



School Pay Policy

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This model procedure has been drawn up by Luton HR Traded Services (September 2024) and has been adopted by the Lady Zia Wernher School.

1. Introduction

1.1 The Governing Body of Lady Zia Wernher School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to legitimate, interested persons. Its procedures for determining pay will be consistent with principles of public life: objectivity, openness and accountability.

1.2 The Governing Body has prepared a policy in respect of pay, which recognises the following: -

- The requirements of the School Teachers' Pay and Conditions Document (STPCD)
- The requirements of the NJC Conditions of Service Green Book
- The school's delegated budget
- The current staffing structure of the school
- Legislation in respect of equality and equal pay

For maintained schools:

- The School Staffing (England) Regulations 2009 (as amended in 2012)
- The Council's Single Status Agreement

1.3 Attached to this policy are:

- Appendix 1 – Acting up/honoraria form
- Appendix 2 – Pay appeal procedure
- Appendix 3 – Terms of reference – Pay Committee
- Appendix 4 – Application form for upper pay range
- Appendix 5 – Model report to governors – performance pay progression
- Appendix 6 – Leading practitioner pay range
- Appendix 7 – Leadership group pay range

2. Background

- 2.1 The Governing Body of Lady Zia Wernher School will operate a policy in respect of its responsibilities which will: -
- ensure posts are graded appropriately within the appropriate conditions of service (i.e. STPCD, the Green Book and local agreements adopted by Luton Council or the academy/Trust)
 - take into account pay relativities between posts within the school
 - ensure that discretion in awarding allowances, payments, incentives or honoraria (where appropriate, for Green Book employees only) and the determination of salary and pay progression are exercised in a fair and equitable manner
 - give recognition in line with statutory guidance to assigned increased responsibilities, whether on a temporary or permanent basis
 - ensure the quality of teaching and learning at the school
 - enable the school to recognise and reward employees appropriately for their contribution to the school
- 2.2 This policy will be subject to annual review, or on any other occasion as required, and consultation with the recognised trades unions.
- 2.3 Having determined the policy set out below, the Governing Body delegates the management of the policy to the Pay Committee, or equivalent committee, which will be advised by the headteacher – see Terms of Reference at Appendix 3. The Committee will be responsible for the establishment and review of the Pay Policy, subject to the approval of the Governing Body, and has full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The headteacher is responsible for advising and making recommendations to the Committee on its decisions.
- 2.4 In exercising their delegated responsibilities, the Governing Body requires the Committee and the headteacher to have appropriate regard to the budget approved by the Governing Body and the requirements of employment legislation, particularly the Equality Act 2010, Part Time Workers Regulations, Fixed Term Employees Regulations 2002 and the school's equality policy. Where Luton Council is the employer, the Governing Body expects the Committee to seek advice from the Council where appropriate.
- 2.5 The Governing Body has adopted a whole school approach to matters of pay in order that the pay of no one employee is considered in isolation and will have particular regard to the issue of salary differentials and similar pay for posts carrying similar responsibilities. By adopting such an approach, the Governing Body hopes to ensure that discretion is exercised in a considered and careful manner and avoids potentially divisive initiatives or decisions.
- 2.6 Any grievance arising out of this policy, or any pay or grading appeal, will be dealt with under the pay appeals procedure adopted by the Governing Body attached to this policy at Appendix 2. An appeal should be registered by the employee within 10 working days of receiving notification of pay or grading.

- 2.7 This policy recognises the diverse types of jobs and roles within a holistic school staffing context and is therefore sub-divided for ease of reference into teaching and support staff.
- 2.8 In reviewing the implementation of this policy, the Governing Body will expect an annual report on the operation of performance pay progression mechanisms set out in this policy. This will include a statistical breakdown of the number of employees, by pay range, that have had pay progression during the appraisal cycle of one or two points and the number who had no pay progression (where progression was a possibility). This information will include analysis by equality characteristics where this information is available (model report format Appendix 5)

Teachers

3. Pay Reviews

- 3.1 The Governing Body will ensure that each teacher's salary is reviewed annually with effect from 1 September, that each teacher is notified of the outcome by no later than 30 November each year, and that all teachers are given written notification of their salary and any benefits to which they are entitled. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that led 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 a decision was made.
- 3.2 Any teacher away from school because of maternity leave must receive any pay increase that they would have received had they not been on maternity leave. Account should be taken of performance in previous appraisal periods if the teacher has been absent for much of the current appraisal year.
- 3.3 Consideration of reasonable adjustments which allow an equal opportunity to participate in appraisal and access to pay progression must be considered for any teacher absent for a disability related reason for much of the current appraisal year.
- 3.4 Where a pay determination leads or may lead to pay safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

4. Starting salary of new appointments

- 4.1 The Governing Body will determine the pay range for a vacancy prior to advertising it. When advertising, the school will not restrict the pay available for appointees to vacant classroom teacher posts to a specific pay range, other than the lower limit of the main pay range (MPR) and the upper limit of the upper pay range (UPR). On appointment it will determine the starting salary within that range to be offered to the successful candidate.

5. Classroom teachers

- 5.1 The Governing Body has established the following pay scales for classroom teacher posts paid on the main pay range and upper pay range.

Main Pay Range*

1	£31,650
2	£33,483
3	£35,674
4	£38,034
5	£40,439
6	£43,607

Upper Pay Range*

1	£45,646
2	£47,338
3	£49,084

(*As amended by the Department for Education's response to the 2024 School Teachers Review Body pay review process).

- 5.2 The Governing Body will, if necessary, use its discretion to award a recruitment incentive benefit where a post may be hard to fill and/or to secure the candidate of its choice. See section 15.
- 5.3 The Governing Body will apply the principle of pay portability in making pay determinations of all new appointees. It will also exercise its discretion to take into account previous relevant experience in determining the starting point on the appropriate scale.

Pay progression for existing main pay range teachers, effective from 1 September 2024

- 5.4 The Governing Body will consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination.
- 5.5 A written pay recommendation is required for every teacher following the outcome of the teacher's appraisal and, in making its decision, the governing body must have regard to this recommendation. Pay progression must be awarded within the maximum of the teacher's pay range, unless they are subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure. Teachers will, in the vast majority of cases, move up the main pay range one annual point at a time.

The arrangements for teacher appraisal are set out in the school's Appraisal Policy.

Early Career Teachers (ECTs)

- 5.6 In the case of early career teachers (ECTs), whose appraisal arrangements are different, performance and pay recommendations will be made by means of the statutory induction process. Teachers in their two-year induction period may be awarded pay progression on the successful completion of each year of their

statutory induction period. Schools must ensure that ECTs are not negatively affected by the extension of the induction period from one year to two years.

6. Movement to the upper pay range (UPR)

Applications to be paid on the UPR

- 6.1 To be eligible to apply to be paid on the UPR, teachers will normally have been at the upper point of the main pay range for a year and have a minimum of two years post ECT experience as a teacher. In exceptional cases, applications from teachers with two years post ECT teaching experience only may be considered.
- 6.2 Appraisers should discuss career aspirations with the teacher at their appraisal meeting(s) and as part of those discussions, the teacher may express an interest in applying to the UPR. If a teacher wishes to progress to the UPR they should, where possible, discuss their intention to apply with their assessor at the start of the appraisal cycle. It is the responsibility of the teacher to decide whether or not they wish to apply to UPR
- 6.3 If a teacher is simultaneously employed at another school, they will need to submit separate applications if they wish to apply to be paid on the UPR in each school. This school will not be bound by any pay decision made by another school.
- 6.4 In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers may supply evidence to support their application including evidence from the previous two years appraisals. Those teachers who have been absent for an extended period (through sickness, maternity leave or disability), may cite written evidence from a three-year period before the date of application. This should be agreed with the headteacher in advance.

Process

- 6.5 One application may be submitted annually. The closing date for applications is normally 31 October each year; however, exceptions may be made in particular circumstances, for example, maternity leave or long-term sickness. Where this is the case, teachers should speak to the headteacher at the earliest opportunity.
- 6.6 The process for applications is as follows:
- the teacher must complete the school's application form (Appendix 4)
 - the teacher must submit the application form, copies of the two most recent appraisal documents and any other information they wish to include where gaps may exist
 - the teacher will be notified who their assessor will be. The assessor may be their line manager, a member of SLT, the headteacher or where the school is part of a trust an appropriate representative from the trust
 - the application will be assessed by the assessor including making a recommendation
 - where the headteacher is not the assessor, the application, evidence and assessment will be passed to the headteacher for final assessment and moderation
 - the Committee will make the final decision, advised by the headteacher

- the teacher will be notified of the outcome within five working days of the Committee having met. If unsuccessful, the teacher will receive written notification by 30 November
- written notification will include feedback on why this was so and the areas for improvement. If requested, oral feedback will be provided within 10 working days of notification
- successful applicants moving to the base of UPR will have their salaries backdated to 1 September
- unsuccessful applicants may appeal the decision in accordance with Appendix 2

Assessment

6.7 The appraisal is an evidence-based process, therefore in applying to move to the UPR the teacher will be required to demonstrate that they have met the criteria set out in paragraph 15.2 of the School Teachers Pay and Conditions Document (STPCD) namely that:

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

6.8 The definition of these terms in this school is as follows:

'highly competent' - the teacher has demonstrated depth and breadth of knowledge, skill and understanding of all of the Teachers' Standards in their particular role and the context within which they are working. The majority of pupils for which s/he is responsible are making good progress.

'substantial' - the teacher's achievements and contribution to the school are significant and in raising standards of teaching and learning in their own classroom. They are a role model for teaching and learning and take advantage of professional development opportunities using these highly effectively to improve pupils' learning.

'sustained contribution' - the teacher must have had two consecutive successful appraisal reports which demonstrate the above. They will have shown that their teaching expertise has grown over the relevant period and is of a consistently high quality.

7. Upper pay range pay determinations

Pay determinations effective from 1 September 2024

7.1 Movement on the UPR will be considered on a biannual basis. Where the teacher has had two appraisals since movement onto the UPR or up to the second point of UPR, the governing body will consider movement to the next point on the UPR, i.e. to UPR2 or to UPR3. Pay progression must be awarded on this basis within the maximum of the upper pay range, unless the teacher is subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure.

- 7.2 A written pay recommendation is required for every teacher following the outcome of the teacher's appraisal and, in making its decision, the governing body must have regard to this recommendation. The arrangements for teacher appraisal are set out in the school's Appraisal Policy.
- 7.3 The Committee will determine whether there should be any movement on the UPR. In making such a determination, it will take into account:
- the criteria set out in paragraph 15.2 of the STPCD 2024, as set out at paragraph 6.7, and as defined above by this school at paragraphs 6.8.
 - the evidence base - which should show that continued to work at the level appropriate to the expectations of a teacher on the UPR
- 7.4 The Committee will be advised by the headteacher in making all pay decisions. Pay progression on the UPR will be clearly attributable to the performance of the individual teacher. The Committee will be able to objectively justify its decisions.
- 7.5 Where the evidence shows the teacher has continued to maintain the criteria set out above, the teacher will move to the next reference point of the UPR.
- 7.6 Any UPR teacher who appears unlikely to meet their objectives during the appraisal year will be identified, given written feedback on the areas for improvement (e.g. written lesson observation) and provided with practical support to do so.
- 7.7 If the evidence and the headteacher's recommendation demonstrates that a UPR teacher's performance has been exceptional, and the teacher has met or exceeded their objectives, the Committee may consider the use of its discretion to award enhanced pay progression of a further reference point.
- 8. Moderation**
- 8.1 The headteacher (in conjunction with other members of the senior leadership team where relevant) will undertake moderation to ensure that objectives set across the school are consistent in terms of challenge for teachers, having regard to the career stage of individual teachers and to their job role and responsibilities. The headteacher will be able to explain and evidence all pay recommendations made to the Committee.
- 9. Teaching and learning responsibility payments (TLRs)**
- 9.1 The Governing Body will determine a school staffing structure which identifies specific posts that include a TLR payment.
- 9.2 A permanent TLR payment may be made to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. Unqualified teachers may not be awarded TLRs.
- 9.3 Before awarding a TLR1 or TLR2, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers. It also requires the teacher to lead, manage and develop a subject or curriculum 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 TLR1 the Governing Body must be satisfied that the sustained additional responsibility includes line management responsibility for a significant number of people.

9.4 The Governing Body has determined the value of TLRs as follows:

TLR2	a*	£3,391
	b*	£5,642
	c*	£7,896 or £8,279
TLR1*	a*	£9,782
	b*	£12,032
	c*	£14,279 or £16,553

(*as amended by the Department for Education's response to the 2024 School Teachers Review Body pay review process).

9.5 The Committee may award a fixed-term TLR, known as a TLR3, to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be no less than £675 and no greater than £3,344. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. TLR3s are not subject to safeguarding.

10. Special schools and classes

10.1 The Governing Body may award a SEN Allowance where a post meets the statutory criteria as set out in the staffing structure. The Governing Body has determined the value of this as follows:

* (no less than £2,679 and no more than £5,285)

10.2 This takes account of:

- whether any mandatory qualifications are required for the post
- the qualifications or expertise of the teacher relevant to the post
- the relative demands of the post

10.3 SEN Allowances will be paid to those teaching in:

- SEN posts that require a mandatory SEN qualification (all settings)
- special schools and in designated special classes

10.4 SEN allowances will also be paid to those teaching in non-designated settings that are analogous to designated special classes or units, where the post:

- involves a substantial element of working directly with children with special educational needs
- requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs

- has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit or service

These three criteria, in a mainstream school, are mutually exclusive.

11. Part time teachers

11.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. Part-time teachers' salary and allowances, except for TLR3s, will be determined in accordance with the pro rata principle, as set out in the STPCD.

12 Short notice/supply teachers

12.1 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.

13. Unqualified teachers

13.1 The Governing Body has established the following pay range for unqualified teachers*

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

(* as amended by the Department for Education's response to the 2024 School Teachers Review Body pay review process)

Maintained schools only:

13.2 Governing Bodies of maintained schools can employ individuals and pay them on the unqualified teacher's pay range in the following circumstances only:

- a) as an instructor in any art or skill, or subject or group of subjects, the teaching of which requires special qualifications or experience
- b) as a trainee teacher undertaking training for the purpose of an employment-based initial teacher training scheme, such as schools direct, until such time as they successfully complete or stop their training
- c) they are an Overseas Trained Teacher (a maximum four year period may apply)

Where there is uncertainty as to whether one of the criteria set out above applies, schools must contact the HR team for advice.

13.3 With effect from 1 September 2012, unqualified teachers/instructors may be recruited and contracted on an indefinite basis, subject to the above criteria. The Governing Body has determined that instructors may be recruited into posts which will 'give instruction in any art or skill or any subject or group of subjects (including any form of vocational training) where special qualifications or experience or both are required' (The Education (Specified Work and Registration) England)

Regulations 2003. In this school the Governing Body have determined that the school may recruit Instructors only for the delivery of instruction in EYFS, SEMH, Physical & Sensory and Creative Arts.

- 13.4 The school will pay any unqualified teacher in accordance with paragraph 17 of the STPCD.

Pay progression for unqualified teachers effective from 1 September 2024

- 13.5 The arrangements for unqualified teacher appraisal are set out in the school's Appraisal Policy.
- 13.6 The Governing Body will consider annually whether or not to increase the salary of unqualified teachers who have completed a year of employment since the previous annual pay determination.
- 13.7 A written pay recommendation is required for every unqualified teacher following the outcome of their appraisal and, in making its decision, the governing body must have regard to this recommendation. Pay progression must be awarded within the maximum of the relevant pay range, unless an unqualified teacher is subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure.

14. Leading practitioners

- 14.1 The Governing Body will determine whether to include a leading practitioner role(s) in the staffing structure and the role to be performed. Additional duties will be set out in the job description of the leading practitioner and will include:
- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement
 - leading the improvement of teaching within school which impacts significantly on pupil progress
 - modelling and improving the effectiveness of staff and colleagues

Pay on appointment

- 14.2 The Committee will determine a pay range for each leading practitioner post in accordance with paragraph 16 of the STPCD. The leading practitioner pay range is set out at Appendix 6; a five point range should be determined. The Committee will do this by reference to the weight of the responsibilities of the post and bear in mind the need to ensure pay equality and fair pay relativities between posts of different levels of responsibility.

Pay determinations with effect from 1 September 2024

- 14.3 The Governing Body must consider annually whether or not to increase the salary of members of the leadership team who have completed a year of employment since the previous pay determination, and if it determines to do so, to what salary within the pay range.
- 14.4 A recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the governing body must have regard to this recommendation. Pay progression must be awarded, unless a teacher is subject to capability proceedings. This may include being in a review period

following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure.

- 14.5 Leading practitioners will usually move up the pay range one annual point at a time. If the evidence shows that a leading practitioner has performed exceptionally well, demonstrating sustained high quality of performance, the Committee will consider the use of its discretion to award enhanced pay progression of two performance points. A leading practitioner should not be awarded more than two performance points in the course of a single pay review.

15 Headteacher, deputy and assistant headteacher salaries and pay progression

- 15.1 The relevant body must assign its school to a headteacher group in accordance with paragraphs 4, 5, 6, 7, 8 and 9 of the STPCD.
- 15.2 The current assigned headteacher group and headteacher range for the school has been determined as:
- Group Special School (SLD & Complex Needs) 92% pupils on Band 3
 - Headteacher Range L29 – L35
 - the leadership pay range is attached at Appendix 7.

Pay on appointment after 1st September 2024

- 15.3 At the time of appointing a new headteacher, the Governing Body will define the role and determine the headteacher group size, then set the headteacher pay range which will determine the starting salary. A five to seven point range is advised. All decisions and reasons for these determinations must be well documented.
- 15.4 It is expected that the relevant body will normally conclude that the headteacher group as determined by the total unit score fully captures the complexity of the role and that the individual pay range will therefore be within the relevant pay range at paragraph 5.3 of the STPCD.
- 15.5 The relevant body may take account of additional factors that suggest the headteacher range should be higher. Factors may include:
- the context and challenge arising from pupil needs
 - a high degree of complexity and challenge (multiple schools, dispersed sites and not already reflected in the unit score)
 - additional accountability not reflected in the unit score, for example leading a teaching school
 - factors that impede the school's ability to attract a field of appropriately qualified and experienced leadership candidates

In taking into account any of these factors the relevant body must refer to the departmental advice provided by the DfE.

- 15.6 The relevant body must ensure that the maximum of the headteacher range, including factors and any other temporary payments or allowances, does not,

except in exceptional circumstances, exceed the headteacher group range by more than 25%.

- 15.7 If the relevant body considers that exceptional circumstances apply, HR advice must be sought and should the advice suggest additional payment is appropriate a business case must be made and agreed by the full Governing Body. For maintained schools, where Luton Council is the employer, the external independent advice must be provided by Luton HR.

Reviewing the individual pay range for an existing headteacher where responsibilities have significantly changed

- 15.8 In reviewing an existing headteacher's range (not progression) the relevant body should consider paragraphs 14.1 to 14.7 above, alongside the departmental advice provided by the DfE.

Temporary payments to headteachers

- 15.9 The relevant body may determine that additional payments be made to a headteacher for clearly temporary responsibilities, for example where the headteacher is temporarily accountable for more than one school (which can be up to two years in duration and for which the headteacher would be issued with a fixed term variation to contract).
- 15.10 The total sum of the temporary payment must not exceed 25% of the annual salary otherwise payable and the total sum of the salary and any other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group except where exceptional circumstances have been determined in accordance with paragraphs 14.6 and 14.7 above.
- 15.11 If the headteacher is permanently accountable and responsible for more than one school, the Governing Body will determine a headteacher group size based on the total unit score of both schools, then set the headteacher range and then determine the starting salary.

Pay on appointment for deputy headteachers and assistant headteachers

- 15.12 Deputy headteachers and assistant headteachers will be appointed to five point individual pay ranges on the leadership pay range which ensure that there is a gap between the salary of the highest paid classroom teacher and the bottom of the school's Leadership Pay Range. The individual pay range for a deputy headteacher or an assistant headteacher should only overlap the headteacher range in exceptional circumstances and should not exceed the maximum of the headteacher group for the school.
- 15.13 The individual pay ranges for the deputy headteacher and assistant headteachers are as follows:
- Deputy Headteacher L17 – L22
 - Assistant Headteacher L10 – L14

Pay progression for headteachers, deputy headteachers and assistant headteachers

- 15.14 The Governing Body must consider annually whether or not to increase the salary of members of the leadership team who have completed a year of employment

since the previous pay determination, and if it determines to do so, to what salary within the pay range.

- 15.15 A recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the governing body must have regard to this recommendation. Pay progression must be awarded, unless a leader is subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure.
- 15.16 Members of the school leadership team will usually move up the pay range one annual point at a time. If the evidence shows that a leader has performed exceptionally well, demonstrating sustained high quality of performance, the Committee will consider the use of its discretion to award enhanced pay progression of two performance points. A teacher on the leadership spine cannot be awarded more than two performance points in the course of a single pay review.

16 Recruitment and retention incentives

- 16.1 The Governing Body may award incentives to meet recruitment and retention needs. In making a decision to award an incentive, the Governing Body will have regard to whole school considerations. The Governing Body will specify the reason for an incentive, its value, its duration (making clear a review date after which it may be withdrawn), any other conditions attached and method of payment in writing to the teacher on allocation of the incentive. In considering the award of incentives for recruitment and retention, the Governing Body will have regard to the supply of suitably qualified and experienced teachers and will establish their own criteria for the fair allocation of such awards to new and serving teachers at the school. Examples are listed below:
- identified shortage subjects, based on recruitment data collected at the school
 - to support a defined strategy to enhance the Leadership Group
 - as part of a retention strategy defined in the School Improvement Plan
 - where there is data to evidence that the school has been unable to recruit, linked to market forces
- 16.2 The Governing Body has determined to use the following incentives for recruitment and retention purposes: N/A
- 16.3 The Governing Body will conduct a regular formal review of all recruitment and retention payments. Reviews will take place at least annually. In this school it will be carried out on: N/A
- 16.4 Headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention benefits other than as reimbursement of reasonably incurred housing or relocation costs. All other considerations must be taken into account in determining pay on appointment as per paragraph 14.
- 16.5 Where the relevant body currently pay a recruitment or retention incentive, to the headteacher, deputy headteacher or assistant headteacher under a previous document, it may continue to make that payment at its existing value until such time as the pay range is changed or the payment is reviewed under 15.3.

17. Additional payments

17.1 The Governing Body has agreed to the additional payment of teachers (including the leadership group and leading practitioner) in respect of:

- continuing professional development undertaken outside the school day
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- participation in out-of-school learning activity agreed between the teacher and headteacher
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards in one or more additional schools

17.2 All payments must be agreed in advance with the headteacher.

17.3 The additional payments will be paid at the teacher's usual hourly rate.

17.4 Additional payments may be made to a teacher paid on the leadership range, other than the headteacher, at the discretion of the Governing Body.

18. Acting allowances

18.1 In the event of temporary absence of the headteacher, deputy headteacher or an assistant headteacher the Governing Body will consider within four weeks of the commencement of the absence, whether another member of the teaching staff should be paid an acting allowance or not to act in the capacity of the absent incumbent. Where full duties are being undertaken by the teacher who is acting up, the Governing Body will normally agree to an acting up allowance being paid. This will be based upon the headteacher group size for the school or five to seven point scale of the substantive postholder as appropriate. In the temporary absence of a teacher with management allowances the Governing Body will consider acting up arrangements by means of a fair and equitable selection process where applicable.

19. Centrally employed teachers

19.1 This policy applies to Luton Council centrally employed teachers only for the purposes of salary determination on appointment and pay.

19.2 The Council is the relevant body and assessment is delegated to the service manager responsible for the centrally employed teacher's service.

20. Section 2 – Support staff

Annual pay awards and increments

20.1 The Governing Body have agreed to abide by the local agreements of the Council and, therefore, any national pay awards which may take effect for Green Book employees, after annual review, and also to award annual increments, where appropriate, on the anniversary of appointment.

21. Assessing remuneration

21.1 The Governing Body will ensure that a job description is prepared for each post. Luton HR Traded Services provide evaluated model job descriptions for many

roles in schools. Where a bespoke job description is required it must follow the agreed model Luton job description format. All job descriptions are evaluated using the HAY scheme. For more information regarding job descriptions please refer to the safer recruitment and selection policy for schools and the job description pro forma.

- 21.2 In cases where there is an element of doubt as to the appropriate grade for the post, the Governing Body will consult Luton HR Traded Services/Luton Job Evaluation team and request the post be evaluated; allowing at least four weeks for this to take place. All posts must be evaluated using the Council's job evaluation scheme. The Governing Body recognises that failure to do so could make them liable in an equal pay claim.
- 21.3 In normal circumstances the starting pay for Green Book employees will be at the minimum point of the salary scale for the post.
- 21.4 The Governing Body reserve the right to exercise discretion in respect of the starting pay of those employees where, for example, an experienced member of staff has had a small break in service (usually less than 12 months) and is seeking to return to work.
- 21.5 The Governing Body will attempt to ensure that employees supervising others are on a higher scale point than those they supervise.

22. Regrading

- 22.1 In those circumstances, usually following appraisal, where it is necessary to consider the possible regrading of a post, the job description and person specification will be revised accordingly. A regrading, following job evaluation, will take into account the changes in the responsibilities and accountabilities of the post; it will not be considered as a measure to address an employee attaining the top of the current grade. Once the revised job description has been agreed with the postholder, then the Governing Body will arrange for the Council to be consulted in order that the job evaluation process can be undertaken. Should an employee request this, and be subsequently dissatisfied with the outcome, the school's pay appeal mechanism at Appendix 2 will apply.

23. Hours of work

- 23.1 The Governing Body will pay employees who, at the request of the school, are required to work beyond their contracted working hours at the appropriate rate, in accordance with the agreements of the Council/trust. Additional hours will not exceed the provision of the Working Time Directive. Employees working term time only, unless over-ridden by national terms and conditions, will be paid pro rata for hours worked and holiday entitlement.
- 23.2 The Governing Body will make every effort to ensure that employees' contracted hours meet the needs of the school, including training days and time for planning/meetings if required.

24. Acting up/honorarium

- 24.1 Acting up payments may be made to employees who temporarily undertake additional duties and responsibilities. This payment is payable where an employee

takes on all or a proportion of the duties and/or responsibilities of an existing higher graded post for a continuous period of at least four weeks. Where an employee undertakes a proportion of the duties and/or responsibilities they will receive a pro-rated payment. 'Acting up' is a temporary arrangement that should not be in place for longer than one academic year.

This may occur as a result of:

- covering long-term sickness, maternity leave, or where there is a delay in recruiting to a post
- planning for workplace closures and other organisational change, where it helps to reduce redundancies/at risk employees

24.2 Where an individual undertakes the full duties and responsibilities of a higher graded post they should be paid at the base spinal column point of the higher grade (unless the post grades overlap).

24.3 The duration of the period of acting up should be agreed before it commences. This may be extended if required.

24.4 The employee will be issued with the relevant paperwork confirming the contractual changes for the duration of the acting up period.

24.5 Should either party wish to end the acting up arrangement prior to the agreed end date one month's written notice should be provided unless both parties mutually agree to end the arrangement earlier.

24.6 It is recognised that in some circumstances it will be appropriate in the first instance to discuss acting up opportunities with the relevant employees that report to or work alongside the vacant post, for example where specialist knowledge or experience is required. Where the temporary arrangement is likely to be required for a longer period of time or a wider pool of employees are likely to have the skills to undertake the role, the vacancy should be advertised internally as a in internal secondment opportunity.

24.7 Honoraria payments recognise the efforts of an employee who has undertaken duties that are not normally expected of them such as:

- working on a specific project
- undertaking additional duties in unplanned circumstances

Honoraria payments should be agreed in advance of the employee undertaking the additional duties. Retrospective payments will only be made in exceptional circumstances. A business case must be presented to the Governing Body for approval and must include specific details of how the payment was calculated. The payment must link to an evaluated post. The form for completing honoraria payments/acting up payments can be found in Appendix 1 and must be used in relation to all honoraria payments.

Acting Up and Honorarium Payments	
Name of Employee	
Job Title	
School	
ABOUT THE PAYMENT	
Employee undertaking additional duties for at least four weeks	Yes / No
Support Staff: Type of additional payment (<i>please indicate</i>)	<input type="checkbox"/> acting up payment <input type="checkbox"/> honorarium payment
Teachers:	<input type="checkbox"/> acting allowance
Business case for additional payment: Please provide in detail the reason for the payment, and how the payment meets the requirements of the pay policy.	
Has the employee received an acting up payment/allowance or honorarium payment within the past three years?	YES/NO if yes, what for?
Current grade and scp	
Higher Grade (base scp)	
% of higher graded duties being undertaken	
Start date of additional duties	
End date of additional duties	
AUTHORISATION	
Date agreed by the Governing Body	
Signed	
Name	
HR USE	
Signed	
Name	

Procedure for pay appeals

Stage One:

1. Where a school employee wishes to challenge the decision of a committee on matters in respect of pay, or pay progression, the appeal procedure below will be followed.
2. It is important that where an appeal arises, the governors involved at each stage in the procedure should not have been involved at an earlier stage. Since the number of governors available is limited, it is advised that no more than three governors are involved at any stage. In such circumstances, governors must give careful consideration to the procedure to be adopted at appeal hearings and the rights of employees to be accompanied by a colleague or union representative.
3. Where an employee wishes to challenge a decision of the governors' 'Pay' Committee, or an employee is concerned about the recommendation as a result of their appraisal, the matter should be raised in the first instance with the headteacher. If the headteacher wishes to raise concerns about the recommendation of their own appraisal or pay they should raise the matter in the first instance with the Chair of Governors.
4. The employee should set out their complaint in writing to the headteacher (or Chair of Governors if it relates to the headteacher) who will then arrange to meet with the employee to discuss the issue. This meeting should be arranged, wherever possible, within five working days.
5. Where the concern is solely in relation to the decision made by the Committee, the headteacher may wish to consult and invite the Chair of the committee to the meeting with the employee. In some circumstances it may be appropriate to invite the assessor to the meeting. Should this not resolve the employee's complaint, the employee then has the right to appeal to the Appeal Committee as below. This appeal should be registered within 10 working days of the decision made at stage one of the appeal process.

Stage Two:

Appeal hearing process

6. A full written note should be made of the appeal hearing and the Appeal Committee's decision.
7. A panel of governors (the Appeal Committee) shall be constituted for the purpose of hearing appeals relating to the pay of employees. It shall exclude members of the Governing Body's Pay Committee. For community schools, a representative of the Director of Children, Families & Education Services must be in attendance.
8. The employee (or his or her representative) shall make an opening address explaining his or her case, and may then be questioned by the other parties involved (or their representatives) or by the Appeal Committee.

9. The employee (or his or her representative) may call on any witnesses that are relevant to the pay appeal. These witnesses may be questioned by the other parties involved (or their representatives) or by the Appeal Committee. The witnesses shall withdraw once they have given their evidence.
10. The headteacher, (or the Chair of the headteacher's appraisal panel where it relates to the headteacher), will then have the right to make an opening address covering the original recommendation and decision, the outcome from the meeting to discuss the employee's concern and any new evidence submitted.
11. The headteacher, (or the Chair of the headteacher's appraisal panel where it relates to the headteacher) shall call on any witnesses that are relevant to the pay appeal. These witnesses may be questioned by the other parties involved (or their representatives) or by the Appeal Committee. The witnesses shall withdraw once they have given their evidence.
12. Where applicable, the Chair of the Pay Committee (or his or her representative) shall then have the right to make an opening address, and may then be questioned by the other parties involved (or their representatives) or by the Appeal Committee.
13. Where applicable, the Pay Committee (or their representative) may call any witnesses who may be questioned by the member of staff (or his or her representative) or by the Appeal Committee Panel. The witnesses shall withdraw once they have given their evidence.
14. Each party (or their representative) shall then have an opportunity to sum up his or her case, the member of staff making the appeal to do so last.
15. The parties involved, their representatives and any witnesses shall then withdraw.
16. The Appeal Committee, together with the Director of Children, Families & Education Services or their representative who may be present for the purposes of giving advice only, shall deliberate in private, only recalling the parties involved (and their representatives) to clear points of uncertainty on evidence already given. If recall is necessary, all parties must return even if only one party is concerned with the point giving rise to doubt.
17. Where possible, the Appeal Committee will announce the decision to the parties involved personally at the end of the hearing and subsequently confirm it in writing. The decision of the Appeal Committee is final and binding on all parties, and shall be reported to the next full meeting of the Governing Body.

Documentation to be included in the pack for any Pay Appeal

Previous two years appraisal documents and recommendations regarding pay

The UPR application form (if relevant)

Any evidence submitted along with the UPR application form

A copy of the Pay Policy

A copy of the Appraisal Procedure

A copy of the decision recorded by the Pay Committee

A copy of the current and revised job description (if relevant)

Copies of any emails or letters sent to the employee advising of the original decision

Any other documentation deemed to be relevant

A copy of the appeal letter from the employee

A copy of the appeal invite letter sent to the employee

The above should be provided to all parties five working days prior to any appeal hearing. Any additional relevant information that the employee wishes to submit must be supplied to the school no later than three working days prior to any appeal hearing

Pay Committee terms of reference

The Committee will comprise three governors; staff governors may not join the Pay Committee.

Establishment of the Policy

The Committee is responsible for:

- establishing the pay policy, in consultation with the headteacher, and submitting it to the Governing Body for approval
- the Governing Body is responsible for formal approval of the Policy

Monitoring and review

The Committee is responsible for:

- reviewing the policy annually and submitting it to the Governing Body for approval

The Governing Body is responsible for:

- considering an annual report on decisions taken in accordance with the terms of the policy

Application of the policy

The headteacher is responsible for:

- ensuring that pay recommendations for the deputy headteacher and assistant headteachers, classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Committee in accordance with the terms of the policy
- ensuring that the grades for support staff are appropriate to the expectations of the job role, including by having posts evaluated or re-evaluated using the relevant job evaluation scheme
- advising the Committee on its decisions and
- ensuring employees are informed of the outcome of decisions of the Committee and their right of appeal

The Committee is responsible for:

- making decisions regarding the pay of the deputy headteacher and assistant headteachers, classroom teachers and support staff following consideration of the recommendations of the headteacher
- making decisions regarding the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher's appraisal, submitting reports of this decision to the Governing Body and
- ensuring that the headteacher is informed of the decision of the Committee and of the right of appeal

The Appeals Committee of the Governing Body is responsible for:

- taking decisions on appeals against decisions of the Committee in accordance with the terms of the appeal procedure

UPR Application Form

Teacher's details

Name _____

Post _____

Appraisal details

Dates of relevant appraisals (last two years)

1. _____

2. _____

Completed appraisal reports must be attached.

Please attach any other evidence that you wish to be taken into account in making your application including evidence relating to how you meet Teachers' Standards.

Signed _____

Print name _____

Dated _____

For the

Overall judgement and pay recommendation

Record any criteria for progression as set out in the Pay Policy which have not been evidenced

Record any further areas for professional development

Signature _____

Print name _____

Date _____

This should be passed back to the teacher where criteria for progression have not yet been met.

Model Report to Governors – Performance Pay Progression

Number of teachers employed by the school _____

Of the number of unqualified teachers that could progress:

_____ did not progress

_____ progressed one point

_____ progressed two points

Of the number of main pay range teachers that could progress:

_____ did not progress

_____ progressed one point

_____ progressed two points

Of the number of main pay range teachers that applied to progress to the UPR:

_____ did not progress

_____ progressed

Of the number of UPR teachers that could progress:

_____ did not progress

_____ progressed one point

_____ progressed two points

Number of teachers that:	Male	Female	White British	All ethnic minority groups	Ethnicity not known
did not progress					
progressed one point					
progressed two points					
progressed from MPR to UPR					

Leading practitioner pay range

Discretionary reference points 2024/2025

	2023/2024	2024/2025
1	47,417	50,025
2	48,605	51,279
3	49,819	52,560
4	51,058	53,867
5	52,330	55,209
6	53,641	56,592
7	55,087	58,117
8	56,357	59,457
9	57,765	60,943
10	59,249	62,508
11	60,785	64,129
12	62,185	65,606
13	63,741	67,247
14	65,330	68,924
15	66,956	70,639
16	68,746	72,528
17	70,314	74,182
18	72,085	76,050

Leadership group pay range

Discretionary Reference Points 2024/205 ranges

Points 18*, 21*, 24*, 27*, 31*, 35*, 39* and 43 on the Leadership Pay Range are the salary figures for headteachers at, or moving to, the top of the school group ranges only. These different figures are a legacy of the 2015 STPCD which provided for no uplift to the maxima of the eight head teacher group ranges.

	<u>2023/2024</u>	<u>2024/2025</u>
1	47,185	49,781
2	48,366	51,027
3	49,574	52,301
4	50,807	53,602
5	52,074	54,939
6	53,380	56,316
7	54,816	57,831
8	56,082	59,167
9	57,482	60,644
10	58,959	62,202
11	60,488	63,815
12	61,882	65,286
13	63,430	66,919
14	65,010	68,586
15	66,628	70,293
16	68,400	72,162
17	69,970	73,819
18*	71,019	74,926
18	71,729	75,675
19	73,509	77,552
20	75,331	79,475
21*	76,430	80,634
21	77,195	81,441
22	79,112	83,464
23	81,070	85,529
24*	82,258	86,783
24	83,081	87,651
25	85,146	89,830
26	87,253	92,052
27*	88,530	93,400
27	89,414	94,332
28	91,633	96,673
29	93,902	99,067

30	96,239	101,533
31*	97,639	103,010
31	98,616	104,040
32	101,067	106,626
33	103,578	109,275
34	106,138	111,976
35*	107,700	113,624
35	108,776	114,759
36	111,470	117,601
37	114,240	120,524
38	117,067	123,506
39*	118,732	125,263
39	119,921	126,517
40	122,912	129,673
41	125,983	132,913
42	129,140	136,243
43	131,056	138,265