point 7 of the School Teachers Pay and Conditions (Wales) Document - a person has completed a year of employment if the person has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year.

The reference points for classroom teachers' pay scales, both main pay scale and upper pay scale, can be found in Appendix 4.

4.1 PAY ON APPOINTMENT

The Governing Body will not restrict the pay range advertised for, or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the main pay scale and the maximum of the upper pay scale.

When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing Body will pay the teacher on the main pay scale, and will allocate pay scale points, as a minimum, on the following basis:

- one point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;
- one point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;

The Governing Body will also consider allocating one point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

The Governing Body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

The Governing Body is committed to the principle of pay portability and will apply this principle in practice when making all new appointments where the teacher has previously been paid under the terms of the Document.

This means that when determining the starting pay for a classroom teacher who has previously worked in a Local Authority maintained school or academy in England and Wales, the Governing Body will pay the teacher on the main pay scale or upper pay scale at a scale point which at least maintains the teacher's previous pay entitlement where the teacher has previously been paid under the terms of the Document, plus any pay progression which they would have received had they remained in their previous post.

The Governing Body will also pay classroom teachers who are "post-threshold teachers" as defined by the 2012 STPCD on the upper pay scale.

4.2 PAY PROGRESSION FOR EXISTING MAIN PAY SCALE TEACHERS

The Governing Body will award classroom teachers on the main pay scale (paragraph 13.2 of the Document) pay progression of one point following the completion of a year of employment since the previous annual pay determination[4], in accordance with paragraph 19.2 of the Document.

[4] As defined under Annex 2, point 7 of the School Teachers Pay and Conditions (Wales) Document - a person has completed a year of employment if the person has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year.

- the Pay Committee will review a main scale teacher's pay in accordance with paragraph 19.2 of the Document i.e. pay progression will be on an annual basis from 1 September, with an assumption in favour of progression unless the teacher has been notified in writing that service was unsatisfactory in respect of that year. The Pay Committee will normally exercise this discretion only in the context of the capability procedure. Where requested, the Pay Committee will give consideration to restoring the progression at the conclusion of the capability procedure. However, pay progression will not be applied retrospectively.
- In accordance with paragraph 19.2 (g) of the Document, the Pay Committee may award an additional point to any main scale teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching, following a recommendation by the appraiser under the Appraisal Regulations 2011. The Pay Committee must ensure that the process of determining the award of an additional point is fair and transparent and that a proper record is made of the reasoning behind the determination.

5.0 UPPER PAY SCALE

5.1 APPLICATIONS TO BE PAID ON THE UPPER PAY SCALE

The School Teachers Pay and Conditions Document allows for any main pay scale teacher to apply for upper pay scale progression, however it is expected that the teachers at the upper end of the main pay scale will be those with sufficient evidence to support an application.

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 scale in that school(s). This school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2011. Where such information is not applicable or available a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Those teachers who are not subject to the Appraisal Regulations 2011, 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. The Governing Body will ensure that its processes are open, transparent and fair and all decisions will be objectively justified.

5.2 PROCESS

One application may be submitted annually. The closing date for applications is normally June 30th each year; however, exceptions will be made in particular circumstances e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- The teacher informs the appraiser in writing by the first meeting in the appraisal cycle that they wish to be considered for progression to UPS in the

next two years so that their personal objectives for the forthcoming appraisal cycles may reflect this.

- Complete the school's application form, see Appendix 3
- Submit the application form to the headteacher by the cut-off date of June 30th
- The headteacher will assess all applications to ensure consistency
- The headteacher will make a recommendation to the Pay Committee
- The Pay Committee will make the final decision, advised by the headteacher;
- Teachers will receive verbal feedback of the decision and reasons as soon as possible with written notification of the outcome of their application by July 14th
- 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) and the right to make representations and appeal the decision.
- If requested, oral feedback which will be provided by the headteacher. Oral feedback will be given within 10 school days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the upper pay scale on 1 September in the academic year relevant to the application, backdated as necessary
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 1 of this Pay Policy.

5.3 ASSESSMENT

For teachers applying to progress to the upper pay scale from 1st September onwards one application can be submitted per year (by June 14th). An application will be successful where the Governing Body is satisfied, through the appraisal statement and pay recommendation, that:

(a) the teacher is highly competent in all elements of the relevant standards; and

(b) the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

The criteria for establishing if the teacher has met the above is outlined in Appendix 2. The Governing Body will be satisfied that the teacher has met these expectations for progression to the upper pay scale where the criteria set out at Appendix 2 have been satisfied as evidenced by two consecutive performance management reviews.

5.4 PAY PROGRESSION FOR EXISTING UPPER PAY SCALE TEACHERS

In accordance with paragraph 19.2 (f) and 19.2 (h) of the Document, pay progression on the upper pay scale should be, in most cases, on a two-yearly basis and should be based on

two successful consecutive performance management reviews. The Pay Committee will determine whether there should be any movement on the upper pay scale. In making such a determination, it will only take into account the evidence available through the performance management/appraisal process.

Pay progression will occur unless significant concerns about the standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Pay recommendations will be provided by the appraisers of a UPS teacher following the completion of the second appraisal process since the previous pay determination. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal review statements and taking into account advice from the Senior Leadership Team. In accordance with section 31 (2) (d) of the Appraisal Regulations 2011, the appraisal review statement may be shared with the Pay Committee on a confidential basis to aid any decisions relating to pay progression however a copy will not be retained by the Pay Committee members following the meeting.

The Pay Committee will determine whether the evidence shows that the teacher has maintained the criteria set out Appendix 2, namely that the teacher is highly competent in the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained.

The Pay Committee may award progression on the upper pay scale after one year to a teacher whose performance in the previous year was excellent, with particular regard to agreed objectives, following recommendations by an appraiser under the Appraisal Regulations 2011.

Pay progression on the upper pay scale will be clearly attributable to the performance of the individual teacher. The Pay Committee will be able to objectively justify its decisions.

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

The Pay Committee will be advised by the headteacher in making all such decisions.

6.0 UNQUALIFIED TEACHERS

The reference points for unqualified teachers' pay scale can be found in Appendix 4.

6.1 PAY ON APPOINTMENT

The Pay Committee will pay any unqualified teacher in accordance with paragraph 17 of the Document. The Pay Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience the teacher may have, which they consider to be of value. The Pay Committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of the Document.

6.2 PAY PROGRESSION FOR EXISTING UNQUALIFIED TEACHERS

The Governing Body will award classroom teachers on the unqualified teacher pay scale (paragraph 17 of the Document) pay progression of one point following the completion of a year of employment since the previous annual pay determination[5] and should give the individual an expectation of progression through the range unless the teacher has been notified in writing that their service has been unsatisfactory for the previous academic year (paragraph 19.2 (d) of the Document). The Pay Committee will normally exercise this discretion only in the context of the capability procedure. Where requested, the Pay Committee will give consideration to restoring the withheld progression at the conclusion of the capability procedure. However, pay progression will not be applied retrospectively.

6.3 AN UNQUALIFIED TEACHER WHO BECOMES QUALIFIED

Upon obtaining qualified teacher status (QTS), the Governing Body will transfer a classroom teacher on the unqualified teacher pay scale to a salary within the main pay scale for teachers (paragraph 13 of the Document and Appendix 4 of this Policy) in line with the requirements of paragraph 18 of the Document. The teacher will be paid at a point on the main pay scale which is the equivalent to, or higher than, the sum of the salary received on the unqualified teacher pay scale plus any additional allowance paid under paragraph 22 of the Document.

7.0 LEADING PRACTITIONER POSTS

Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the teaching and learning responsibility payment structure. Any additional posts that are created will be subject to consultation with the school staff and trade union representatives.

When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post and will bear in mind the need to ensure pay equality where posts are equally onerous and will ensure fair pay relativities between posts of differing levels of responsibility.

(The Policy of the Governing Body would be to appoint any new Leading Practitioner teacher to a 5 point range, as deemed appropriate by the Governing Body.)

(or) :-

(The Governing Body has decided not to appoint Teachers to leading practitioner posts. The Governing Body will review this position on an annual basis.)

8.0 TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

TLR1 AND 2

The Pay Committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the Document and paragraphs 49 to 56 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools

[5] As defined under Annex 2, point 7 of the School Teachers Pay and Conditions (Wales) Document - a person has completed a year of employment if the person has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year.

staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibilities for which a TLR is awarded. Posts of equal weight will be allocated TLR's of equal value.

The minimum and maximum range for a TLR1 and TLR 2 can be found in Appendix 4.

In the school the following levels and values will apply:

TLR 1:

£8291

TLR 2:

£2873

The school will apply the agreed annual percentage pay award, as detailed in The Document, to all TLR values set above.

The criteria for the award of TLR 1 and 2 payments can be found in Appendix 4.

Teachers will not be required to undertake permanent additional responsibilities that meet the criteria outlined within Appendix 4 without payment of an appropriate permanent TLR1 or TLR2 payment.

TLR 3

The Pay Committee may award a TLR3 of between the value of £571 and £2,833 in accordance with paragraph 20.3 of the Document.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly and subject to consultation with staff and trade unions.

The Governing Body will advertise the position internally setting out in writing the duration of the fixed term, and the amount of the award will be paid in monthly instalments.

Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

No safeguarding will apply in relation to an award of a TLR3.

The pro rata pay principle does not apply to part-time teachers in receipt of TLR3 payments.

9.0 SPECIAL EDUCATIONAL NEEDS ALLOWANCE

The Pay Committee will award an SEN allowance of no less than £2,270 and no more than £4,479 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document.

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 (paragraph 21.3 of the Document). The Governing Body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Governing Body will take account of paragraphs 57 to 61 of the section 3 guidance.

10.0 SUPPORT STAFF

The Pay Committee notes its powers to determine the pay of support staff in accordance with paragraph 15 [or 27] of the Staffing of Maintained Schools (Wales) Regulations 2006. The Pay Committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the Local Authority, which the Pay Committee consider appropriate for the post. In reaching its determination, the Pay Committee will consider the advice of the Local Authority, and outcome of the Local Authority job evaluation process.

11.0 PART-TIME EMPLOYEES

Teachers: The Governing Body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraph 39 and 40, and paragraphs 41-46 and 80-87 of the section 3 Guidance.

All staff: The Governing Body will ensure that all part-time employees are treated no less favourably than a full-time comparator in accordance with their legal obligations.

12.0 TEACHERS EMPLOYED ON A SHORT NOTICE BASIS

Such teachers will be paid in accordance with paragraph 41 of the Document. The Governing Body is committed to the principle of pay portability and will apply this principle in practice when engaging a supply teacher employed by the Local Authority who has previously been paid under the terms of the Document.

The Governing Body recognises that supply teachers employed by the Local Authority or the school are entitled to annual pay determination and consideration for pay progression in the same way as other teachers, following the completion of a year of employment since the previous annual pay determination[6]. The Governing Body will ensure that, where they are informed by a supply teacher that they have worked most frequently within this school, decisions on pay progression will be undertaken by the Pay Committee. This provision does

[6] As defined under Annex 2, point 7 of the School Teachers Pay and Conditions (Wales) Document - a person has completed a year of employment if the person has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year.

not apply to supply teachers employed by agencies as they are not covered by the provisions of the Document.

Where it is necessary for the school to use an agency to engage a teacher, the Governing Body enters into a voluntary supply agency pledge whereby the school will only procure from agencies identified on the NPS Framework Approved Supply Agencies and commits to a minimum daily rate of M1 ÷ 195 days. The exception will be that when agencies on the NPS framework are unable to supply a suitably skilled teacher, the school will be able to approach alternative agencies but with commitment to pay as a minimum, the M1 pay rate. **Please note – schools are encouraged to adopt this position and maintain this wording in the adopted Pay Policy in line with the recommendations agreed by all Education Cabinet Members and all 22 Leaders in January 2021. Should the Governing Body determine not to adopt this position please remove this paragraph.**

13.0 RESIDENTIAL DUTIES (remove if not applicable)

The Pay Committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties paragraph 25 of the Document.

14.0 ADDITIONAL PAYMENTS

In accordance with paragraph 26 of the Document and paragraphs 62-70 of the section 3 Guidance, the Governing Body may make payments in accordance with the criteria set out in the Policy to a teacher, other than a headteacher in respect of:

- continuing professional development undertaken outside the school day;
- 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;
- additional responsibilities and activities due to, or in respect of, the provisions of services relating to the raising of educational standards to one or more additional schools.

The Governing Body recognises that such activities are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

The Pay Committee will make additional payments to teachers in accordance with the provisions of paragraph 26 of the Document where advised by the headteacher.

Payment will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

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 Document for the payment of bonuses or honoraria in any circumstances.

15.0 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 (paragraph 27 of the Document and paragraphs 71 -73 of the section 3 Guidance).

The Pay Committee will consider exercising its powers under paragraph 27 of the Document 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.

From 1 September 2014, in accordance with paragraph 27.3 of the Document, headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention incentives or benefits other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to headteacher, deputy headteacher and assistant headteachers must be taken into account when determining the pay range for the post.

Where the Governing Body currently pays a recruitment or retention incentive of benefit to a serving headteacher, deputy headteacher or assistant headteacher, awarded under a Document previous to the STPCD 2014, the Governing Body may continue to make this payment at its existing value until such time as the respective pay range is determined.

16.0 SALARY SACRIFICE ARRANGEMENTS

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the Document.

APPENDIX 1

PAY HEARINGS AND APPEAL PROCEDURE

STAGE ONE- THE PAY HEARING

On determining a teacher's pay, the Pay Committee will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to make representations to the Pay Committee regarding the decision and their right to be represented by a trade union representative or a work colleague.

If the teacher wishes to make representations regarding the decision, they must do so in writing to the Pay Committee, within 10 school days. The letter must include a statement, in sufficient detail, of the grounds of their representations. In the event that a teacher confirms that they wish to make representations the Pay Committee must then arrange to meet the teacher to hear the representations within 20 school days. The headteacher and, where applicable, the appraiser (if different from the headteacher) should also be invited to the meeting, as witnesses, to clarify the basis for the original recommendation.

All parties will have the opportunity to ask questions following the presentations / representations.

The Pay Committee will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body's Pay Review Appeals Committee and their right to be represented by a trade union representative or a work colleague.

If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the second stage of the Pay Hearings and Appeal Process.

STAGE TWO- THE PAY APPEAL MEETING

On receipt of the written appeal, the Clerk to the Governing Body will convene a meeting of the Pay Appeal Committee within 20 school days of the date on which the appeal was received. The Pay Appeal Committee should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process. Both the headteacher and, where applicable, the appraiser may be required to attend the meeting as witnesses.

The Chair of the Pay Committee will be invited to take the Pay Appeal Committee through the procedures that were observed in arriving at their decision. Both the headteacher and the appraiser may be required to attend the meeting as witnesses. The Chair of the Pay Appeal Committee will invite the employee and/or their representative to set out their case.

All parties will have the opportunity to ask questions following the presentations / representations.

Following the conclusion of presentations by all relevant parties, the Pay Appeal Committee will then consider all the evidence in private and reach a decision. The Pay Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Pay Appeal Committee is final.

FORMAT FOR STAGE ONE AND TWO: THE PAY HEARING AND THE APPEAL MEETING

STAGE ONE – THE PAY HEARING

(i) Chair of the Pay Committee will outline the process followed by the Committee in making their decision and provide the reasons for refusal of pay progression.

(ii) Employee (or their representative) will have the opportunity to question the Chair of the Pay Committee.

(iii) Employee (or their representative) will make their representations.

(iv) The Pay Committee will have the opportunity to question the employee.

(v) Headteacher / appraiser (where applicable) may be called upon to clarify the basis for the original recommendation.

(vi) Headteacher / appraiser (where applicable) may be asked questions by either the employee (or their representative) or the Pay Committee.

(vii) Employee (or their representative) will have the opportunity to sum up their case if they so wish.

(viii) Employee, their representative and the Headteacher / Appraiser (where applicable) will withdraw while Pay Committee considers the representations made by the employee and reaches a decision.

(ix) Employee, their representative and the Headteacher will be recalled to be given the Pay Committee's decision. The Pay Committee will either accept the representations made or confirm the original decision. If the Pay Committee determines to confirm the original decision, the employee will be advised of their right of appeal.

(x) The decision will be confirmed in writing to the employee, advising of their right of appeal where applicable.

STAGE TWO- THE PAY APPEAL MEETING

(i) Chair of the Pay Committee will outline the process followed in making their decision and provide reasons for refusal of pay progression

(ii) The Pay Appeal Committee and employee (or their representative) will have the opportunity to question the Chair of the Pay Committee.

(iii) Employee (or their representative) will present information regarding their appeal.

(iv) The Pay Appeal Committee and the Chair of the Pay Committee will have the opportunity to question the employee.

(v) Headteacher / appraiser (where applicable) may be called upon to clarify the basis for their original recommendation.

(vi) Headteacher / appraiser (where applicable) may be asked questions by either the employee (or their representative) or the Pay Appeals Committee.

(vii) The headteacher / appraiser (where applicable) will withdraw after presenting their evidence and answering any questions.

(viii) Chair of the Pay Committee and the employee (or their representative) will have the opportunity to sum up their case if they so wish.

(ix) Employee and their representative and the Chair of the Pay Committee will withdraw while the Pay Appeal Committee considers the information and reaches a decision.

(x) Employee and their representative, the headteacher and the Chair of the Pay Committee will be recalled to be given the Pay Appeal Committee's decision. If the Pay Appeal Committee determines to confirm the original decision the employee will be advised that they have no further right of appeal.

(xi) The decision will be confirmed in writing to the employee.

APPENDIX 2

UPPER PAY SCALE PROGRESSION CRITERIA

PROFESSIONAL ATTRIBUTES

Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

PROFESSIONAL SKILLS

Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

Promote collaboration and work effectively as a team member.

Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

APPENDIX 3

UPPER PAY SCALE APPLICATION FORM

TEACHER'S DETAILS:

Name _____

Post _____

PERFORMANCE MANAGEMENT/APPRAISAL DETAILS:

Years covered by planning/review statements Schools covered by planning/review statements:

DECLARATION:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant's signature_____ Date_____

APPENDIX 4

PAY REFERENCE POINTS

LEADERSHIP GROUP PAY RANGE		1.9.2020 (£)
	L1	42,195
	L2	43,251
	L3	44,331
	L4	45,434
	L5	46,566
	L6	47,735
	L7	49,019
	L8	50,151
	L9	51,402
	L10	52,723
	L11	54,091
	L12	55,338
	L13	56,721
	L14	58,135
	L15	59,581
	L16	61,166
	L17	62,570
	L18*	**63,508**
	L18	64,143
	L19	65,735
	L20	67,364
	L21*	**68,347**
	L21	69,031

	L22	70,745
	L23	72,497
	L24*	**73,559**
	L24	74,295
	L25	76,141
	L26	78,025
	L27*	**79,167**
	L27	79,958
	L28	81,942
	L29	83,971
	L30	86,061
	L31*	**87,313**
	L31	88,187
	L32	90,379
	L33	92,624
	L34	94,914
	L35*	**96,310**
	L35	97,273
	L36	99,681
	L37	102,159
	L38	104,687
	L39*	**106,176**
	L39	107,239
	L40	109,914
	L41	112,660
	L42	115,483
	L43	117,197

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

CLASSROOM TEACHERS

The information below relating to the main pay scale provides information on how the assimilation from the previous 6 point main pay scale to the new 5 point main pay scale in place from 1 September 2020 will operate, in line with paragraph 13.2 of the Document.

Main pay scale 2019	**2019 salary value**	**Main pay scale 2020**	**2020 salary value**	**Assimilation to new 5 point scale**
Main pay point 1	£24,906	Main pay point 1	£27,018	Main pay point 1
Main pay point 2	£26,041	Main pay point 2	£27,018	
Main pay point 3	£28,133	Main pay point 3	29,188	Main pay point 2
Main pay point 4	£30,299	Main pay point 4	31,436	Main pay point 3
Main pay point 5	£32,686	Main pay point 5	33,912	Main pay point 4
Main pay point 6	£35,971	Main pay point 6	37,320	Main pay point 5

Upper pay scale	**1.9.2019**	**1.9.2020**
Upper pay point 1	£37,654	£38,690
Upper pay point 2	£39,050	£40,124
Upper pay point 3	£40,490	£41,604

UNQUALIFIED TEACHERS

	1.9.2019	**1.9.2020**
Pay point 1	£17,682	£18,169
Pay point 2	£19,739	£20,282
Pay point 3	£21,794	£22,394
Pay point 4	£23,851	£24,507
Pay point 5	£25,909	£26,622

Pay point 6	£27,965	£28,735

LEADING PRACTITIONERS PAY RANGE

The minimum and maximum range for a Leading Practitioner post is £42,402 to £64,461.

TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The minimum and maximum range for a TLR 1 is £8,291 to £14,030

The minimum and maximum range for a TLR 2 is £2,873 to £7,017

The minimum and maximum range for a TLR 3 is £571 to £2,833

Before awarding any TLR 1 or TLR 2 payment, the Governing Body must be satisfied that the teacher's 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;

c) requires the teacher to lead, manage and develop a subject or curriculum area;

or to lead and manage pupil development across the curriculum;

d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and

e) involves leading, developing and enhancing the teaching practice of other staff.

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

The TLR levels and values within the school are included under the Teaching and Learning Responsibility section of the Policy.

SPECIAL EDUCATIONAL NEEDS ALLOWANCES

The minimum and maximum range for a Special Educational Needs allowance is £2,270 to £4,479