



## *Breaking the Mould*

# Pay Policy

Policy Name	Pay Policy
Date of Issue	June 2025
DFE Guidance (statutory or recommended)	Statutory
Description Content	<p>Policy to govern target setting for staff in September 2025 to be used to determine staff pay progression in September 2026.</p> <p><i>To note: pay ranges highlighted in yellow in this document will be updated as new figures become available.</i></p>
Reviewing Body	<p>Reviewing body - Full Governing Board</p> <p>Responsibility for review – Executive Headteacher</p>
Assigned Reviewing Period	Annually
Date of Next Review	<p>End of July 2026</p> <p>(Note: This policy will remain in force until an updated policy has been approved)</p>

Note: This policy is based on a template provided by Optimus Education; it is authored by the legal and HR specialists, Browne Jacobson to be compliant with all relevant legislation.



## SHERWOOD PARK SCHOOL: Pay Policy

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Version control

The table below shows the history of the document and the changes that were made at each version:

Version	Review Date	Summary of Changes
Version 1.0	10/11/22	Updated policy based on the Optimus Education Templates approved by Browne Jacobsen.
Version 1.1  Reviewed at FAR Jan 25  Take to FGB March 25	10/12/24	Pay scales have been added.  Headteacher Title change to Executive Headteacher  Section 2  Form A is UPS application added Pay Appeals Procedure  Updated wording to reflect DfE guidance: Managing Teachers' and Leaders' Pay  <a href="https://assets.publishing.service.gov.uk/media/66a38172ab418ab055592dc5/Managing_Teachers__and_Leaders__Pay_-_July_2024.pdf">https://assets.publishing.service.gov.uk/media/66a38172ab418ab055592dc5/Managing_Teachers__and_Leaders__Pay_-_July_2024.pdf</a>

# Sherwood Park School

## Pay Policy

### SECTION A: INTRODUCTION

This document sets out the basis on which the Governing Board will determine the pay of all staff employed within Sherwood Park School for pay rises from September 2026 based on targets set in September 2025. It also establishes the procedures for determining appeals.

When taking pay decisions, the Governing Board must have regard to:

- this pay policy and to the post within the staffing structure;
- the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book') in respect of teaching staff;
- the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (commonly known as the Green Book) for support staff.

All members of staff are given access to relevant policies including this document with their contract of employment.

The pay policy and the staffing and pay structure is reviewed annually and in consultation with staff and their representatives, or whenever significant changes in national and local agreements on pay and conditions necessitate a review and is available from HR.

### 1. Policy statement

The Governing Board of Sherwood Park School will adopt a whole-school approach to pay issues. Pay decisions will be taken in the context of full consideration of the resources available to the school. This means that pay decisions relating to any given group of staff will not be taken in isolation, and that all pay decisions will be taken in the context of the school as a whole.

This policy aims to ensure fair and equitable treatment for both teaching and support staff. These procedures for determining pay are consistent with the principles of public life and will ensure objectivity, openness, and accountability.

The overall objective of this policy is to ensure that all teaching and support staff are valued, treated fairly, and receive recognition for their work and their contribution to school life.

When advertising all posts the school will provide job applicants with the appropriate salary details. All information on which pay decisions are based will be treated with strict confidentiality. As part of the application of this policy, the school may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of data protection legislation (unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations, and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998). Records will be kept in accordance with our policies and procedures and in line with the requirements of data protection legislation.

## **2. Equal opportunities**

In adopting this policy, the school

- is committed to promoting equalities in all areas of employment and to challenging; discrimination and stereotyping;
- seeks to use this pay policy to maintain and promote equal opportunities within the school and ensure that no member of staff is discriminated against for any reason;
- will provide appropriate support to all staff and will give them sufficient opportunity to have their training and development needs reviewed regularly as part of the performance management review arrangements;
- will make every effort to address the needs of those with a disability and will make any reasonable adjustments necessary in order to overcome any barriers to access.

## **3. Principles – all school staff**

### **3.1 The relevant pay committee**

Only the Governing Board has the power to agree the pay policy and to approve the membership and terms of reference for committees. The membership of committees may change from time to time subject to the full Governing Board approval. A personnel/pay committee may include staff governors, but such membership should be excluded where a personal interest exists or where there is a conflict of interest or discussion on other employees.

It is recommended that membership of the relevant pay committee consists of at least three governors plus the headteacher with a quorum of three governors, to include a non-staff governor and the headteacher or their substitute.

### **3.2 Terms of reference**

The Terms of Reference for the Committee are set out alongside the Terms of Reference for all other Committees in the Board Structure document which is approved each year.

### **3.3 The Executive Headteacher**

Although the relevant pay committee has overall responsibility for the management of the pay policy, it is not always practical for every single pay decision to be referred to it. Therefore, the Executive Headteacher has delegated responsibility for the ensuring the following:

- setting and moderating of performance objectives and ensuring the oversight of performance reviews as required in accordance with the appraisal policy;
- ensuring effective appraisal arrangements are in place and that appraisers have the knowledge and skills to apply procedures fairly;
- approving salary assessments for all staff (except the Executive Headteacher);
- ensuring that when pay recommendations are made to the Governing Board that they are provided with enough and appropriate information to make pay decisions;

- applying pay discretions where these are clear and non-contentious within the scope of the policy;
- overseeing staff appointments including those which are temporary, supply and agency;
- Overseeing the reviewing, drafting and finalising job descriptions for all staff;
- ensuring teachers and support staff are informed about pay decisions reached, and that records are kept of recommendations and decisions made.

### **3.4 Salary reviews**

The Governing Board will ensure that each teacher’s salary is reviewed annually by no later than 31st July, or by no later than 31 December each year for headteachers. Pay increases will be backdated to 1 September of the same academic year.

The Governing Board will ensure that each support staff salary is reviewed by no later than 31st May each year. Pay increases will be backdated to 1 April of the same year.

Salary will also be reviewed if a member of staff takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in this school will be carried out in a manner that minimises the impact on workload for individual staff, line managers and headteachers.

All teachers will be notified in writing usually within one month of a decision on pay, setting out their salary, any payments or other financial benefits awarded, any safeguarding, where a copy of the staffing structure and pay policy may be inspected, and any other information required by STPCD.

All support staff will be notified in writing within one month of a decision on pay, setting out their salary and pay point except in the case where they have received the maximum point on their scale.

### **3.5 Challenging pay recommendations**

An employee may seek a review of any decision taken in relation to their pay.

The following list includes examples of the reasons a member of staff may be seeking a review of a pay determination; however, this list is not exhaustive:

That the person or committee by whom the decision was made:

- incorrectly applied any provision of this document;
- incorrectly applied any provision of STPCD or Green Book if applicable;
- failed to have proper regard to statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased, or
- otherwise unlawfully discriminated against the employee.

### **3.6 Procedures for challenging pay recommendations**

The order of proceedings is as follows.

#### Stage 1 - Informal resolution

1. As part of the normal salary review process, the employee receives written confirmation of the pay recommendation.
2. If the employee is not satisfied, they should first seek to resolve this by discussing the matter informally with the headteacher within 10 working days of receiving confirmation of the pay recommendation (stage 1). This discussion gives an opportunity for an employee to discuss the pay recommendation, to gain an understanding of why it was made and to resolve issues quickly and informally.

#### Stage 2 – formal representations challenging a pay recommendation

3. If the employee continues to be dissatisfied, they may make a formal request for a review of the pay recommendation to the person or governors' committee who will make the pay determination (stage 2).
4. The employee should submit in writing the grounds for requesting the review and send it to the chair of the relevant pay committee.
5. If the employee wishes to submit any written evidence as part of their formal request for a review, they must do so at least five working days before the planned meeting.
6. The relevant pay committee should convene a meeting, within 10 working days of receipt of the employee's request for a review to consider this. At the meeting, the employee will be given the opportunity to make representations and a school representative may also attend to present the management case. A notetaker will also be present. The relevant pay committee will then make a pay determination, which will be communicated to the employee in writing within 10 working days and will notify the employee of their right to appeal.

#### Stage 3 – appeal against a pay determination

7. Should the employee continue to be dissatisfied they can appeal within 10 working days of the written notification of the relevant pay committee's decision, setting out their grounds for appeal. Appeals should be made in writing and addressed to the Clerk to Governors.
8. Any appeal should be heard by a panel of three non-staff governors who were not part of the original pay decision (stage 2). The appeal meeting should normally be held within 10 working days of the date of the written appeal notification and giving the employee at least 10 working days' notice of the appeal meeting.
9. For any meeting the employee is entitled to be accompanied by a work colleague or trade union representative. The employee will have the opportunity to make representations at any appeal meeting and a school representative may attend to explain why the decision at stage 2 was made. A notetaker will also be present.
10. The decision of the appeal panel will be confirmed in writing to the employee within 10 working days. There is no further right of appeal.

11. This procedure performs the function of the grievance procedure and therefore pay decisions should not be reopened under the general grievance procedures.

12. In the event of a complaint of a headteacher, the chair of governors will act as the review officer, unless the chair has been previously involved in the performance review proceedings. In this case another non-staff governor should act as the review officer.

#### **4. Assessment of pay progression**

The pay policy sets out how we will recognise and reward performance to support continuous improvement. In this school, all staff will receive regular feedback from their line managers on their performance and are subject to an annual performance appraisal. The arrangements for appraisal are set out in our staff appraisal policy.

Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence, while being proportionate to be able to support robust decisions. Evidence should be readily available from day-to-day practice in school and be considered in the context of minimising bureaucracy.

In this school judgements of performance will be made in relation to how staff have met their appraisal objectives and, in the case of teachers, the Teachers' Standards (unless other standards apply for a particular post) and their contribution to the school.

The evidence we will use may include, but not be limited to peer review, tracking pupil progress, lesson observations, the views of pupils and parents. Objectives and performance management discussions will not be based on teacher-generated data and predictions or solely on the assessment data for a single group of pupils.

Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the senior leadership team and will be moderated across the school.

Final decisions about whether to accept a pay recommendation will be made by the Governing Board having regard to the pay recommendation of the headteacher.

Where teaching, progress, or compliance with the Teachers' Standards (where applicable) is not meeting expectations, the headteacher will determine an appropriate support plan and there would be no pay progression during that year for that individual.

The Governing Board will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

## SECTION B: DETERMINING TEACHING STAFF PAY

### 1. Main pay range for teachers

Qualified teachers who have not been assessed as meeting the criteria to access the upper pay range will be paid in accordance with the main pay range.

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the STPCD 2024 may be viewed online at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

The Governing Board has adopted the following main pay range:

Main Pay Range	FTE as of 01/09/2024
M1	£36,413
M2	£38,318
M3	£40,322
M4	£42,430
M5	£45,000
M6	£48,532

#### 1.1 Pay progression for main pay range teachers

Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions about pay progression will be clearly attributable to the teacher's performance, with reference to the appraisal process and the criteria set out in this pay policy.

Where a teacher remains in post on September 1st 2025, having been employed during the previous school year, the Governing Board will give consideration to progression as set out in the table below.

Performance level	Description	Increase
Outstanding	All objectives exceeded; Meets Teachers' Standards; Quality of teaching is excellent and exceed expectations; Pupil progress targets met or exceeded in full; Makes a valued contribution to a whole school initiative.	Two increments up to and not exceeding the maximum point

Good	All objectives met; Meets Teachers' Standards; Consistently good teaching; Good pupil progress evidenced.	One increment up to and not exceeding the maximum point
Requires improvement	Some concern about any or all of the following: <ul style="list-style-type: none"> <li>● Achievement of objectives</li> <li>● Teachers' Standards</li> <li>● Pupil progress</li> </ul>	No increase but support through appraisal and ongoing performance management to improve performance
Poor performance	Continued or significant concerns	No increase.

## 2. Upper pay range for teachers

The upper pay range within this school has three pay points UPS 1 to UPS3 in line with the advisory points set out at Annex 3 of STPCD and the schools pay scales.

The Governing Board has adopted the following upper pay range:

Upper Pay Range	FTE as of 01/09/2024
UPS1	£50,210
UPS2	£52,068
UPS3	£53,994

### 2.1 Application to be paid on the upper pay range

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 they wish to apply to be paid on the upper pay range.

Applications may be made once a year by no later than 31<sup>st</sup> August. Applications should be submitted to the Executive Headteacher or other person designated by them and must contain evidence from the past two years as to how you have met the criteria for progression to the Upper Pay Scale. Your application must be made in writing accompanied by the standard form as shown in Appendix A.

An application from a qualified teacher to progress to the upper pay range will be successful where they can demonstrate that they not only meet the Teachers' Standards, but are also highly competent in all elements of the standards and that their achievements and contribution to the wider school are substantial and sustained.

In this school, this means that, to achieve progression to this pay range, the Governing Board must be satisfied that the teacher meets the definition of substantial contribution set out below and there is evidence that this is sustained performance over two years:

All objectives are met and exceeded.

- Quality of teaching throughout the year is excellent/exceptional and consistently exceeds expectations.
- Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice.
- Acting as a role model for teaching and learning, playing a critical role in the life of the school.
- Enhanced and demonstrable contribution to raising pupil standards.
- A commitment to personal development and CPD focused on improving outcomes for students.
- Highly competent in all areas of the Teachers' Standards.

The application will initially be assessed by the Head of School and this assessment will be passed to the Executive Headteacher who will moderate all applications. The Executive Headteacher will then make recommendations to the Governing Board who will make the final decision based on their oversight of the process through the Pay Committee - normally held during October.

If successful, applicants will move on to the upper pay range with effect from 1<sup>st</sup> September of that academic year.

Ordinarily, a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances, the Executive Headteacher may recommend a higher salary based on:

- the nature of the post and the responsibilities it entails;
- the level of qualifications, skills, and experience of the teacher;
- market forces.

If unsuccessful, feedback will be provided in writing by the Executive Headteacher along with confirmation of the appeals process.

## **2.2 Pay progression for teachers within the upper pay range**

Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression no more than once a year and no application will be necessary. However, annual pay progression within the range is not automatic and decisions will be clearly attributable to the teacher's performance with reference to the appraisal process.

Upper pay range teachers will progress by one point until they reach the top of the range, if they can demonstrate and the Governing Board is satisfied that there is evidence from the required period of continuing to meet the criteria.

Additional progression up the range may be considered for upper pay range teachers where performance is judged to be exceptional, taking into consideration the criteria and where all objectives have been exceeded.

### 3. Pay range for unqualified teachers

The unqualified teacher pay range within this school is 6 pay points U1 to U6 in line with the advisory points set out at Annex 4 of STPCD and the schools pay scales.

An unqualified teacher does not hold qualified teacher status and may be, for example, an overseas trained teacher, student teacher or teacher trainee, or instructor.

The pay range for an unqualified teacher is:

Unqualified Teacher Pay Range	FTE as of 01/09/2024
UNQ1	£25,758
UNQ2	£28,252
UNQ3	£30,744
UNQ4	£32,947
UNQ5	£35,438
UNQ6	£37,932

#### 3.1 Pay progression for unqualified teachers

Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:

- all objectives are met;
- the quality of the teaching throughout the year is good;
- pupil progress targets achieved for all groups.

Additional progression will be considered for unqualified teachers who demonstrate:

- all objectives are met and exceeded;
- the quality of teaching throughout the year is considered excellent/exceptional and exceeds expectations;
- progress targets exceeded in the majority of groups or pupils.

## 4. Pay ranges for members of the leadership group

Pay ranges for the Executive Headteacher, and Senior Leadership Team, will be determined in line with STPCD for new appointments, where responsibilities significantly change or if circumstances require a review of the pay of leadership posts in line with STPCD. The pay range will consider all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including the skills and competencies required. Pay ranges will allow appropriate scope for performance-related progression over time.

### 4.1 The Executive Headteacher

The school will be assigned to a Headteacher group, calculated using its total unit score, in accordance with the STPCD.

The Governing Board has a statutory duty to assign a school group size and a pay range for the Executive Headteacher whenever it sees fit, e.g. when planning a new appointment or when there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a significant change in responsibilities for the Executive Headteacher.

The Governing Board will calculate the Headteacher group size each September and determine the appropriate Headteacher Pay Range (HPR) within the parameters of the current STPCD and with due regard to current Council guidance on Headteacher performance management and pay.

A new determination **must** be made should the Executive Headteacher post become vacant. The pay range will be determined which will not normally exceed the maximum of the Headteacher group, unless specific exceptional circumstances or the candidate warrant it, up to an additional 25%. Room will be allowed for progression.

Additional payments may be made to an Executive Headteacher for temporary responsibilities in addition to the duties considered for the determination of pay. The total sum of any temporary payments will not normally exceed 25% of the Executive Headteacher's annual salary.

In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the Headteacher group by more than 25%. Where this or other limits are exceeded and are being considered by the Governing Board, there must be wholly exceptional circumstances and that committee must make a business case to the full /governing body, who will seek external independent advice.

This school group range has been determined as Group 7 L24 - L39

Leadership Pay Scale	FTE as of 01/09/2024		Leadership Pay Scale	FTE as of 01/09/2024
L24	£91,602		L30	£105,479
L25	£93,779		L31	£107,995
L26	£96,000		L32	£110,573
L27	£98,281		L33	£113,228
L28	£100,623		L34	£115,928
L29	£103,013			

## 4.2 Heads of School and Assistant Headteachers

A pay range will be determined for any Head of School and Assistant Headteacher, considering how the role fits within the wider leadership structure of the school. The pay range will not exceed the maximum of the Headteacher Group for the school and will not normally overlap with the pay range of the Executive Headteacher, except in exceptional circumstances.

Assistant Headteachers point L8 to point L15 on the leadership scale.

The pay range for Assistant Headteachers is as follows:

Leadership Pay Scale	FTE as of 01/09/2024
L8	£63,117
L9	£64,593
L10	£66,152
L11	£67,762
L12	£69,239
L13	£70,873
L14	£72,531
L15	£74,239

Heads of School points L16 to L20 on the Leadership scale.

The pay range for Heads of School are as follows:

Leadership Pay Scale	FTE as of 01/09/2024
L16	£76,112
L17	£77,773
L18	£79,630
L19	£81,508
L20	£83,426

## 4.3 Pay progression for members of the Leadership group

Eligible members of the Leadership group will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the Leadership group member's performance with reference to the appraisal process.

Leadership group members will progress by one point until they reach the top of their range if they can demonstrate, and the Governing Board is satisfied, that there is evidence of sustained high quality of performance in school leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.

Additional progression may be considered for members of the Leadership group where performance is judged to be exceptional taking into account the criteria and where all objectives have been exceeded.

## 5. Teaching and Learning Responsibility (TLR) payments

TLR payments are as set out in the schools pay scales and in accordance with the minimum and maximum amounts in the STPCD.

Sherwood Park School uses TLR2b for our wider leaders.

The current pay amounts per annum are as follows:

TLR	FTE (per annum) as of 01/09/2024
TLR 3a	£675
TLR 3b	£3,344
TLR 2b	£5,628

## 6. Special Educational Needs (SEN) allowances

A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD and the schools pay scales.

In this school all Class Teachers are awarded the SEN1 allowance.

Class Teachers, who hold a Masters Qualification in an appropriate area of SEN, are awarded the SEN2 allowance.

The current pay amounts per annum are as follows:

SEN Allowance Range	£ per annum as of 01/09/2024
SEN 1	£2,679
SEN 2	£5,285

## 7. Early career teachers (ECTs)

In the case of Early Career Teachers (ECTs), whose appraisal arrangements are different, pay decisions will be informed by the statutory induction process.

Eligible ECTs will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the ECT's performance with reference to the statutory induction process including the outcome of the formal assessments.

Eligible ECT's may be awarded pay progression at the end of the first year of their induction period.

## **8. Part-time teachers**

Teachers who work less than a standard working week are deemed to be part-time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD.

The pay of part-time teachers will be determined in the same way and at the appropriate percentage of equivalent full-time teachers and any increase in pay will be paid pro rata to full-time equivalent salary rates.

## **9. Short-notice/supply teachers**

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. They will be paid the agreed rate for the job and are not subject to the appraisal process.

## **10. Pay protection/salary safeguarding**

Pay protection/salary safeguarding for teachers arising from changes to pay and structure will be in line with the provisions of STPCD.

## **11. Absence and pay progression**

Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.

The school will take into account the criteria set out in this policy, but use the period of time prior to the employee commencing their period of absence. In most cases, this will be the preceding year or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

## SECTION C: DETERMINING SUPPORT STAFF PAY

### 1. Pay reviews

The Governing Board will ensure that each member of support staff's salary is reviewed annually with effect from 1 April if eligible.

### 2. Salary scales

The salary scales used will be in accordance with the Green Book (National Joint Council for Local Government Services National Agreement on Pay & Conditions of Service) and school pay scales.

The Governing Board has adopted the Sutton Council Outer London pay spine for Support Staff.

Lunchtime Supervisor Assistant	FTE as of 01/04/2024
1	£27,345
2	£27,345
3	£27,729
4	£28,125
5	£28,521
6	£28,929

Teaching assistants can work their way from point 7 to point 15.

Senior teaching assistants start from point 12 up to point 20.

Teaching Assistants	FTE as of 01/04/2024		Teaching Assistants	FTE as of 01/04/2024
7	£29,346		14	£32,454
8	£29,763		15	£32,931
9	£30,189		16	£33,417
10	£30,630		17	£33,912
11	£31,074		18	£34,416
12	£31,524		19	£34,929
13	£31,986		20	£35,448

### **3. Job descriptions**

The headteacher, in conjunction with the line manager of the role, will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.

The job description will be reviewed as appropriate or when duties or responsibilities have changed and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-evaluated using the GLPC Job Evaluation Scheme. If it is re-evaluated, the post holder will be paid the new grade from a date determined by the headteacher. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

### **4. Basic pay determination on appointment**

The school will determine the grade for a vacancy prior to advertising it.

On appointment, the headteacher will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade).

However, such determinations may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- the qualifications, skills and experience held by the candidate;
- the current salary of the candidate (supported by evidence);
- market conditions;
- the wider school context and strategic priorities.

### **5. Incremental progression**

If the employee has more than six months' service in their role on 1 April, they are eligible for an increment, subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.

If the employee has less than six months' service in their role as at 1 April, the first increment will not be paid until six months after their appointment, subject to satisfactory service. Subsequent increments will be payable on 1 April each year in line with this policy.

Where staff are awarded a further increment on their scale they will receive confirmation in writing on the new salary and point by no later than 31st May.

Incremental progression is subject to satisfactory service and as such may be withheld where there are concerns about an employee's performance, such as achievement of objectives under the school's appraisal policy or wider performance concerns during the appraisal year. Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation in writing including the reasons and informing them of their right of appeal.

## 6. Honoraria

An honorarium may be paid on a temporary basis where an employee is offered and agrees to:

- undertake higher level work in addition to their normal duties
- 'act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave
- undertake a large volume of work in addition to their normal duties for a specified project/period of time

The Executive Headteacher will determine the amount of this payment. Where the employee is undertaking higher level work which is not equivalent to a higher graded post, a fixed sum will be agreed.

Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work, additional work or 'act up'.

The receipt of an honorarium does not carry with it any right to the continued payment or to the substantive post being covered once the need for the temporary arrangements to end. This should usually only be a temporary solution and the headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed-term basis or to consider whether the duties can be included in a new job description to be evaluated.

## 7. Appeals

A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section A, paragraph 3.5-3.6); however, the Green Book replaces STPCD.

## APPENDIX A: APPLICATION TO BE PAID ON THE UPPER PAY RANGE

To be submitted no later than 31st August:

If your application is successful, payment will be backdated to 1st September of the same year.

**FORM A:** Applicants subject to the 2012 Appraisal Regulations and submitting their two most recent Appraisal Statements under the Regulations

Teacher Details:

Surname:

First Name(s):

Teacher Reference Number (TRN):

Please provide details below if you are submitting Appraisal Statements from another school / Local Authority

Name and Address of School / LA	Date(s) of Employment	Name of Head Teacher or Service manager

Declaration by teacher

I confirm that I have read the guidance notes relating to the submission of this application and understand the Governing Board's policy and arrangements for dealing with applications to be paid on the upper pay range. I attach my appraisal statements from the past two years in accordance with the Governing Board's requirements.

Signed:

Name (BLOCK CAPS):

Date:

This application and attachments must be submitted to the Executive Headteacher, or other person designated by the Executive Headteacher to receive applications, by the stated deadline of 31st August.