



Pay Policy (Teachers) – Academic Year 2021/2022

School

Person Responsible: Samantha Steinke-Sanderson

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Next Review: September 2022

1 Scope

The Policy does not apply to teachers on the leadership pay scale. It covers all other teachers, to include those working part time, on fixed term contracts, on maternity leave or on long term sick leave.

The Policy sets out the basis on which St Elizabeth's School ("the School") determines teachers' pay, dates relating to annual pay decisions, and the procedure for determining appeals.

It covers pay, allowances and additional payments.

2 Introduction

The Pay Policy ("the Policy") sets out the framework for making decisions on teachers' pay. It has been developed from the model published by the Department of Education, taking into account the particular governance structures within the St Elizabeth's Centre ("the Centre"). It takes into account the School Teachers' Pay and Conditions Document ("the Document") and follows requirements of relevant legislation, for example, legislation on equality, employment protection and data protection.

[School teachers pay and conditions document 2021 and guidance on school teachers pay and conditions Gov.pdf](#)

As determined by the Document, pay progression is not automatic, and will depend on performance. The School's appraisal process is the means by which performance is assessed.

The Policy aims to:

- Cautiously improve: Leadership, Safeguarding and the Quality of Education
- Maximise the quality of teaching and learning at the School;
- Support the recruitment and retention of a high quality teacher workforce;
- Enable the school to recognise and reward teachers appropriately for their contribution to the School;
- Ensure that decisions on pay are managed in a fair, objective and transparent way.

Pay decisions at the School are made the Pay Committee on behalf of the Governing Body in accordance with the Pay Committee's Terms of Reference [Terms of Reference update December 2021.docx](#)

Pay decisions will be in line with School policies, and where applicable, Centre wide policies.

3 Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September to the end of term. Salary reviews will be based on a teacher's performance at the School, as assessed within the School's appraisal process. All teachers will be given a written statement setting out their salary and any other financial benefits to which they are entitled.

Pay reviews may take place at other times of the year where there have been significant changes in circumstances, or to a job description i.e. significant changes that directly affect the basis for calculating an individual's pay.

A written statement of determination will be provided after any review. Where applicable the statement will give information about the basis on which the determination was made.

Where a pay determination leads, or may lead, to the start of a period of salary protection (also known as "safeguarding"), notification will be given as soon as possible.

4 Basic Pay – Determination on Appointment (Qualified Teachers)

The Pay Committee, Chair, Principal and/or Head of School will determine the pay range for a vacancy prior to it being advertised. It will also determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- the School's context and structure;
- market conditions;
- the wider context relating to the Centre.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous School.

Where appropriate, pay determinations for new appointees will include consideration of the following principles:-

When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the teacher will be paid on the Main Pay Range. The award of discretionary pay above the minimum point of the Main Pay Range will be considered as follows:-

- service as a qualified teacher in a maintained school, Academy, City Technical College or independent school;

- service as a qualified teacher in higher education or further education to include sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
- non- teaching experience when working in an relevant area as determined by the Pay Committee which may include industrial and commercial training, time spent working in an occupational relevant to the teachers' work at the School, and experience with children/young people.

The School will pay classroom teachers who are “post threshold teachers” as defined by the 2012 STPCD, on the Upper Pay Range.

Pay determination at appointment is not subject to the School's formal appeals process. If agreement on pay is not reached between the successful applicant and the School at offer stage, the applicant is free to decline an employment offer.

Consideration relating to the determination of pay for unqualified teachers at appointment is given in appendix A.

The School's pay scales are given as appendix A.

5 Pay Progression – Determination Based on Performance

Decisions about all pay progression ie increase in basic salary to include movement up the appropriate pay scale, are based on performance. At St Elizabeth's, the appraisal process is the means by which performance is assessed.

At the School, all teachers receive regular, constructive feedback on their performance. Teachers are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Teacher Appraisal and Capability Policy.

Decisions regarding pay progression will be made with reference to a teacher's appraisal reports, relevant performance criteria, and the pay recommendations that the appraisal contains.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessment of performance will be properly rooted in evidence demonstrating the extent to which teachers have met their individual appraisal objectives within the context of the Teacher Standards, It also includes an assessment of individual contribution to: -

- Impact on pupil progress;
- Impact on wider outcomes for pupils;
- Improvement in specific elements of practice eg behaviour management, lesson planning;
- Impact on improved effectiveness of teachers or other staff;
- Wider contribution to the work of the School, or to the work of the Centre.

And (see Policy on Teacher Appraisal and Capability) evidence may include: -

- Lesson observations;
- Learning walks/drop in sessions;
- Tracking learner progress;
- Feedback from parents, learners and staff teams;
- Supervision records;
- Teacher self-assessment against National Professional “Teacher Standards”;
- Additional areas of responsibility.

All teachers at St Elizabeth’s are expected to consistently and effectively:

- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes for pupils;
- Demonstrate good subject knowledge and good curriculum knowledge;
- Plan and teach well-structured lessons;
- Adapt teaching to respond to the strengths and needs of all pupils;
- Make accurate and productive use of assessment;
- Manage behaviour effectively to ensure a good and safe learning environment;
- Fulfil wider professional responsibility;
- Demonstrate consistent high standards of person and professional conduct.

The Head of School makes individual teacher recommendations on pay to the Pay Committee. The Pay Committee ultimately determines all pay.

All recommendations relating to pay, will be moderated through the appraisal countersignature process, through the School wide pay overview process (carried out by the Head Teacher), along with the final consideration process of the Pay Committee.

Rates of pay progression will be differentiated according to an individual teacher’s performance, and will be on the basis of a combination of absolute and relative criteria.

At the School, progression between points M1 to M6 is normally in single incremental points, subject to performance being determined as exceptional. For teachers whose performance is determined as good, revalorisation of salary and allowances will be applied.

Progression from U1 to U2, and U2 to U3 will be by application by the teacher in a separate process - see 5 below.

As soon as practicable at the start of each academic year in the context of the national range values the School's Pay Committee will set the value of each of the School's scale points from 1st September, and determine how good and exceptional performance will be reflected in any salary increase. See appendix A

Any and all pay increase is performance related, and subject to a performance determination of "good" or "exceptional". There is no automatic right to a "cost of living" uplift award (salary scale revalorisation).

It will be possible for a "for development" pay determination to be made without recourse to the capability procedure.

Every effort will be made to minimise the impact of this process on the workload of individual teachers, line managers and the Head Teacher.

When determining pay, the Pay Committee will have regard to the appraisal report and take into account advice from the Head of School and the Director of Education and Skills of the St Elizabeth's Centre. The Governing Body will consider its approach in the context of the school's budget, and that of the Centre, and ensure that appropriate funding is allocated for pay progression at all levels.

A teacher must have one full academic year in post prior to being eligible for consideration for a pay increase at the next pay cycle within the School. However, where a national pay increase has been published and applied retrospectively, new appointees to the School will normally have the School's uprated pay scales applied to them (at the discretion of the Pay Committee), backdated to their appointment date.

Movement to, and within, the Upper Pay Range

5.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range, and once employed by the School on the Upper Pay Range, apply for progression. All applications will 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, or apply for progression.

Applications may be made once a year and should be submitted to the Head of School on or before 31st October.

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, or apply for progression. St Elizabeth's will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria. Applications should contain evidence from the last 2 years teaching. The two years need not be consecutive, allowing for reasonable breaks in teaching practice where a teacher has been absent from work due to maternity leave or pregnancy, or has had an extended period of sickness absence. There is no standard form to be used.

5.2 The Assessment

An application from a qualified teacher to move to the Upper Pay Scale, or progress within the Scale, will be successful where the Governing Body is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant Teachers Standards (and/or any other relevant standards); and
- (b) the teacher's achievements and contribution to the School are substantial and sustained.

For the purposes of this pay policy:

- 'highly competent' means exemplary practice, specifically performance that is *good* enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- 'substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a

distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and

- 'sustained' means maintained continuously over an extended period e.g. 2 or more school year(s).

Initial assessment of an application will be carried out by the Head Teacher. Final determination on an application will be by the Pay Committee.

5.3 Processes and procedures

Assessment of applications will be made before the end of the Spring term half term.

If successful, applicants will move to the Upper Pay Range/move within the Upper Pay Range, from 1st September in the academic year following the application.

The Pay Committee will determine where on the upper pay range each applicant is placed based on considerations to include: -

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

If unsuccessful, verbal feedback will be provided by the Head of School within 10 working days of the decision. The formal written outcome will be sent within 20 working days.

The appeal process is detailed in section appendix C.

6 Discretionary Allowances and Payments

TLR, SEN and other allowances as determined by the Pay Committee are given as appendix B

6.1 Teaching and Learning Responsibility Payments (TLRs)

6.1.1 A TLR 1 or 2 is awarded to a classroom teacher who holds a permanent TLR post identified in the School's staffing structure which requires the teacher to undertake a sustained additional responsibility for which he/she is accountable.

6.1.2 Before awarding any TLR the Pay Committee must be satisfied that the teacher's duties include a significant responsibility that is not routinely required of other classroom teachers and that the teacher's duties are:-

- a) Focussed on teaching and learning;
- b) Requires the exercise of a teacher's professional skills and judgement;
- c) Requires the teacher to lead, manage and develop a subject or curriculum areas; or to lead and manage pupil development across the curriculum (excepting TLR 3);
- d) Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) Involves leading, developing and enhancing the teaching practice of other staff (excepting TLR 3); and
- f) In addition, before awarding a TLR 1 award, the Pay Committee must be satisfied that the significant responsibility held includes line management responsibility for a significant number of people.

6.2 Special Educational Needs allowances (SEN)

6.2.1 All teachers at the School work directly with children with special educational needs. Accordingly, a SEN allowance is awarded to all classroom teachers at the School.

6.2.2 The Pay Committee will determine the value of each allowance, taking into account the structure of the School and other relevant factors which may include: whether SEN qualifications are required; the expertise of the teacher as directly relevant to the post; the relative demands of the post.

6.3 Other Additional Payments/Allowances

The Pay Committee may make additional payments/allowances to a teacher in respect of exceptional responsibilities or activities as proposed by the Head Teacher. For example: -

- Continuing professional development undertaken outside the school day;
- Participation of out of school hours learning activities as agreed by the teacher and the head teachers;

Or for recruitment / retention purposes.

Any such payments will be laid out in writing along with the review date after which the payment will be withdrawn.

7 Part Time Teachers

Teachers employed on an ongoing basis at St Elizabeth's, but who work less than a full working week are deemed to be part-time. The Governing Body will ensure they have 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.

Part time teachers will be paid the pro rata percentage of the appropriate full time equivalent salary, along with the same percentage of any allowances they are awarded. Any additional hours in worked by agreement their substantive role will be paid at the same rate.

A TLR 1 or TLR 2 awarded to part time teacher will be paid pro rata in proportion of the teacher's part time contract. The pro rata principle does not apply to a TLR3 awarded to a part time teacher.

8 Supply Teachers/Short Notice 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 with reference to the average directed time of an equivalent full time teacher i.e. 6.5 hours per day.

9 Pay Increases arising from changes to the Document

Teachers on the minima of the pay range will have their salary uplifted by the increase to the national pay framework. All other teachers will not automatically have their pay increased in accordance with uplifts to the Document. Individual increases will be on the basis of performance and in line with the criteria for pay progression set out in this policy.

10 Pay Protection

Pay Protection (Safeguarding) arrangements will be applied according to the provisions of the Document.

11 Equal Opportunities

The Governing Body will ensure that all decisions relating to pay are taken within the context of all relevant legislation and St Elizabeth's equalities policies, and will provide genuine equality of opportunity for all staff, irrespective of gender, race, religion or belief, age, sexuality or religion.

12 Governance

The Governing Body of St Elizabeth's School adopted this policy on 8th December 2021.

Other Relevant Policies and Information:

- Appraisal and Capability Policy (Teachers)
- Leadership Pay Policy (Teachers)

Appendix A – 2020/2021 Pay

Pay: -

1. Satisfactory performance – revalorisation applied
2. Exceptional/Exceeded performance – one-point incremental progression M1 – M6

1 Main Pay Range and Upper Pay Range

The Governing Body has established the following pay scales for teaching posts paid on the Main Pay Range and the Upper Pay Range: -

Main Pay Range	
M1	£26,948
M2	£28,828
M3	£30,883
M4	£32,999
M5	£35,307
M6	£38,174

Upper Pay Range	
U1	£39,864
U2	£41,295
U3	£42,780

2 Unqualified Teachers

The Pay Committee has established the following pay scale for unqualified teachers. An unqualified teacher is: -

- Trainees working towards qualified teacher status (QTS); or
- Overseas trained teachers.

At St Elizabeth's, pay for instructors are determined in accordance with the normal pay and grading processes operated by the Centre ie pay for instructors is out with the scope of this Policy.

Pay at appointment will be determined as the minimum point, subject to consideration of the application of the following which may be taken into account at the discretion of the Head Teacher when determining a salary offer: -

- a recognised overseas teaching qualification;
- a recognised post 16 teaching qualification
- a recognised qualification directly relevant to the subject area

- service as an overseas trained teacher
- service teaching in further education, including sixth form colleges
- service teaching in higher education
- time spent outside teaching but working in a directly relevant area;

The Pay Committee may, at its discretion, award an allowance to an unqualified teacher who takes on sustained additional responsibility which is: -

- Focussed on teaching and learning; and
- Requires the exercise of a teacher’s professional skills and judgement; or
- Where the individual has qualifications or experience which bring added value to the role being undertaken.

Unqualified teachers may not hold TLR payments or SEN allowances.

Unqualified Teachers Pay Range	
Minimum	£19,363
Maximum	£29,924

3 Leading Practitioner Teacher Posts

St Elizabeth’s does not have any Leading Practitioner posts.

Appendix B

Discretionary Allowances and Payments – 2020/2021

1 Teaching and Learning Responsibility Payments (TLRs)

The values of the TLRs which can be awarded are set out below.

	MIN	MAX
TLR 2	£2,873	£7,017
TLR 1	£8,291	£14,030

Before awarding any TLR1 or TLR2 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 it: -

- is focused on teaching and learning; and
- requires the exercise of a teacher's professional skills and judgement; and
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum; and
- 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 payment, the Pay Committee must be satisfied that the sustained, additional responsibility referred to above includes line management responsibility for a significant number of people.

A TLR1 and TLR2 payment cannot be paid concurrently.

The Pay Committee can award a fixed term TLR3 payment to a teacher for clearly time-limited school improvement projects or one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. TLR3 payments do not attract pay protection and can be paid concurrently with a TLR1 or TLR2 payment.

2 Special Educational Needs Allowances

The annual value of an SEN allowance is given below: -

SEN 1 MIN	£2,270
SEN 2 MAX	£4,479

The value of SEN allowances in payment will be reviewed each year to ensure that the appropriate amount is paid. If payments are reduced, safeguarding will be paid in the usual way.

3 Other Discretionary Payments

3.1 Continuing Professional Development

The Pay Committee may determine to make a payment as it sees fit to a teacher in respect of continuing professional development voluntarily undertaken outside the school day.

3.2 Recruitment and Retention Incentives and Benefits

The Governing Body may pay recruitment or retention awards to teachers for a maximum of one year. This payment will be reviewed annually, and may be extended.

The Governing Body may offer further recruitment and retention benefits, for example support for travel costs, care of dependants etc.

Appendix C

Appeals

A teacher has a right to seek a formal review of any pay determination, excepting applicants at the pre-employment (offer) stage.

Wherever possible every effort should be made to resolve an appeal informally, facilitated by the Head of School or Principal, before a formal appeal process commences.

Formal appeals, to include a decision not to move a teacher to the upper pay range, will comprise two stages:

1. An appeal directly to the person (or committee) which made the original determination to review the decision made: and then
2. An appeal to a Governor appeal panel.

Reasons for seeking a review of a pay determination would normally be that the person or committee by whom the decision was made: -

- Incorrectly applied a provision of the School's Pay Policy, or the Document;
- Failed to take proper account of relevant evidence; or
- Took account of irrelevant or inaccurate evidence;

The second stage, Governor Appeal Panel, will comprise a minimum of 2 governors from the School and/or St Elizabeth's College not previously involved in the decision. The members will be as determined by the Chief Executive of the Centre

At formal meetings the appellant may be accompanied by a colleague or trade union representative.

Process

1 First Formal Appeal (Stage 1)

The appellant sets down, in writing the grounds for questioning the pay decision and provides supporting evidence. This information is submitted to the Principal within 10 working days of notification of the original decision/recommendation.

The Principal will convene a first formal appeal meeting, normally within 20 working days, comprising of the determining person or committee and the appellant.

The appellant will have the opportunity to make further representations to the determining person or committee in person.

The determining person or committee will reconsider their decision in the context of the information provided by the appellant, and determine whether or not the original decision stands.

The outcome will be notified to the appellant in writing within 20 working days of the appeal hearing.

Second Formal Appeal (Stage 2)

If the appellant is not satisfied with the outcome of the first formal appeal, he/she may appeal to the Governors.

Notification of an appeal should be submitted in writing to the Director of Education.

The appellant and the decision maker / representative of the decision making body, will both have the opportunity to make representations in person.

All evidence to be relied on should be provided to the appeal panel members no later than 5 working days before the date of the appeal hearing.

Conduct of the Appeal

- Chair introduces those present
- Chair invites the employee to present their appeal case;
- Chair invites the representative of the School to ask questions of the employee
- Chair invites the other members of the panel to ask questions of the employee, and may ask them his/herself should he/she wish
- Chair invites the representative of the School to respond to the case as presented
- Chair invites the employee to ask questions of the employer
- Chair invites the other members of the panel to ask questions of the School, and may ask them his/herself should he/she wish
- Chair invites the employee to summarise their case
- Chair invites the employer to summarise the case
- Panel withdraws to consider the evidence
- Outcome notified to the employee and the School's representative in writing, normally within 10 working days of the appeal hearing.

Appendix D

Leadership Pay page

Next review date: September 2022