

# **Model Unattached Teachers' Pay Policy**

**2024/2025**

**DOCUMENT CONTROL**

<b>Policy Name</b>	Unattached Teachers' Pay Policy 2024/25
<b>Service</b>	People and Organisation
<b>Reviewing Officers</b>	Human Resources Officers

**CONSULTATION PROCESS**

The following Trade Unions have been consulted in respect of this Policy:

- ASCL
- NAHT
- NASUWT
- NEU
- UCAC
- UNISON
- GMB
- UNITE

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## **1. INTRODUCTION**

- 1.1. This Pay Policy provides a framework for making decisions on Teachers' pay. It has been developed to comply with the requirements of the School Teachers Pay and Conditions (Wales) Document (STPC(W)D) and has been subject to consultation with all recognised Teaching Associations.
- 1.2. For the purpose of this policy, unattached Teachers refers to Teachers who do not fall under the control of School's Governing Bodies e.g. Peripatetic Teachers, Athrawon Bro, Centrally Employed Teachers etc.
- 1.3. This pay policy only applies to those directly employed by Local Authorities and does not apply to anyone employed via an agency.

This policy does not apply to support staff. However, the Local Authority will be responsible for setting the pay of support staff (as per the Staffing of Maintained Schools (Wales) Regulations in accordance with the Local Authority's Pay Policy and their job evaluation scheme.

## **2. STATEMENT OF INTENT**

- 2.1. The primary statutory duty of Governing Bodies in Wales, 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'. This Policy intends to support that statutory duty.
- 2.2. The procedures for determining pay in this service area will be consistent with the principles of public life: objectivity, openness and accountability.
- 2.3. Line Managers will act with integrity, confidentiality, objectivity and honesty in the best interest of the service area in relation to the operation of this Policy.
- 2.4. Line Managers will be open about pay decisions made and actions taken and will be prepared to explain decisions and actions to the interested persons.
- 2.5. Any future revisions to this policy will comply with the STPC(W)D and will be subject to consultation with relevant parties, including recognised trade unions.

## **3. EQUALITIES**

- 3.1. The Local Authority is committed to ensuring equality in everything that we do. The Equality Act 2010 has replaced and strengthened previous equality legislation. The Local Authority will comply with all relevant equalities legislation.
- 3.2. This Policy will be applied consistently to all employees irrespective of age, disability, race, gender (sex), gender reassignment, marriage / civil partnership, pregnancy / maternity, religion, belief and sexual orientation.
- 3.3. The Local Authority will promote equality in all aspects of the service area's working life, particularly in relation to all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.

- 3.5. The Local Authority will ensure that pay processes are transparent and fair. All decisions made will be objectively justified and recorded. Reasonable adjustments will be made on a case-by-case basis to take account of individuals' circumstances such as long-term absence on the grounds of maternity or ill-health.

#### **4. JOB DESCRIPTIONS**

- 4.1. The Local Authority will ensure that each member of staff is provided with a job description in accordance with the service area's staffing structure (**see Appendix 11**).

#### **5. APPRAISALS**

- 5.1. The Local Authority will comply with the School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of Headteachers and Teachers through the application of the Local Authority's Professional Development Review policy.

#### **6. LOCAL AUTHORITY'S OBLIGATIONS**

- 6.1. The Local Authority will:

- fulfil its obligations as set out in the STPC(W)D and the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');
- establish a mechanism for dealing with pay decisions and pay appeals;
- determine relevant pay decisions, taking account of recommendations from the Line Manager;
- ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy and the service area's spending plan;
- ensure that Teachers, via their Line Manager, are informed about pay decisions which affect them, and that records are kept of recommendations and decisions made; and
- monitor, on an annual basis, the outcomes of pay decisions, including the extent to which different groups of Teachers may progress at different rates. The outcome of the review will be shared with trade union representatives and will include an integrated impact assessment (as per the relevant guidance and template on IIAs).

#### **7. LINE MANAGER'S OBLIGATIONS**

- 7.1. The Line Manager will:

- ensure that PDR partners (where not the Line Manager) provide accurate, relevant, complete and timely information about pay recommendations;
- moderate performance assessments and initial pay recommendations to ensure consistency and fairness;
- submit relevant pay recommendations to the corporate Lead Officer / Pay Panel and ensure the Corporate Lead Officer / Pay Panel has relevant information upon which to make pay decisions;
- inform Teachers about the Local Authority's Pay Policy and ensure its accessibility;
- notify payroll and/or HR staff within the Local Authority about pay decisions to be implemented; and
- ensure that a report on the operation of the Pay Policy is made available for discussion at service area level with the relevant Trade Unions on an annual basis.

## **8. TEACHERS' OBLIGATIONS**

### **8.1. Teachers will:**

- familiarise themselves with the provisions of this Pay Policy, the STPC(W)D, the relevant professional standards and all relevant Local Authority employment policies; and
- engage positively with the processes set out in this Policy.

## **9. DIFFERENTIALS**

- 9.1. Within the framework of the STPC(W)D, appropriate differentials will be created and maintained between posts within the service area, recognising accountability and job weight, and the Local Authority's need to recruit and retain sufficient Teachers of the required quality at all levels.

## **10. SAFEGUARDING**

- 10.1. Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Local Authority will comply with the relevant provisions of the STPC(W)D and will give the required notification as soon as possible and within no later than one month after the determination.
- 10.2. If the total of all safeguarded sum is payable to a teacher from time to time exceeds £500, the service area must review the teacher's assigned duties and allocate such additional duties to the teacher as it reasonably considers are appropriate and

commensurate with the safeguarded sum, for as long as the teacher continues to be paid safeguarding sums which in total exceed £500.

- 10.3. The teacher shall not be paid any safeguarding sums if the teacher unreasonably refuses to carry out such duties, provided that the teacher is notified of the relevant body's decision to cease paying the safeguarded sums at least one month before it is implemented.

## **11. CAPABILITY AND PAY PROGRESSION**

- 11.1. Pay progression should be on an annual basis from 1 September, with an assumption in favour of progression unless an individual has been notified, in writing, that capability procedures are underway in respect of that year.
- 11.2. Where the Teacher is subject to the formal stages of the Local Authority's Capability Procedure, the Local Authority's performance management processes will be suspended in relation to the Teacher concerned until the Capability Procedure has been concluded.
- 11.3. On conclusion of the Capability Procedure, the Teacher will resume performance management processes in accordance with the Local Authority's Policy.
- 11.4. Pay progression will not be permissible in accordance with this Pay Policy while a teacher is subject to the formal stages of the Local Authority's Capability Procedure.
- 11.5. On conclusion of the Capability Procedure, the Teacher would re-enter the Performance Management cycle.
- 11.6. Pay progression will not be applied retrospectively in any case of formal capability. However, if, as part of the capability process, capability is deemed not to apply, the teacher would revert to normal pay progression.

## **12. PAY DETERMINATION**

- 12.1. The appropriate Corporate Lead Officer / Pay Panel for their service area(s) will make pay decisions. For all Teachers pay they will be advised by the appropriate Line Manager.

### **12.2. Annual Determination of Pay**

- 12.2.1. All teaching staff salaries, including those of the manager, deputy or assistant manager (where employed in line with the STPC(W)D), will be reviewed annually to take effect from 1<sup>st</sup> September. The Local Authority will conclude Teachers' annual appraisals, and assessments of applications to progress to the Upper Pay Range, by 31<sup>st</sup> October; the Headteacher's annual appraisals will be concluded by 31<sup>st</sup> December.
- 12.2.2. Reviews may take place at other times of the year to reflect, for example, any changes in circumstances, changes in a job description that lead to a change in the basis for calculating an individual's pay.

12.2.3. The Local Authority will apply any future national pay awards as specified by the STPC(W)D.

### 12.3. **Notification of Pay Determination**

12.3.1. A written statement will be given to each Teacher setting out the pay and any other financial benefits to which they are entitled following a determination. Where applicable, this will include information about the basis on which it was made. This will be done by 31<sup>st</sup> October for Teachers, 31<sup>st</sup> December for Managers, or by no later than one month following the determination.

### 12.4. **Appeals Procedure**

12.4.1. The Local Authority has an appeals procedure in relation to pay. This is set out in **Appendix 9** of this Pay Policy.

## 13. **MANAGER'S PAY (WHERE EMPLOYED IN LINE WITH STPC(W)D)**

13.1. The Local Authority will ensure that the process of determining the remuneration of the Manager is fair and transparent.

13.2. The Local Authority will assign a seven-point headteacher pay range which can be reviewed as necessary for the based on any permanent additional relevant factors as determined within the framework of the STPC(W)D (specifically paragraphs 9.2, 9.3 and 9.4).

13.3. Additional factors to be taken into account will include all permanent responsibilities of the post, challenges specific to the role and all other relevant considerations, alongside any factors relating to recruitment and retention.

13.4. The Local Authority may re-determine the Maanger's pay range if it becomes necessary to change the Headteacher group (including where the Manager becomes responsible and accountable for more than one setting on a permanent basis). The Manager's pay range may also be reviewed at any time if it considers it necessary to reflect a significant change in the responsibilities of the post.

13.5. Payments in respect of temporary responsibilities for the Manager will not be included in the pay range but will be determined in accordance with the STPC(W)D as explained in **Appendix 7**.

13.6. The Local Authority will apply discretionary reference pay points for headteacher pay as indicated in **Appendix 1** and has agreed a seven step pay range of Lxxx to Lxxx (details to be inserted here by the LA).

### 13.7. **Pay on Appointment**

13.7.1. For new appointments, the Local Authority will determine the leadership pay range to be advertised and will agree the starting pay on appointment, taking account of the full role of the Manager and the provisions of the STPC(W)D.



- 13.7.2. The Local Authority will adopt a three-stage process when setting the pay for new Manager appointments as set out in **Appendix 7**.
- 13.7.3. The Local Authority will review the Manager's pay range, as necessary, to ensure fair pay relativities within the service area / Local Authority.
- 13.7.4. See **Appendix 7** of this Pay Policy for guidelines on leadership pay ranges and **Appendix 8** for the Annual Review Pay Statement.

#### **14. DEPUTY / ASSISTANT MANAGER PAY**

- 14.1. The Local Authority will use the discretionary reference pay points for leadership pay as indicated in **Appendix 1**.
- 14.2. Where relevant posts exist in the service area structure, the Local Authority will assign a five-point leadership pay range which can be reviewed as necessary for Deputy / Assistant Manager posts (where employed in line with the STPC(W)D), based on any permanent additional relevant factors as determined within the framework of the STPC(W)D.
- 14.3. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.
- 14.4. In the Local Authority , the Deputy Manager five-step pay range is Lxx to Lxxx (pay details to be inserted here by the LA).
- 14.5. In the Local Authority, the Assistant Manager five-step pay range is Lxx to Lxxx (pay details to be inserted here by the LA).
- 14.6. **Pay on appointment**
  - 14.6.1. When a new appointment needs to be made, the Local Authority will determine the leadership pay range for the post to be advertised and will agree the starting pay on appointment.
  - 14.6.2. The pay range will be determined in accordance with the STPC(W)D.
  - 14.6.3. The Local Authority will adopt the three-stage process when setting the pay for new appointments to the wider leadership team as set out in **Appendix 7**.

#### **15. PAY PROGRESSION FOR LEADERSHIP TEAM**

- 15.1. The Local Authority must consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.

- 15.2. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
- 15.3. Pay progression should be on an annual basis from 1<sup>st</sup> September, with an assumption in favour of progression unless an individual has been notified, in writing, through formal capability procedures that service was unsatisfactory in respect of that year.
- 15.4. The Local Authority may award an additional point to any Manager, Deputy or Assistant Manager whose performance in the previous year was excellent, with particular regard to agreed objectives.
- 15.5. A decision may be made not to award progression where the Manager, Deputy or Assistant Manager is subject to formal capability proceedings.
- 15.6. The Corporate Lead Officer / Pay Panel will record its decision regarding pay progression on the Annual Pay Review form contained at **Appendix 8**. A copy of this form will be provided to the member of staff.
- 15.7. Where pay progression is granted, the member of staff's salary will increase with effect from 1<sup>st</sup> September of the current academic year.
- 15.8. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Pay Review form. The member of staff has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 9**.

## **16. CLASSROOM TEACHER PAY**

### **16.1. Pay on Appointment**

- 16.1.1. Advertisements for vacant posts in the service area will be considered by the Line Manager **[and the (insert details of committee) where appropriate]**. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 16.1.2. The advertisement will include details of the pay range and any additional payments or allowances applicable to the post.
- 16.1.3. The Line Manager, and the Corporate Lead Officer where appropriate, will determine the starting salary of a vacant classroom Teacher post, in accordance with the Main Pay Range and Upper Pay Range, detailed at **Appendix 1**.
- 16.1.4. The Local Authority is committed to the principle of pay portability for Teachers who are currently, and previously, paid in accordance with the provisions of the

STPC(W)D or STCPD and will apply this principle in practice when making new appointments.

- 16.1.5. When determining the starting pay for an existing classroom Teacher in a local authority maintained school or academy in England or in Wales and paid under the STPC(W)D or STCPD, the Local Authority will pay the Teacher on the main pay range or upper pay range at a scale point, which at least maintains the Teacher's previous pay entitlement, plus any pay progression, which they would have received had they remained in their previous post.
  - 16.1.6. In addition, if the successful applicant is a Teacher who has had a break in service, then the Local Authority will determine their scale point based on their previous final salary paid under the STPC(W)D or STCPD including any increment that the teacher would have been entitled to be awarded had they remained in their previous post at the time when the change in employment occurred. Local Authorities can take into account any relevant experience gained from a teaching role in another sector in Wales or jurisdiction or a period of employment in relevant sector outside teaching including higher or further education.
  - 16.1.7. Pay portability must span a break in teaching service for health and social reasons such as maternity/paternity, medical or family reasons. In a situation where the new employer proposes to take a different view, the grounds for doing so must be non-discriminatory in relation to equality and other relevant legislation. Relevant advice should be sought from the relevant local authority in these situations.
  - 16.1.8. The Local Authority will not restrict the pay range advertised or starting salary and pay progression prospects available for classroom Teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 16.2. **Pay Progression for Existing Main Pay Range Teachers**
- 16.2.1. The Local Authority must consider annually whether or not to increase the salary of Teachers (excluding NQTs undertaking their induction year) who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.
  - 16.2.2. Teachers in their induction year will be awarded pay progression on the successful completion of their induction.
  - 16.2.3. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
  - 16.2.4. The Local Authority must also award a Teacher on scale points M2 to M5 of the Main Pay Scale progression of one point following completion of a year of employment completed as a qualified Teacher during the previous school year,

unless the Teacher has been notified, in writing, through formal capability procedures that service was unsatisfactory in respect of that year.

- 16.2.5. Pay progression should be on an annual basis from 1<sup>st</sup> September, with an assumption in favour of progression unless an individual has been notified, in writing, through formal capability procedures that service was unsatisfactory in respect of that year.
- 16.2.6. The Local Authority 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.
- 16.2.7. A decision may be made not to award progression where the Teacher is subject to formal capability proceedings.
- 16.2.8. The Line Manager / Corporate Lead Officer will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.
- 16.2.9. Where pay progression is granted, the Teacher's salary will be increased with effect from 1<sup>st</sup> September of the current academic year.
- 16.2.10. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 9**.

### 16.3. **Pay Progression for Existing Upper Pay Range Teachers**

- 16.3.1. The Corporate Lead Officer / Line Manager must consider annually whether or not to increase the salary of Teachers (excluding NQTs undertaking their induction year) who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.
- 16.3.2. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
- 16.3.3. Pay progression on the upper scale should be in most cases on a two-yearly basis in line with requirements of paragraph 14 of the STPC(W)D unless the teacher has been notified, in writing, that capability procedures are underway in respect of that period.
- 16.3.4. The Line Manager / Corporate Lead Officer will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.

- 16.3.5. Where pay progression is granted, the Teacher's salary will be increased with effect from 1<sup>st</sup> September of the current academic year.
- 16.3.6. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 9**.

## **17. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

- 17.1. A qualified Teacher may apply once each year to be paid on the Upper Pay Range in accordance with the STPC(W)D and this Pay Policy.
- 17.2. It is each Teacher's responsibility to decide whether to submit an application. A teacher may, on any point within the main pay scale, apply. However, it would normally be expected that teachers at the upper end of the main pay scale will be those with sufficient evidence to support an application.
- 17.3. In order for the assessment to be robust and transparent, it will be an evidence-based process.
- 17.4. Personal objectives for the forthcoming appraisal cycle will be set, and agreed where possible, at a level which is sufficient to ensure that the criteria included in the STPC(W)D for progression to the Upper Pay Range can be met, including that the Teacher is highly competent in all elements of the relevant standards, and their achievements and contribution to the service area/school are substantial and sustained.
- 17.5. Teachers who have been absent from work for sickness, disability or maternity-related reasons, along with those who are not subject to the Appraisal Regulations 2011 (i.e. a Teacher who is employed on a short-term contract of less than one term), may cite written evidence from a suitable and relevant period before the date of application in support of their application.
- 17.6. **Process**
- 17.6.1. The closing date for an application to be submitted by a Teacher to their PDR Partner is *(LA to insert date here - normally prior to the end of the Summer Term i.e. 31<sup>st</sup> August)*.
- 17.6.2. Exceptions may be made in some specific circumstances, e.g. those Teachers who are on maternity leave or on sick leave as at the closing date for receipt of applications. In such circumstances, the Teacher may request - at least 2 weeks before the specified closing date - an extension of no more than half a term for the submission of an application – unless other agreed reasonable adjustments specify otherwise.
- 17.6.3. The process for applications is:

- Teacher to inform PDR partner in writing that they wish to be considered for progression to the Upper Pay Range and that their personal objectives for the forthcoming appraisal period should reflect this request.

Following completion of the relevant appraisal period:

- The PDR partner will complete an assessment pro-forma as shown in **Appendix 4**, setting out the PDR partner's recommendation in relation to progression to the Upper Pay Range, following completion of the relevant appraisal period.
- The Line Manager will consider the PDR partner's recommendation and will make a recommendation to the Corporate Lead Officer / Pay Panel.
- The Corporate Lead Officer / Pay Panel will make a decision about pay progression, following receipt of advice from the Line Manager.
- The Teacher will receive written notification of the outcome of their application by 31<sup>st</sup> October in the relevant year.
- Where the application is unsuccessful, the written notification will set out details of the areas of the Teacher's performance which are not considered to have satisfied the relevant criteria set out in this Policy (see "Assessment" below).
- If requested, oral feedback will be provided by the Line manager. Oral feedback will normally be given within 10 working days of the date of notification of the outcome of the application. Feedback will be given in a positive manner and will include advice and support about areas for improvement in order for the Teacher to meet the relevant criteria.
- Where the application is successful the Teacher will move to the minimum of the Upper Pay Range on 1<sup>st</sup> September in the relevant year i.e. following successful completion of objectives set in academic year to 31<sup>st</sup> August 2024, the Teacher will move to UPS1 on 1<sup>st</sup> September 2024.

17.6.4. Unsuccessful applicants may appeal the decision as outlined in **Appendix 9**. Unsuccessful applicants may also re-apply in the following years.

## 17.7. **Assessment**

17.7.1. An application will only be successful where the Corporate Lead Officer / Pay Panel is satisfied that all of the requirements of the STPC(W)D have been met, including that:

- the Teacher is highly competent in all elements of the relevant standards; and
- the Teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

- 17.7.2. For the purposes of this Pay Policy, the Corporate Lead Officer / Pay Panel will be satisfied that the Teacher has met the Local Authority's expectations for progression to the Upper Pay Range where the Upper Pay Range criteria (see **Appendix 3**) have been satisfied as evidenced by a successful appraisal review.
- 17.7.3. Further information, including details about sources of evidence, is contained in the Local Authority's Professional Development Review policy

## **18. LEADING PRACTITIONER ROLE**

- 18.1. The Local Authority may establish Leading Practitioner posts for Teachers whose primary purpose is the modelling and leading improvement of teaching skills.
- 18.2. Where the Local Authority wishes to establish such posts, it will determine the responsibilities and pay range for these posts. Consultation with relevant staff and trade unions will take place in relation to any such proposed changes to the staffing structure.
- 18.3. The Policy of the Local Authority will be to appoint any new Leading Practitioner Teacher to a 5-point range, as deemed appropriate by the Corporate Lead Officer.
- 18.4. The pay range for Leading Practitioners will be in accordance with the STPC(W)D, with the minimum and maximum annual values set out in **Appendix 1**.
- 18.5. The Local Authority will use the discretionary reference pay points detailed at **Appendix 1**.
- 18.6. Pay progression for Leading Practitioners will be determined as per the process set out at 16.3.1 to 16.3.4 above.

## **19. UNQUALIFIED TEACHERS**

- 19.1. A Teacher on the unqualified pay range will be paid an annual salary in accordance with the unqualified teacher pay range as detailed at **Appendix 1**.
- 19.2. Under the Education (Specified and Registration) (Wales) Regulations 2010 there are specific circumstances when those other than qualified Teachers who are registered with the Education Workforce Council may carry out 'specified work'.
- 19.3. The Local Authority will comply with these legal requirements and will only employ unqualified Teachers as specified in these Regulations.
- 19.4. The Local Authority may pay an additional allowance to an unqualified Teacher who meets the criteria as defined in the STPC(W)D.
- 19.5. The Local Authority must award a Teacher on scale points 1 to 6 of the Unqualified Teacher Pay Scale progression of one point following completion of a year of employment completed during the previous school year, unless the Teacher has been notified through the formal capability process that service was unsatisfactory in respect of that year.

- 19.6. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.
- 19.7. Pay progression on the 6-point Unqualified Teacher Pay Scale should be on an annual basis from 1<sup>st</sup> September, with an assumption in favour of progression unless an individual has been notified through formal capability procedures that service was unsatisfactory in respect of that year.
- 19.8. The Corporate Lead Officer / Pay Panel will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of the form will be provided to the unqualified Teacher.
- 19.9. Where pay progression is granted, the unqualified Teacher's salary will be increased with effect from 1<sup>st</sup> September of the current academic year.
- 19.9.1. A decision may be made not to award progression where the Teacher is subject to formal capability proceedings.
- 19.10. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 9**.
- 19.11. An unqualified Teacher who obtains qualified Teacher status will be paid on the pay ranges for qualified Teachers, in accordance with this Pay Policy and STPC(W)D. An unqualified teacher becoming a qualified teacher will be paid at a point on the main pay scale which is equivalent to, or higher than, the sum of the salary plus any additional allowance paid under this pay policy and the STPC(W)D.

## **20. ALLOWANCES AND OTHER PAYMENTS**

### **20.1. Teaching and Learning Responsibility Payments (TLRs)**

- 20.1.1. The Local Authority will award TLR1 and TLR2 payments to post holders as indicated in the service area's staffing structure and to the cash value set out in the pay policy (see **Appendix 11**).
- 20.1.2. These payments will be awarded to Teachers who undertake clearly defined and sustained additional responsibility in the context of the service area's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the Teacher is made accountable.
- 20.1.3. In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility referred to above includes management



responsibility for a significant number of people or equivalent significant additional levels of responsibility and accountability in key areas of the service area/school.

20.1.4. All job descriptions will be regularly reviewed and will make clear the responsibility or package of responsibilities for which a TLR is awarded.

20.1.5. The criteria for awarding a TLR1 and TLR2 payment will be in accordance with the STPC(W)D (Section 3 para 48-55)

20.1.6. The minimum and maximum range for a TLR1 is set out in **Appendix 1..**

20.1.7. The minimum and maximum range for a TLR2 is set out in **Appendix 1.**

20.1.8. The value of TLRs currently in use is as follows

**TLR1** - (details of each TLR1 to be inserted here by LA)  
**TLR2** - (details of each TLR2 to be inserted here by LA)

20.1.9. The Local Authority may award a fixed-term TLR3 payment to a Teacher of for a clearly time-limited service improvement project, or one-off externally driven responsibilities. The minimum and maximum range for a TLR3 is set out in **Appendix 1.**

20.1.10. The duration of the fixed term, and the amount of annual payment will be established at the outset and typically should not be awarded for longer than two years, other than in extenuating circumstances to enable completion of the project or where the TLR holder undertakes a new or different responsibility or project. Payment will be paid on a monthly basis for the duration of the fixed-term.

20.1.11. Where the Local Authority wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly following consultation with relevant staff and union representatives.

20.1.12. A Teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3.

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

20.1.14. TLR1 or 2 payments should be awarded to teachers placed in the specified posts in the staffing structure and to the cash value set out in the pay policy. Where such TLRs are awarded to part-time teachers they will be paid pro rata at the same proportion as the proportion of the duties they are undertaking, if the part-time teacher is undertaking on a proportion of the duties of the TLR. However, where there is agreement of the part-time teacher and the employer that the teacher will undertake the full duties associated with the allowance, the allowance will be paid in full.

20.1.15. TLR3 allowances are paid in full, regardless of the hours that a part-time Teacher normally works under the contract of employment.

20.2. **Additional Learning Needs (ALN) Allowances**

- 20.2.1. The Local Authority will award ALN allowances in accordance with the criteria and provisions set out in the STPC(W)D.
- 20.2.2. The minimum and maximum range for an ALN Allowance is set out in Appendix 1, payable to a classroom Teacher in accordance with STPC(W)D.
- 20.2.3. The ALN values are: (*details of each ALN Allowance / value to be inserted here by LA*)
- 20.2.4. In deciding the ALN value, the Local Authority will take into account the structure of the ALN 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.

### 20.3. **Acting Allowances**

- 20.3.1. Acting allowances are payable to Teachers who are assigned and carry out the duties of Manager, Deputy Manager or Assistant Manager in accordance with the STPC(W)D.
- 20.3.2. The Local Authority 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 may be agreed in advance and paid from the first day of absence.
- 20.3.3. Any Teacher who carries out the duties of Manager, Deputy Manager, or Assistant Manager, for a period of four weeks or more, will be paid at an appropriate point of the Manager's pay range, Deputy Manager pay range or Assistant Manager pay range, as determined by the Corporate Lead Officer / Pay Panel. Payment will be backdated to the commencement of the duties but will normally be paid a month in arrears.
- 20.3.4. Acting allowances will also apply to Teachers covering absent colleagues in receipt of a TLR and / or ALN allowance.
- 20.3.5. Additional allowances may be payable to unqualified teachers in line with STPC(W)D.

### 20.4. **Additional Payments**

- 20.4.1. With exception of those on the leadership range the Local Authority may make additional payments 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 service area;
  - participation in out-of-school hours learning activity agreed between the Teacher and the Line Manager; and

- additional responsibilities and activities due to, or in respect of, the provisions of services by the Teacher relating to the raising of educational standards to one or more additional service areas / schools.

## 20.5. **Recruitment or Retention Incentive Benefits**

- 20.5.1. The Local Authority can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive. In deciding any such awards, the Local Authority will have regard to the STPC(W)D and specialist HR advice.
- 20.5.2. Managers, Deputy Managers and Assistant Managers may not be awarded such a payment other than as reimbursement of reasonably incurred housing or relocation costs.
- 20.5.3. All other recruitment and retention considerations in relation to a Manager, Deputy Manager or Assistant Manager post will be taken into account when determining the pay range.
- 20.5.4. The reason for the award of any additional payment, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn will be made clear at the outset, in writing.
- 20.5.5. The Local Authority will conduct an annual review of all such awards.

## 21. **PART-TIME TEACHERS' PAY AND TIME CALCULATIONS**

- 21.1. Teachers employed on an ongoing basis but who work less than a full working week will be deemed to be part-time.
- 21.2. Part-time Teachers will be provided with a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the service area's timetabled teaching week for a full-time Teacher in an equivalent post. This does not affect the TLR3 payment which is not pro rata for part-time staff. See **Appendix 10** for further information.

## 22. **TEACHERS EMPLOYED ON A SHORT-TERM NOTICE BASIS (SUPPLY)**

- 22.1. Teachers employed on a supply basis will be paid in accordance with the relevant paragraphs of the STPCD. The relevant body will apply the principles of pay portability and will apply this principle in practice when engaging a supply teacher employed by the local authority/school who has previously been paid under the terms of the Document. It is recommended that if the service areas is using an agency, the service area enters into a voluntary supply agency pledge whereby they only procure from agencies identified on the Welsh Government's Procurement Directorate Framework Approved Supply Agencies and commit to a minimum daily rate of M2 ÷ 195 days. The exception will be that when agencies on the NPS framework are unable to supply a suitably skilled Teacher, the service area

will be able to approach alternative agencies but with a commitment to pay as a minimum, the M2 pay rate.

- 22.2. Local authorities are encouraged to adopt this pledge and maintain the wording in the adopted pay policy in line with the recommendations agreed by all Education Cabinet members and all 22 Leaders in January 2021. However, if the Local Authority determines that they do not wish to enter into the Voluntary Supply Agency pledge, this paragraph will not apply.
- 22.3. Supply teachers employed by the Local Authority are entitled to annual pay determination and consideration for pay progression in the same way as other teachers, following completion of a year of employment (26 weeks) since the previous annual pay determination. The Local Authority will ensure that, where they are informed by a supply teacher that they have worked most frequently within the service area/school, decisions on pay progression will be undertaken by the Pay Committee.
- 22.4. These provisions do not apply to supply teachers employed by agencies as they are not currently covered by the provisions of the Document.

## **23. SALARY SACRIFICE**

- 23.1 Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the STPC(W)D.

## APPENDIX 1

### 2024/25 PAY RANGES

#### Main Pay Range:

Point	Value
MPR 2	£32,433
MPR 3	£35,039
MPR 4	£37,739
MPR 5	£40,710
MPR 6	£44,802

#### Upper Pay Range:

Point	Value
UPR 1	£46,446
UPR 2	£48,168
UPR 3	£49,944

#### Leading Practitioner Pay Range:

Point	Value
LP 1	£50,902
LP 2	£52,177
LP 3	£53,479
LP 4	£54,809
LP 5	£56,175
LP 6	£57,584
LP 7	£59,136
LP 8	£60,498
LP 9	£62,009

LP 10	£63,603
LP 11	£65,253
LP 12	£66,756
LP 13	£68,424
LP 14	£70,130
LP 15	£71,875
LP 16	£73,787
LP 17	£75,480
LP 18	£77,382

**Unqualified Teachers Pay Range:**

<b>Point</b>	<b>Value</b>
UNQ 1	£21,812
UNQ 2	£24,348
UNQ 3	£26,884
UNQ 4	£29,419
UNQ 5	£31,959
UNQ 6	£34,495

**Leadership Pay Range:**

<b>Point</b>	<b>Value</b>
L1	£50,653
L2	£51,920
L3	£53,216
L4	£54,541
L5	£55,900
L6	£57,304

L7	£58,844
L8	£60,203
L9	£61,705
L10	£63,290
L11	£64,933
L12	£66,430
L13	£68,090
L14	£69,787
L15	£71,523
L16	£73,426
L17	£75,111
<b>L18*</b>	<b>£76,238</b>
L18	£77,000
L19	£78,910
L20	£80,865
<b>L21*</b>	<b>£82,047</b>
L21	£82,868
L22	£84,925
L23	£87,027
<b>L24*</b>	<b>£88,303</b>
L24	£89,186
L25	£91,401
L26	£93,663
<b>L27*</b>	<b>£95,034</b>
L27	£95,984
L28	£98,364
L29	£100,800

L30	£103,309
<b>L31*</b>	<b>£104,812</b>
L31	£105,862
L32	£108,492
L33	£111,187
L34	£113,936
<b>L35*</b>	<b>£115,613</b>
L35	£116,769
L36	£119,659
L37	£122,634
L38	£125,669
<b>L39*</b>	<b>£127,456</b>
L39	£128,732
L40	£131,943
L41	£135,240
L42	£138,627
L43	£140,685

\* *These points and Point L43 are the maximum scale points for the eight Headteacher Group Ranges i.e. Group 1 pay range is L6 (£57,304) to L18\* (£76,238) and not L18 (£77,000).*

## **TEACHING AND LEARNING RESPONSIBILITY PAYMENTS**

**TLR1 – the minimum and maximum range for a TLR1 is £9,955 to £16,844 per annum**

**TLR2 - the minimum and maximum range for a TLR2 is £3,451 to £8,426 per annum**

**TLR3 - the minimum and maximum range for a TLR3 is £686 to £3,403 per annum**

Before awarding any TLR 1 or TLR 2 payment, the Corporate Lead Officer / Pay Panel 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; or involves pastoral or well being responsibilities and the safeguarding of children;
- 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 Corporate Lead Officer / Pay Panel must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

## **ADDITIONAL LEARNING NEEDS ALLOWANCES**

**The minimum and maximum range for an additional learning needs allowance is £2,845 and £5,610 per annum.**

**APPENDIX 2**

**ANNUAL TEACHERS' PAY REVIEW STATEMENT**

<b>Name:</b> .....	<b>Employee No.:</b> .....
<b>Service:</b> .....	<b>Effective Date:</b> .....

**SALARY DETAILS**

Salary and Point - Main Pay Range (M2 - M6)	£	<b>Point</b>
Salary and Point - Upper Pay Range (UP1 – UP3)	£	<b>Point</b>
Salary and Point - Unqualified Range (M1 - M6)	£	<b>Point</b>
Salary and Leading Practitioner Range	£	<b>Point</b>

**ALLOWANCES**

**Details e.g. temp  
(with dates), reason  
for allowance**

Teaching and Learning Responsibility Payments (See Pay Policy Advice) TLR1 / TLR2 / TLR3	TLR ____	
	£	
Recruitment or Retention (See Pay Policy Advice)	£	
Special Educational Needs Allowance (See Pay Policy Advice)	£	
Other Allowances - Please specify (See Pay Policy Advice)	£	
<b>SAFEGUARDING</b>	£	
<b>TOTAL SALARY</b>	£	

Corporate Lead Officer / Pay Panel Meeting on: .....

Signature of Manager: ..... Date: .....

## **APPENDIX 3**

### **UPPER PAY RANGE PROGRESSION CRITERIA**

#### **1. Professional Attributes**

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

#### **2. Professional Knowledge and Understanding**

- 2.1. 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.
- 2.2. 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.
- 2.3. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5. Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people

#### **3. Professional Skills**

- 3.1. 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.
- 3.2. 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.
- 3.3. Promote collaboration and work effectively as a team member.
- 3.4. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

**APPENDIX 4**

**UPPER PAY RANGE APPLICATION FORM**

**TEACHER'S DETAILS:**

Name \_\_\_\_\_

Post \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT REVIEW DETAILS:**

Years covered by planning/review statements and service areas / 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 5**

**ASSESSMENT OF TEACHER APPLICATION TO PROGRESS TO UPPER PAY RANGE**

**For Completion by the Teacher's Professional Development Review Partner**

<b>Teacher's Name:</b>	
<b>Post:</b>	

<b>Evidence from most recent appraisal</b> Please state which appraisal statement is attached:	
<b>*Criteria Met</b> (* Please delete as appropriate)	<b>*Criteria Not Met</b>
If criteria have not been met in full, please record details below (and continue overleaf, as necessary) about the areas of the Teacher's performance which do not satisfy the criteria:	

Signed ..... (PDR Partner)

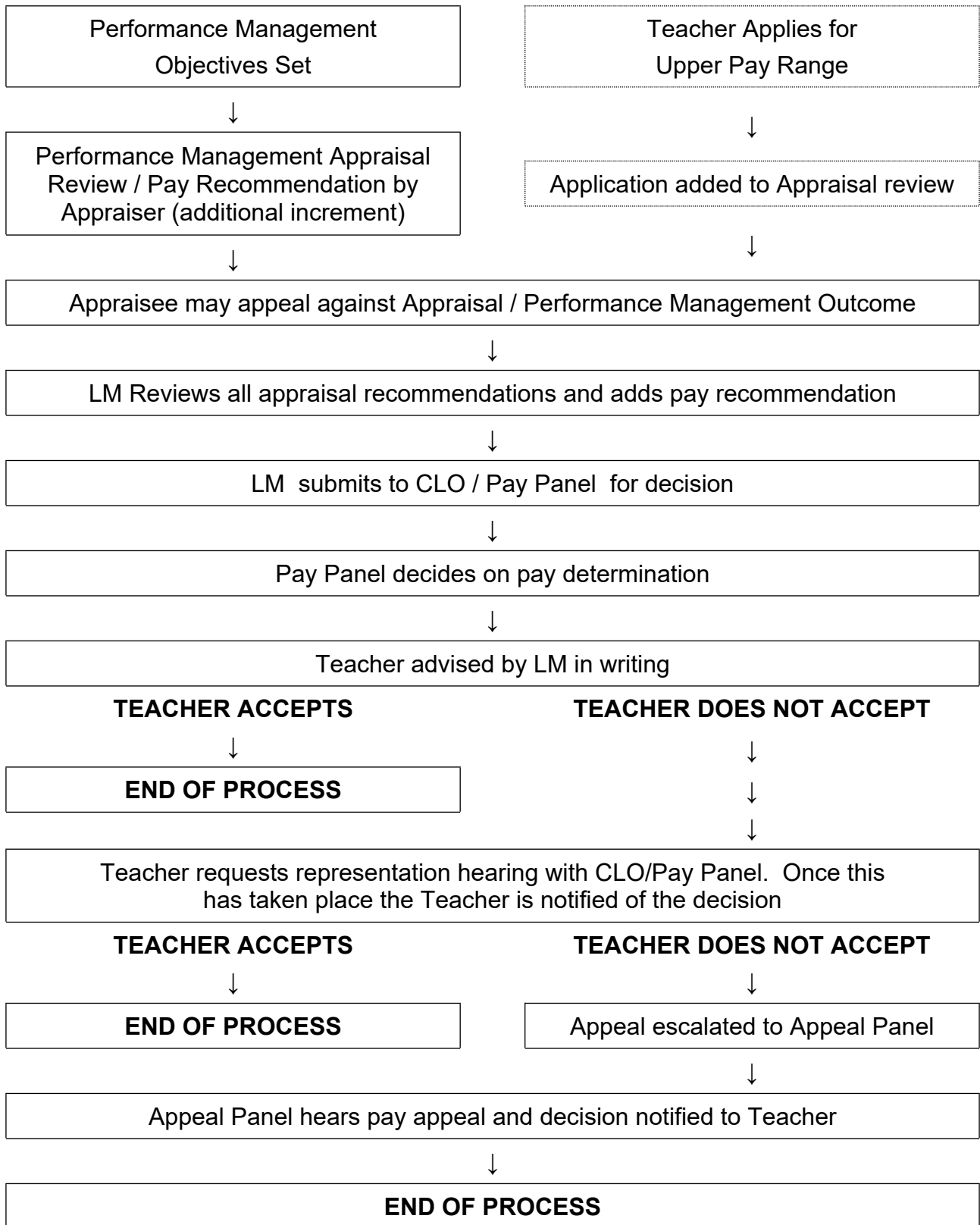
Date: .....

**TO BE SUBMITTED TO THE LINE MANAGER / CORPORATE LEAD OFFICER**

<b><u>Service Area Use Only</u></b>
Application Form Received on: .....
Assessment made on: .....
By: .....

**APPENDIX 6**

**FLOWCHART OF PAY REVIEW PROCESS  
(Not including Manager)**



## APPENDIX 7

### LEADERSHIP GROUP SALARIES GUIDANCE

#### 1. Manager and Leadership Team

A statutory 43 step Leadership Pay Scale has been reintroduced. Manager, Deputy Managers and Assistant Managers will be paid as determined by the Local Authority. These are set out below:

#### 2. New Leadership Appointments / Changes to existing Leadership Pay Structures - Three Stage Process

The Local Authority should follow the three-stage process when setting the pay for **new appointments or revising existing pay structures in respect of Manager or the wider leadership team.**

- Stage 1** - Defining the role
- Stage 2** - Setting the indicative pay range
- Stage 3** - Deciding the starting salary and individual pay range

All decisions and the reasons for them should be well documented at every stage. All pay decisions must be made on objective criteria so that there is no discriminatory effect of any group of Teachers with a particular protected characteristic under the Equality Act 2010.

It is suggested that service areas seek advice from Human Resources when calculating and recording leadership pay structure decisions

#### **Stage 1 - Defining the Role**

The Local Authority should, at this stage, define the job and identify the broad pay range as a provisional guide to determining appropriate level of pay. The Local Authority will need to define and set out the specific role, responsibilities and accountabilities of the post as well as the skills and relevant competences required.

For other leadership group posts, the Local Authority should consider how the role fits within the wider leadership structure of the service area. The pay range for a Deputy Manager or Assistant Manager should only overlap the Headteacher's pay range **in exceptional circumstances.**

#### **Stage 2 - Setting the Indicative Pay Range**

At this stage, the Local Authority will need to consider the complexity and challenge of the role in the particular context of the service area and make a judgement on pay in light of this.

For Manager posts, it is expected that normally the Local Authority will conclude that the total unit score fully captures the complexity of the Manager role and that the relevant broad pay range accommodates appropriate levels of reward, in line with the STPC(W)D. The Local Authority will need to consider whether the indicative pay range

should start at the minimum of the Manager's pay scale or whether they wish it to start at a higher level because of the level of challenge of the post.

There may be circumstances, however, in which there are additional factors that suggest the indicative pay range should be higher than would be provided by the basic calculation in Stage 1.

The following represent some examples of additional factors to be considered (this list is not exhaustive):

- The context and challenge arising from pupils' needs e.g. if there is a high level of deprivation in the community (Free School Meal entitlement and/or English as an Additional Language) or there are high numbers of looked after children or children with Additional Learning Needs and this affects the challenge in relation to improving outcomes;
- A high degree of complexity and challenge e.g. accountability for multiple schools or managing across several dispersed sites, which goes significantly beyond that expected of any Manager of similar-sized service area / school(s) and is not already reflected in the total unit score used at stage 1;
- Additional accountability not reflected in stage 1, e.g. leading a teaching school alliance; and
- Factors that may impede the service area's ability to attract appropriately qualified and experienced leadership candidates e.g. location, language medium, subject area / specialism and/or level of support from the wider leadership team.

The Local Authority may set the indicative pay range with a **maximum of up to 25% above the top of the relevant Manager pay range**.

Above that limit, external independent advice must be sought and, should the advice suggest a range which exceeds this limit is appropriate, a business case must be made and agreed by the Corporate Lead Officer.

The Local Authority should not increase base pay nor pay an additional allowance for regular local collaboration which is part of the role of all managers.

For other leadership roles the process is broadly the same. The Local Authority will wish to consider how the other leadership roles should be set in accordance with the level set for the Manager and to ensure that there is sufficient scope for progression. Consideration should also be given to any teaching posts that carry additional allowances.

At the end of this stage, the Local Authority should decide where in the broad range to position the indicative pay range and set this out clearly when advertising the post. An overall judgement should be made on the position and breadth of range, allowing appropriate scope for progression over time.

There should be a clear audit trail for all decisions made and the reasoning behind them.



It is also good practice where possible that the Local Authority will undertake a process of benchmarking of salaries before setting the pay range for the Manager or other leadership posts.

For those factors which are not expected to persist, such as temporary responsibility for an additional service area / school, these should be reflected through an allowance rather than consolidated into the indicative pay range.

### **Stage 3- Deciding the starting salary and Individual Pay Range for new appointments**

The first two stages provide the means for determining the appropriate pay range. The third stage is essentially about deciding on the starting salary for the individual who is to be offered the post.

At this stage, the Local Authority will have a preferred candidate for the role and will wish to set the starting salary in the light of candidate-specific factors, such as the extent to which the candidate meets the specific requirements of the post.

It will be important to ensure there is scope for progression over time.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

### **3. Establishing a Pay Range above the Manager's Pay Scale**

The expectation is that in most cases the pay range will be within the limits of the Manager's pay scale. However, in some cases e.g. where there may be significant difficulty in making an appointment or there is a need to incentivise a Manager to take on responsibility for a very large service area / school or to lead multiple large service areas / schools, it may be appropriate to consider extending the individual pay range.

The Local Authority can, in such cases, decide that the maximum of the pay range may be above the maximum of the Manager's pay scale, **up to an additional 25%**.

If it is considered that there are exceptional circumstances that warrant an extension beyond that limit, a business case would be required. The Corporate Lead Officer would need to seek external independent advice from an appropriate person or body who can consider whether it is justifiable to exceed the limit in a particular case.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

### **4. Temporary Payments for Managers**

The Local Authority may consider an additional payment to the Manager in respect of clearly temporary additional duties and responsibilities or duties that are in addition to the post for which their salary has been determined e.g. where they are providing services to other service areas / schools. Including where the Manager is appointed as a temporary Manager of one or more additional service areas / schools not included as a permanent factor in the calculation of the pay range.

## **5. Salary Safeguarding**

Where a pay determination leads or may lead to the start of a period of safeguarding the relevant body will comply with the relevant provisions of the STPC(W)D and will give the required notification as soon as possible and no later than one month after the determination.

**APPENDIX 8**

**MANAGER / DEPUTY MANSGER / ASSISTANT MANAGER  
ANNUAL REVIEW FORM  
(September 20\_\_)**

*(To be used in cases where additional awards are being recommended, other incremental progression will be automatically applied as per STPCD)*

<b>Name:</b> .....	<b>Employee No.:</b> .....
<b>Service:</b> .....	

**\* Manager:**

Pay Range: ..... : £ ..... to £ .....

**\* Deputy / Assistant Manager:**

Pay Range: £ ..... to £ .....

Salary and Point at £ ..... Point:  
August 20\_\_ : .....

Rationale used for Pay Decision:  
.....  
.....

Revised Salary and Point at August 20\_\_ : £ ..... Point: .....

Certified by CLO / Pay Panel: .....

Certified by Line Date:  
Manager: .....

**\* Please delete as appropriate**

## **APPENDIX 9**

### **PAY APPEALS PROCESS**

The Local Authority is committed to ensuring that appeals against pay decisions are dealt with quickly, fairly and are consistent with equalities and other relevant legislation, as well as the STPC(W)D.

Teachers, including Managers, may appeal any determination in relation to their pay or any other decision taken by the Local Authority (or a Pay Panel or individual acting with delegated authority) that affects their pay.

Reasons for appeal may include the following, which is not an exhaustive list. That the person or Panel making the decision:

- a) incorrectly applied any provision of the STPC(W)D and pay policy;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence
- e) was biased; or
- f) or otherwise unlawfully discriminated against the Teacher.

For both the representation hearing and the appeal hearing, the Teacher is entitled to be accompanied by a work colleague or trade union representative.

This is not a cyclical process. A teacher may choose to go through all three stages or may choose to progress directly to Stage 3 Appeal. If an individual wishes to progress straight to stage 3 of the process then they are advised to take advice from a TU representative at the earliest opportunity.

#### **Stage 1 - Informal Discussion**

A Teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the Line Manager before the recommendation is actioned and confirmation of the pay decision is made by the Local Authority.

If, having had an informal discussion with the person making the pay recommendation, the Teacher believes that an incorrect recommendation has been made, they may choose to make representation to the Corporate Lead Officer / Pay Panel (see Stage 2 below).

#### **Stage 2 - Representation Hearing**

1. The Teacher receives written notification of the pay determination and, where applicable, details of the basis on which the decision was made. The notification will include details of the process for making representation, the right to be accompanied and appealing against the decision, if appropriate.
2. If the Teacher wishes to make representation, they should do so by writing to the Corporate Lead Officer / Pay Panel within 10 school days of receiving the decision. The decision to request a representation hearing rests with the teacher.

3. The Corporate Lead Officer / Pay Panel will arrange for a representation hearing to take place as soon as possible, which will be chaired by them. The Line Manager may be required to attend the hearing to clarify the grounds for the pay recommendation.
4. The Teacher will be provided with between 5 and 10 school days' notice of the representation hearing. The Teacher may attend the hearing in order to present evidence, call witnesses and ask questions of the Corporate Lead Officer / Pay Panel. If the teacher's chosen companion will not be available at the time of proposed hearing, the hearing should be rearranged to an alternative date/time that is both reasonable and not more than five working days after the date originally proposed.
5. The Corporate Lead Officer / Pay Panel will decide if the original pay determination is to be amended and will write to the Teacher about the outcome within 5 school days of the decision being reached.
6. Where the Teacher continues to be dissatisfied, they may appeal this decision within 10 school days of receiving the Corporate Lead Officer / Pay Panel's outcome letter by proceeding to Stage 3 of the process.

### **Stage 3 - Appeal Hearing**

1. The Teacher should clearly set out in writing the grounds for appealing the pay decision and send it to the Line Manager or designated person (as agreed) within 10 working days of receipt of the written outcome of the Stage 2 decision.
2. The Line Manager will arrange for an appeal hearing to take place as soon as possible, but normally within 20 working days of the receipt of the written appeal notification.
3. The Teacher should be provided with between 5 and 10 working days' notice of the hearing.
4. The appeal should be heard by an Appeal Panel. The Panel will comprise of a Corporate Lead Officer and a Manager who were not involved in the original decision. In a Pupil Referral Unit, the appeal will be heard by members of the PRU Management Team not involved in the original decision.
5. The Appeals Panel's decision is final and there is no recourse to the Local Authority's Grievance Procedure
6. Those required to attend the appeal hearing include:
  - Chair and other Appeals Panel members
  - The Teacher and their representative or work colleague (if the Teacher is accompanied)
  - Witnesses for the employee side (if appropriate)
  - Corporate Lead Officer / Chair of Pay Panel who made the original decision, who will clarify the reasons for the original decision
  - Witnesses for the management side (if appropriate)
  - Clerk to the hearing
  - HR Adviser to give advice to the Appeal Panel

## **A model procedure for formal appeal meetings**

Chair introduces everyone and their role in the proceedings.

- The Teacher will present their case including any evidence to be considered and any witnesses they have called;
- Appeals Panel members may ask questions of the Teacher, as may the Corporate Lead Officer / Pay Panel representative;
- Corporate Lead Officer / Pay Panel representative will state their case including the evidence on which the decision was based and call any witnesses to support the case, if appropriate
- Appeals Panel members may ask questions of the Corporate Lead Officer / Pay Panel representative, as may the Teacher;
- Both parties may make a closing statement if they wish (Teacher first, followed by Corporate Lead Officer / Pay Panel representative). No new evidence can be introduced at this stage;
- Both parties leave the hearing;
- The Appeals Panel may request advice from the HR Adviser (if applicable). Once this has been given, the HR Adviser will leave the hearing but may be recalled for further advice (if applicable);
- The Appeals Panel will consider all the evidence and reach a final decision;
- The Appeals Panel will call the parties back to inform the Teacher of the decision (if awaiting the decision) or instruct the Clerk to write to the Teacher on their behalf with their decision and the reasons for it; and
- The Clerk will notify Payroll Section of change of pay, if appropriate.

## APPENDIX 10

### PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

A School's Timetabled Teaching Week must be established and a part-time Teacher must be paid a proportion of the STTW.

The Local Authority must establish a STTW week for each Teacher, this refers to school sessions hours that are timetabled for teaching, including PPA but excluding break times, registration and assemblies.

Part-time Teachers will then be paid on actual teaching time excluding registration assemblies and breaks.

#### For Example:

If the school day, excluding registration and assembly, runs from 9.00am to 12.15pm and again from 1.15pm to 3.30pm with one 15-minute break in the morning session and one 15 minute break in the afternoon session, the STTW for a full-time Teacher would be calculated as 25 hours. If a part-time Teacher were employed for mornings only working 9.00am to 12.15pm every day, their percentage of the timetabled teaching week would be calculated as 15 hours. This is shown below:

	Morning Session (less breaks, registration & assembly)	+	Afternoon Session (less breaks, registration & assembly)	x	No. of Days in Timetable	=	STTW	% of STTW
Full-Time	3 Hours	+	2 Hours	x	5 Days	=	25 Hours	100%
Part-Time	3 Hours			x	5 Days	=	15 Hours	60%

**PPA and Management Time** must be included when calculating class contact time.

**Directed Time** - a Headteacher may allocate directed time to part-time Teachers (subject to conditions) as a proportion of a FTE 1265. Part-time Teachers can now be directed to cover breaks, assemblies and registration as part of their directed duties.

Part-time Teachers cannot be required to be available for work (either for teaching or other duties) on days they do not normally work. However, they may attend by mutual agreement with the Headteacher. Any resultant additional hours should be paid at the Teacher's normal salary.

Part-time Teachers may be required to carry out duties, other than teaching pupils, outside school sessions on the day on which the Teacher is normally required to be available for work (whether the Teacher is normally required to be available for work for the whole or part of that day). This can form part of directed time.

**APPENDIX 11**

**SERVICE AREA'S STAFFING STRUCTURE**

(LA to enter details below as applicable at the time of this Pay Policy being adopted by the Local Authority)