



Hounslow Town Primary School

Pay Policy

Approved by:	Full Governing Body	Date: July 2023
Last reviewed on:	November 2022	
Next review due by:	July 2024	

INTRODUCTION

1. This policy sets out the 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 Document (STPCD). A copy of all relevant documents on pay and conditions will be made available to staff by the school.

2. In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at the school;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

3. The pay committee of the Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of changes to the teachers' pay structure.

4. Responsibility for making pay decisions is delegated to the pay committee of the governing board ratified by the full governing board.

The Pay Committee shall be responsible for the establishment and review of the pay policy and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The headteacher shall be responsible for advising the Pay Committee on its decisions.

PAY REVIEWS

5. The pay committee will ensure that each teacher's salary is reviewed annually with effect from 1 September and that each teacher is notified of the outcome by no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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

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

BASIC PAY DETERMINATION ON APPOINTMENT

8. The pay committee will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

9. In making such determinations, the pay committee will apply the following policy:

Classroom teacher posts

10. The pay committee has established the following pay scales for classroom teacher posts paid on the Main Pay Range and Upper Pay Range.

Outer London Pay Scale

MAIN PAY RANGE

1 £29915

2 £31604

3 £33383

4 £35264

5 £38052

6A £40731

6B £41136

UPPER PAY RANGE

1 £42559

2 £44133

3 £45766

11. The pay committee undertakes that it 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 Range and the maximum of the Upper Pay Range.

12. The pay committee will apply the principle of pay portability in making pay determinations for all new appointees as follows:

13. When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the pay committee will pay the teacher on the Main Pay Range 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;
- 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;
- one point for each three years of other remunerated or unremunerated experience including caring for children during a career break.

14. The pay committee will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.

15. When determining the starting pay for a classroom teacher who has previously worked in an LA maintained school or academy in England and Wales, the pay committee 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. The pay committee will also pay classroom teachers who are "post-threshold teachers" as defined by the 2021 STPCD on the Upper Pay Range.

Leading Practitioner teacher posts

17. The pay committee has established the following pay scale[s] for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range:

OUTER LONDON

Minimum £45766

Maximum £67828

18. 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 TLR payment structure.

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

20. The policy of the pay committee is to appoint any new Leading Practitioner teacher at the bottom point of the pay range.

Unqualified teachers

21. The pay committee has established the following pay scale for unqualified teachers employed in classroom teacher posts:

Level

1 £21832

2 £23946

3 £26059

4 £27926

5 £30037

6 £32151

Leadership teacher posts (Headteacher, Deputy and Assistant Head Teachers)

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

23. The pay committee has established the following pay ranges for the Headteacher, Deputy Head Teacher and Assistant Head Teachers

Head teacher pay range: L25 to L31

Senior Deputy Head teacher pay range L19 to L23

Deputy Head teacher pay range L13 to L17

Assistant Head teacher pay range L7 to L11

24. Discretionary payments to the head teacher will be determined in accordance with the provisions of the 2021 STPCD and will be reviewed annually.

25. The pay committee will normally appoint new leadership teachers at the bottom point of the relevant pay range.

26. The pay committee will pay teachers as deputy or assistant head teachers only where the pay committee 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, and that the role –

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead and manage the school through:
 - development of teaching and learning priorities across the school;
 - accountability for the standards of achievement and behaviour of pupils across the school;
 - accountability for the planning and deployment of the school's resources;
 - leading policy development and implementation across the school in accordance with statutory provisions;
 - managing whole school operational activity;
 - working with external bodies and agencies; and
- securing pupils' access to their educational entitlements;
- has an impact on the educational progress of the school's pupils;
- involves leading, developing and enhancing the teaching practice of the school's staff; and
- includes line management responsibility for a significant number of people and/or the line management of other line managers.

27. In the case of a deputy head teacher post, the pay committee must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an assistant head teacher employed in the same school, including responsibility for discharging in full the responsibilities of the head in the absence of the head teacher.

PAY PROGRESSION BASED ON PERFORMANCE

28. The arrangements for teacher appraisal are set out in the school's appraisal policy.

29. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.

30. To be fair and transparent, 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. The evidence used to determine pay progression will be only that available through the appraisal process and not through the misuse of pupil voice, parental opinion and other sources. 31. Where teachers have joined the school part way through an appraisal cycle, pay committee will, where necessary, seek evidence from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.

32. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the pay committee, having regard to the appraisal report and taking into account advice from the senior leadership team.

33. The pay committee will ensure that appropriate funding is allocated for pay progression for all eligible teachers.

34. The pay committee will make pay decisions according to the criteria for progression set out in the 2021 STPCD. All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews.

Classroom teachers on the Main Pay Range

35. Classroom teachers will be awarded pay progression on the Main Pay Range following each successful appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have

been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

36. Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

Classroom teachers on the Upper Pay Range

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

Leading Practitioner teachers

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

Unqualified classroom teachers

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

Leadership teachers (head teacher, deputy and assistant head teachers)

40. The head teacher, deputy head teacher(s) and assistant head teacher(s) will be awarded additional scale points in accordance with the provisions of the 2021 STPCD, ie they must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

41. Any qualified teacher may apply to be paid on the Upper Pay Range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

42. The head teacher will notify all teachers on Scale Points 5 and 6 of the Main Pay Range at the start of each school year of their eligibility to apply for assessment.

43. Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing. The teacher's application will be appended to their appraisal planning statement. The evidence to be used will be only that available through the appraisal process.

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

The Assessment

45. An application from a qualified teacher will be successful where the pay committee is satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and

- the teacher's achievements and contribution to the school are substantial and sustained.

46. For the purposes of this pay policy, the pay committee will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the Upper Pay Range criteria have been satisfied as evidenced by no more than two successful appraisal reviews.

47. In making its decision, the pay committee will have regard to the most recent appraisal review or, at most, the two most recent appraisal reviews. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

48. The pay committee will pay classroom teachers who are 'post-threshold teachers' (as defined by the 2021 STPCD) on the Upper Pay Range. This includes teachers formerly employed as leadership group teachers for more than one year or as local authority school inspectors/advisers, and other teachers who have met standards equivalent to the Upper Pay Scale (UPS) standards (e.g. teachers in sixth-form colleges).

Processes and procedures

49. The assessment will be made within 10 working days of receipt of the application or the conclusion of the appraisal process, whichever is later. If successful, applicants will move to the Upper Pay Range from the previous 1 September and will be placed on point 1 of that pay scale. If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's general appeals arrangements.

PART-TIME TEACHERS

50. Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The pay committee will give them 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 school's timetabled teaching week for a full-time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.

SHORT NOTICE/SUPPLY TEACHERS

51. Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata.

52. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate.

PAY INCREASES/ADDITIONS ARISING FROM CHANGES TO THE STPCD

➤ 53. Teacher's on the main and upper pay ranges can receive TLR3 payments for delivering catch-up tutoring to help with learning lost during the coronavirus pandemic

54. The School is committed to award £250 to all teachers whose full-time basic earnings is less than:

➤ £27419 (Outer London)

DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching & Learning Responsibility Payments (TLRs)

55. The pay committee pays TLR 1 and TLR 2 payments to teachers in accordance with the pay ranges specified in the STPCD as updated from time to time. For 2021-22 the following levels and values will apply:

TLR1 £8291 to £14030

TLR2 £2873 to £7017

56. The criteria for the award of TLR 1 and TLR 2 payments are as follows:

- Before awarding any TLR 1 or TLR 2 payment, the pay committee must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.
- In addition, before awarding a TLR 1 payment, the pay committee must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

57. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.

TLR3 payments

58. TLR3 payments must be no less than £571 and no greater than £2,833. The durations of TLR3 payments must be established at the outset. These must be for "clearly time-limited school improvement projects or one-off externally driven responsibilities" (2021 STPCD, para 20.3). There should be clear criteria for the award, level and duration of these payments.

59. Before making any TLR 3 payment, the pay committee 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.

60. Where the pay committee wishes to make TLR 3 payments, the proposed responsibilities, level of payment (within the published range of £571 and £2,833) and the duration of payment will be set out clearly in this policy.

61. The pay committee will ensure that the use of TLR 3 payments applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR 3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

Special educational needs (SEN) allowances

62. The pay committee will award SEN allowances in accordance with the criteria and provisions set out in the 2021 STPCD.

63. Teachers who meet the statutory criteria will receive an SEN allowance at least equal to the minimum of the SEN range (£2,270). Teachers with two or more years' experience in the role or in a similar role in a predecessor school or service will receive a higher SEN allowance equal to the maximum of the SEN range (£4,479).

Acting allowances

64. Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, s/he will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder.

65. Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

OTHER PAYMENTS

Continuing professional development (CPD) outside directed time; initial teacher training (ITT) activities; and out-of-school learning activities

66. The pay committee will make additional payments to all teachers (including the head teacher) who agree to undertake such activities. Additional payments 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.

67. The pay committee 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. Recruitment and retention incentives and benefits

68. Where the pay committee wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly in this policy. Such payments will be reviewed annually and there will be full consultation with union representatives before the decision is made to make any such payment.

SAFEGUARDING

69. The pay committee will operate salary safeguarding arrangements in line with the provisions of the 2021 STPCD.

APPEALS

70. The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.