Chetwynd Junior School Pay Policy

2025/26

The model pay policy provides a framework to be adapted by individual schools to suit their own circumstances. The model policy is reviewed annually in line with the Government consultation on the School Teacher's Pay & Conditions. It is recommended for adoption by all community and voluntary controlled schools, where Warwickshire County Council is the employer.

This policy should be read in conjunction the School Teacher's Pay and Conditions Document (September 2024) and Managing Teachers and Leaders Pay (July 2024)

In developing this policy Warwickshire County Council has sought the views of the Teacher Trade Unions and associations and has given reasonable consideration to the representations they have made. Any further changes will be subject to further consultation with all parties.

Date Issued: May 2025
Reviewer: Workforce Relations
Protective Marking: Not protectively marked

In Support of Learning
HR and Payroll Service

In Support of Learning
HR and Payroll Service

Contents

1. Introduction and Aims 4
2. Roles and Responsibilities 5
3. Pay Review Period 6
4. Procedure for Pay Reviews 6
5. Pay Determination on Appointment 7
6. Pay Progression Classroom Teachers 7
7. Movement to Upper Pay Range 7
8. Process for applying to the Upper Pay Range 8
9. Upper Pay Range determinations 8
10. Notification of Pay Determination 9
11. Appealing Pay Determinations 9
12. Pay Protection (Known as Safeguarding) 9
13. Additional Payments 10
14. Allowances and Other Payments 10
15. Pay of Specific Groups 11

15.1. Head Teacher Pay 11
15.2. Deputy / Assistant Head Teachers 12
15.3. Leading Practitioner Posts 13
15.4. Unqualified Teachers 13
15.5. Part-time Teachers 13
15.6. Short Notice / Supply Teachers 13
15.7. Support Staff 14

Appendices 15

1. School Staffing Structure ....Error! Bookmark not defined.
2. Forms for Pay Recommendations ....Error! Bookmark not defined.
3. Terms of Reference for Pay Committee ....Error! Bookmark not defined.

1. Introduction and Aims

1.1 **The Governing Body of Chetwynd Junior School adopted this policy on July 14th 2025** in accordance with the requirements of the School Teachers' Pay and Conditions Document ("STPCD). This policy has been agreed by the **(Pay committee)** of the Governing Body following consultation with staff and the recognised trade unions. The **(Pay committee)** has full authority to take decisions on behalf of the Governing Body on pay matters as defined in this policy.

1.2 In adopting this pay policy our aim is to:

- achieve excellent outcomes for all pupils,
- support the recruitment, development and retention of a high-quality teacher workforce,
- ensure teachers have the skills and support to do their job effectively,
- enable the school to recognise and reward teachers appropriately for their contribution to the school,
- ensure that decisions on pay are justified and managed in a fair, equitable and transparent way which avoids any potential discrimination taking into consideration relevant legislation including the Equality Act 2010.

1.3 The School Pay Policy sets out the basis on which teachers' pay is determined including the date by which the Teachers' annual pay review will be considered; and the procedures for determining appeals.

1.4 The Governing Body is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

1.5 This policy is based on a whole school approach to pay issues. The Governing Body will exercise its discretionary powers using fair, transparent, and objective criteria in order to secure a consistent approach in school pay decisions and that there is no discriminatory effect on any teacher or group of teachers with a protected characteristic under the Equality Act 2010.

1.6 The Governing Body also recognises its responsibilities in relation to other relevant legislation that affects all employers (for example, that which relates to employment protection and data protection), and will ensure that all pay-related decisions are taken equitably and fairly in compliance with statutory requirements.

1.7 Pay decisions will take account of the resources available to the school and will consider local recruitment and retention needs.

1.8 The school staffing structure will support the school improvement plan and is published as an appendix to this policy. Any subsequent changes to the staffing structure will be subject to consultation.

1.9 In determining the school staffing structure governing bodies should have consideration of the need to recognise accountability and job weight, in determining pay in order to both; support the attraction and recruitment of good quality candidates and retain and motivate such employees within the school. The Governing Body recognises the impact their decisions may have on other schools where Warwickshire County Council is the employer. Where it is considered that there are circumstances at the School that justifies a position which varies from the advice given by the LA, the reason for that decision will be clearly documented, including the preparation of a job and person specification for each post.

2. Roles and Responsibilities

2.1. The Governing Body will:

2.1.1. Fulfil its obligations to:

- **Teachers**: as set out in the School Teachers' Pay and Conditions Document (the Document also known as STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').

- **Support staff**: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.

2.1.2. Consider advice offered by the Local Authority (LA) before making any decisions on pay discretion and will be sensitive to the impact of its decisions on our own and other schools.

2.1.3. Follow the advice/guidelines of the LA on any national and/or local pay and conditions agreements (e.g. single status). The reason for any departure from the advice offered by the LA will be identified objectively and clearly documented.

2.1.4. Ensure that all staff are made aware of the existence of this policy and have ready access to a copy of it.

2.1.5. Consider any updated pay policy and assure themselves that that their pay decisions can be objectively justified.

2.1.6. Ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plan.

2.1.7. Monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers and to assess its effect and the school's continued compliance with equalities legislation. In order to assist with the development of the Pay Policy and associated best practices, the Governing Body through the head teacher will ensure a transparent and informed monitoring process.

2.2. The head teacher will:

2.2.1. Ensure that each member of staff is provided with a job description prior to commencement in accordance with the staffing structure agreed by the Governing Body. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

2.2.2. Develop clear arrangements for pay progression and consult with staff and school union representatives on relevant policies;

2.2.3. Submit updated appraisal and pay policies to the Governing Body for approval;

2.2.4. Ensure that effective appraisal arrangements are in place, enabling and that any appraisers have the knowledge and skills to apply procedures fairly;

2.2.5. Submit any updates to the School Pay Policy to the Governing Body and ensure the Governing Body has sufficient information upon which to make pay decisions;

2.2.6. Ensure reasonable access for individual members of staff to their own employment records and that records are stored and maintained in line with General Data Protection Regulations (GDPR).

2.3. A teacher will:

2.3.1. Engage with all aspects of the Pay Review process.

3. Pay Review Period

3.1. All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The Governing Body will endeavour to complete the pay review process without undue delay and by 31 October for teachers or 31 December for Headteachers.

4. Procedure for Pay Reviews

4.1. The Governing Body will determine the annual pay budget on the recommendation of the Pay Committee.

4.2. The Governing Body has delegated its pay powers to the Pay Committee. Any person employed to work at the school, other than the Head Teacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

4.3. No member of the Governing Body who is employed to work in the school shall be eligible for membership of this committee.

4.4. The Pay Committee will be attended by the Head Teacher in an advisory capacity. Where the Pay Committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

4.5. The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. As a minimum the recommended considerations within the terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body;
- to recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised;
- to work with the Head Teacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

4.6. The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

5. Pay Determination on Appointment

5.1. Advertising Arrangements

Full information about vacant or promoted posts, both permanent and where practical temporary posts, will be made known to staff, in accordance with the School Appointments Procedures, in time for them to apply for posts for which their experience and qualifications are appropriate.

5.2. Pay on Appointment

The Governing Body will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.

The Governing Body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice, but in any event the Governing Body will address the issue of pay portability in the appointment.

6. Pay Progression Classroom Teachers

6.1. 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 and, if so, to what salary within the relevant pay ranges. (**See School Teachers Pay and Conditions Document** (STPCD.))

6.2. Warwickshire County Council acknowledges that many of our schools already use automatic annual incremental progression for Main Scale teachers and we would encourage this approach within the maximum of the pay range unless the teacher is subject to the formal Capability process. Pay progression will be immediately reinstated at the point of successfully exiting a formal capability process.

6.3. The Pay Committee will provide a written pay recommendation to the Governing Body for every teacher following the outcome of the School's appraisal arrangements.

6.4. Movement to Upper Pay Range

6.5. Any qualified teacher can apply to be paid on the Upper Pay Range and all applications will be assessed in line with this policy.

6.6. 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(s). This school will not be bound by any pay decision made by another school.

6.7. All applications must include the results of reviews or appraisals under the 2011 or 2012 regulations, (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria).

6.8. In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build an appropriate evidence base to support their application.

6.9. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, maternity, or long-term parental leave, may cite

written evidence from a 3-year period before the date of application, from this school and other schools, in support of their application.

7. Process for applying to the Upper Pay Range

7.1. The closing date for applications is normally **October 31st** each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

7.2. The process for applications is as follows:

- Complete the school's application form;
- Submit the application form (**From Headteahcer**) and supporting evidence to the head teacher by the cut-off date of 31/10/25 or 26)
- The appraiser will assess the application, which will include a recommendation to the Pay Committee of the relevant body;
- The application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the appraiser;
- The Pay Committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application by December 5th 2025 / 26 Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- If requested, oral feedback will be provided by the appraiser. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.

8. Upper Pay Range Determinations

8.1. In order to be successful applications from qualified teachers will be deemed successful only where the Governing Body is satisfied that, (as stated in 15.2 of the STPCD);

- 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.

In this school, this means:

"**highly competent**": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

"**substantial**": the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

"sustained": the teacher must have had two consecutive successful appraisal reports in this school and have met their objectives during this period (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and consistently meets and exceeds the standards required.

8.2. The evidence base submitted by the teacher should demonstrate that they have had two consecutive successful appraisal reviews in the school and have made good progress towards objectives.

8.3. Pay progression on the Upper Pay Range will be clearly attributable to the overall performance of the individual teacher. In determining overall performance reasonable consideration should be given to whether factors are within the teacher's control. The Pay Committee will be advised by the head teacher in making all such decisions and will be able to objectively justify its decisions.

8.4. Subject to moderation of the head teacher/Pay Committee, classroom teachers will be awarded pay progression on the Upper Pay Range following two consecutive successful performance management/appraisal reviews. Reviews will be deemed to be successful unless specific concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and these concerns have not been sufficiently addressed by the teacher through support provided by the school by the conclusion of that process.

8.5. Where it is clear that the evidence shows the teacher continues to maintain the criteria set out above, and has met their objectives, the teacher will move to the second point on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

8.6. Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out in 8.1, and where the teacher has met or exceeded their objectives, the Pay Committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of the Upper Pay Range.

8.7. Further information, including sources of evidence is contained within the school's appraisal policy.

9. Notification of Pay Determination

9.1. Decisions will be communicated to each member of staff by the Head in writing in accordance with paragraph 3.4 of the STPCD and will set out the reasons why decisions have been taken.

9.2. Where an application is made by a teacher to move to the upper Pay Range, and they are successful they will move to the minimum of the Upper Pay Range on 1 September of the following academic year.

9.3. Decisions on the pay of the head will be communicated by the Pay Committee, in writing, in accordance with paragraph 3.4 of the STPCD. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

10. Appealing Pay Determinations

10.1. The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the STPCD.

10.2. Appeals against **all** pay determinations must be made in writing and addressed to the Pay Committee of the Governing Body. Upon receipt a panel of governors will convene a meeting to consider the appeal. Employees have the right to be represented by a recognised trade union or colleague. A written invitation and a minimum of ten working days' notice will be given.

10.3. The decision of the panel will be confirmed in writing. There is no further right of appeal.

11. Pay Protection (Known as Safeguarding)

11.1. Where a pay determination leads or may lead to the start of a period of pay protection (known as safeguarding in STPCD), the Governing Body will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

12. Additional Payments

12.1. In accordance with paragraph 26 of the STPCD, and on the recommendation of the Pay Committee, advised by the Head; the Governing Body may make payments as they see fit to a teacher, including a head teacher 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 hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools.

12.2. Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary for the Academic Year 2023/24.

13. Allowances and Other Payments

13.1. Discretionary Pay Awards

If the evidence shows that a teacher has exceptional performance, the Governing Body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of [£1000]. Teaching should exceed the standards required.

13.2. Teaching and Learning Responsibility Payments

The Pay Committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the STPCD. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20. The Pay Committee may award a TLR3 in accordance with paragraph 20.3 of the STPCD.

13.3. Special Needs Allowance

The Pay Committee will award an SEN allowance in accordance with paragraph 21 of the STPCD.

13.4. Recruitment and Retention Incentive Benefits

The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27.2 of the STPCD).

The Pay Committee will consider exercising its powers where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Governing Body will, nevertheless, conduct an annual formal review of all such awards.

In relation to a head teacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Governing Body choose to use the 'wholly exceptional circumstances' discretion. The Governing Body will not award a recruitment or retention payment under paragraph 27.2 if they have

already made an award under paragraph 11.1 or have taken such reason (recruitment or retention) into account when determining the heads' individual pay range.

A salary advance scheme for a house rental deposit may be one of a number of tools that schools may wish to consider using to support recruitment and retention.

13.5. Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the STPCD.

14. Pay of Specific Groups

14.1. Head Teacher Pay

14.1.1. Pay on Appointment

For new appointments the Governing Body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the head teacher in accordance with paragraph 9 of STPCD
https://www.gov.uk/government/publications/school-teachers-pay-and-conditions

- the Pay Committee will determine the school's head teacher group and the head's Individual pay range in accordance with STPCD paragraphs, 6 (mainstream school), paragraphs 7, (special school), 8 and 9;
- if the head teacher takes on permanent accountability for one or more additional schools, the Pay Committee will set a pay range in accordance with the provisions of STPCD paragraphs 6.6 or 7.9.
- whilst no longer a statutory requirement, in setting pay on appointment the Pay Committee will also take consideration of any other permanent payments made to staff within the school between posts of differing responsibility and accountability;
- the Pay Committee will consider exercising its discretion under STPCD paragraph 9.2 to 9.4 in determining the headteachers pay range, in order to secure the appointment of its preferred candidate.
- the Pay Committee will consider exercising its discretion to award a discretionary payment under STPCD paragraph 10 where the Governing Body consider the school would have difficulty recruiting to the vacant head teacher post;
- The Pay Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in STPCD paragraph 10.2. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice before providing such agreement.

14.1.2. Serving Head Teachers

The Governing Body will determine the salary of a serving head teacher in accordance with paragraph 6 (mainstream school), paragraph 7 (special school),8 and 9 of the STPCD.

- the Pay Committee will review the head teacher's pay in accordance with paragraph 11 of the STPCD and award one or more performance points (no longer a limit of two) where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in

the head teacher's most recent appraisal report.

- the Pay Committee may determine the head's pay range, within the group range for the school, as at 1 September or at any time if they consider it is necessary under STPCD (paragraph 9, of section 3 guidance);

- if the head teacher takes on temporary accountability for one or more additional schools, the Pay Committee will consider awarding a discretionary payment under STPCD paragraphs 10.

- the Pay Committee will consider the use of discretionary payments, as per the provisions of STPCD paragraphs 10.1 to 10.4.

- The Pay Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in STPCD paragraph 10.4. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice before providing such agreement.

14.2. Deputy / Assistant Head Teachers

14.2.1. Pay on Appointment

The Governing Body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the Pay Committee will determine a pay range in accordance with paragraph 9.2 to 9.4 of the STPCD, taking account of the role of the deputy/assistant head teacher set out at paragraph 48.1 and 48.2 of the STPCD;

- the Pay Committee will record its reasons for the determination of the deputy/assistant head pay range.

- the Pay Committee will exercise its discretion under paragraph 27 of STPCD where there are recruitment issues.

14.2.2. Serving Deputy / Assistant Head Teachers

- the Pay Committee will review pay in accordance with STPCD paragraphs 11.1 to 11.2 and award one or more points (no longer a limit of two) where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report;

- the Pay Committee will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant head teacher (STPCD paragraph 9.2 and paragraph 10 of Section 3 guidance);

- the Pay Committee may determine the deputy head pay range at any time but should have regard to the effects on recruitment and retention where pay differentials are not maintained.

In Support of Learning
Wes
HR and Payroll Service
In Support of Learning
Wes
HR and Payroll Service

14.3. Leading Practitioner Posts

The Governing Body will take account of paragraph 49 of the STPCD when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include: Further guidance on the role of Leading Practitioner are provided in '**Managing Teachers and Leaders Pay**'.

14.3.1. Pay on Appointment

The Pay Committee will determine a pay range for each leading practitioner post in accordance with paragraph 16 of the STPCD if such a role becomes necessary.

14.3.2. Pay Determination for Leading Practitioners

The process for pay determination will follow the School's normal approach for Teachers taking into account the relevant Leading Practitioner responsibilities.

14.4. Unqualified Teachers

14.4.1. Pay on Appointment

The Pay Committee will pay any unqualified teacher in accordance with paragraph 17.1 of the STPCD. The Pay Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The Pay Committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.1 of the STPCD.

14.4.2. Pay Determination for Unqualified Teachers

The process for pay determination will follow the School's normal approach for Teachers taking into account the relevant Unqualified Teacher responsibilities.

14.5. Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governance board will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a fulltime teacher in an equivalent post.

The Governing Body will apply the relevant provisions of the STPCD in relation to part-time teachers' pay and working time.

14.6. 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.

Teachers to whom paragraph 42.1 applies and who is employed by the authority throughout a period of 12 months beginning in August or September must not be paid more by way of remuneration in respect of that period than would have been paid had the teacher been in regular employment throughout the period.

14.7. Support Staff

The Pay Committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The Pay Committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the Pay Committee consider appropriate for the post. In reaching its determination, the Pay Committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in section 16 of this Policy and further detail can be found in the Pay Policy Guidance Document.

14.7.1. Grading

An appropriate salary grade will be allocated to all support staff posts at the school. Due regard shall be taken of any advice from the LA on grading matters. A job description and person specification shall be prepared for each post. This will either be based upon a generic job descriptor written by the LA or, where the post is considered to be unique, the post shall be submitted to the LA for an evaluation exercise to be completed. Before filling vacancies of existing posts, where duties and responsibilities have altered, the grade of that post shall be reviewed in line with LA guidance.

Existing posts will be reviewed where there is a significant change in the duties and responsibilities attached to that post or where a serious grading anomaly with a substantially similar post is alleged to exist. If appropriate, advice will be sought from the LA.

Responsibility for the grading of support staff posts is delegated to the head teacher/ Pay and Personnel Committee.

14.7.2. Starting Salary for New Appointments

Appointments will normally be made at the first point of the appropriate nationally agreed scale. However, where the qualifications and experience of the successful applicant merits consideration of a higher entry point, this will be examined and, if appropriate, a higher starting salary may be paid.

14.7.3. Accelerated Increments

The Governing Body believes that all staff should progress by normal incremental credit to the maximum of their salary grade (where applicable.) Discretionary provision for accelerated increments will only be used on the grounds of special merit or ability, e.g. where specific qualifications or additional skills are acquired and utilised which will have a significant effect on an individual's ability to perform within the job currently held.

14.7.4. Temporary Additional Duties

The Governing Body will follow the practice of the LA with respect to the allocation of higher salary payments where the duties of a more highly graded post are undertaken in whole or in part as a result of staff absence, a recruitment gap or a short-term project.

14.7.5. Honoraria Payments

The Governing Body will follow the practice of the LA with respect to the use and application of honoraria payments for NJC (green book) staff.

Appendices

Example:

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the Governing Body and to monitor and review the pay policy as necessary.

Committee Membership

The Pay Committee will consist of at least 3 governors, elected by the Governing Body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school. The quorum for this committee will be 3 governors.

Committee Remit

The Pay Committee will have full delegated powers from the Governing Body Board to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically, this will include:

i. Ensuring that the whole school pay policy observes all statutorily and contractual obligations, notably including compliance with the School Teachers' Pay and Conditions Document, Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy).

ii. Reviewing the whole school pay policy and making recommendations to the full Governing Body/Academy Trust Board for amendment where necessary.

iii. Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Body/Academy Trust Board as appropriate.

iv. Ensuring that the policy and performance assessment criteria is applied equitably and consistently for all staff.

v. Ensuring that pay decisions are fair and equitable, in accordance with the school Appraisal policy and take account of the recommendations of the head teacher.

vi. In accordance with the pay policy, determine appropriate pay for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.

vii. Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.

viii. Recommend the annual pay budget, including pay progression to the governing body. It is advised that the budget setting is based on the premise of all teachers at least being assessed as 'good'.

ix. Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head teacher.

x. Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary

xi. To clearly minute the reasons for all pay decisions and report the fact of these decisions to the next meeting of the full Governing Body/Academy Trust Board.

xii. Provide an annual report to the full Governing Body/Academy Trust Board summarising pay decisions and issues arising.

Guidance

School Teachers Pay and Conditions Document (September 2024)

Managing Teachers and Leaders Pay Guidance (July 2024)

School Appraisal Policy

School Capability Policy