



MODEL PAY POLICY FOR TEACHERS AND SUPPORT STAFF

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Author/owner: Board of Trustees

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(This model pay policy was updated in September 2024 in line with the most recent legislation on teacher's pay and conditions)

Please insert details in areas highlight yellow that are applicable to your setting.

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1.0 Introduction

This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and the latest requirements of the School Teachers' Pay and Conditions Document (STPCD) (the Document) and statutory guidance.

This policy will be used in conjunction with the adopted Appraisal Policy and with the Document and guidance. In the event of any inadvertent contradictions, the Document and guidance will take precedence.

This policy will be reviewed each year, or when other changes occur to the Document, to ensure that it reflects the latest legal position.

The recognised Trade Unions/Professional Associations have been consulted on this policy at regional level. The relevant body will ensure that their final adopted policy has been through appropriate consultation with both staff and their local representatives.

All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability. All pay related decisions are taken in compliance with the [Equality Act 2010](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), as well as [The Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The Employment Act 2002 \(Dispute Resolution\) Regulations](#) and [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#).

In adopting this policy, the aims of Fremington Primary School is to:

- maximise the quality of teaching and learning
- support the relevant improvement/development plan and recent self evaluation.
- 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, just and transparent way.

Pay decisions at Fremington Primary School will be made by Caroline Gilbert – Headteacher

2.0 Pay Reviews

The process for making decisions on the pay of teachers within the academy is as follows.

The Head Teacher will ensure that every teacher's salary is reviewed annually with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. The pay review will not be linked to the performance of a teacher.

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

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

3.0 Pay Determinations on Appointment

The following arrangements will be applicable to any determinations made regarding an appointment from 1 September 2024.

Where a position within the academy becomes vacant the Head Teacher will review the existing pay range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question. If there is a proposed change to an existing pay range, the Head Teacher will inform the Operations, Audit & Risk Committee.

Pay determinations to all posts and/or pay ranges will be made taking the following into consideration: **(remove any that will not be considered at your setting)**

- the teacher's existing pay point, though this will not automatically be matched if joining from another school
- the nature and/or requirements of the post
- the level of qualifications, skills and experience required for the post
- the level of qualifications, skills and/or experience gained
- market conditions
- the wider school/college/service context

3.1 Pay Range for the Head Teacher

The Head Teacher's Pay Range will be calculated in accordance with sections 4-8 in Part 2 of the Document.

The Head Teachers Pay Range will be reviewed whenever there is a proposal to appoint a new Head Teacher, where it becomes necessary to amend the Head Teachers Group (because of a change in pupil numbers or where a Head Teacher becomes responsible or accountable for more than one school on a permanent basis), or where it is necessary in order to reflect a significant change in responsibilities of the post. In the absence of this, the salary will be reviewed annually for a Head Teacher who has completed a year of employment since the previous review.

The Head Teacher Pay Range for **Head Teacher at Fremington Primary School** has been set at:

Headteacher point 2

The Document statutory maxima for the Head Teacher Group Ranges no longer correspond with recommended scale points on the Leadership Group Range, or the corresponding point where it falls mid-range due to the Government's decision to freeze those maxima in 2015. Where the published maximum salary amount of a Head Teacher's Pay Range differs from the remuneration figure of the same point of the Leadership Pay Range, the Head Teacher will be paid the amount which is greatest value.

On appointment of a Head Teacher the relevant body will take into consideration the individual's prior knowledge and experience when determining where on the pay range to position them, whilst also allowing for performance related progression over time.

3.2 Pay Range for Deputy Head Teachers and Assistant Head Teachers

Deputy Head Teacher and Assistant Head Teacher pay ranges will be calculated in line with paragraph 9 of the Document.

The pay range for Deputy and Assistant Head Teachers will be reviewed where there is a proposal to make a new appointment, where there are significant changes in the responsibilities of the post holder, or where there is evidence that it is difficult to retain or recruit to a position.

The pay range for the Deputy Head Teacher has been set at Leadership 9.

The pay range for the Assistant Head Teacher Leadership 4

Pay ranges in this section should be reviewed when there is a proposal to appoint a new Deputy/ Assistant Head Teacher post or when responsibilities of a post holder has significantly changed, or to ensure pay consistency when a new appointment is made to the leadership team.

3.3 Main Pay Range for Teachers

The main pay range within this academy is of

A six-point range with reference points as detailed on the following table

Reference Points	Annual Salary 2024/25
1	£31,650
2	£33,483
3	£35,674
4	£38,034
5	£40,483

6	£43,606
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3.4 Upper Pay Range for Teachers

The upper pay range within this academy is of:

A three-point range with reference points as detailed on the following table

Reference Points	Annual Salary 2024-25
1	£ 45,646
2	£ 47,338
3	£ 49,084

A teacher will be paid on the upper pay range where they:

- a) were employed as a post-threshold (upper pay spine) teacher in this academy and there has been no break in the continuity of employment; or
- b) applied to be paid as a post-threshold teacher in this academy that application was successful, and the teacher is still employed at this academy with no break in their continuity of employment; or
- c) were employed since 1 September 2000 as a member of the leadership group in this academy for an aggregate period of at least one year and has continued to be employed at this academy without a break in their continuity of employment; or
- d) applied to the academy to be paid on the upper pay range and their application is successful;
- e) are defined as a “post-threshold teacher” but was not employed as a post-threshold teacher in this academy or was employed as a post-threshold teacher in this academy prior to a break in their continuity of employment; or
- f) applied to another educational setting to be paid on the upper pay range in accordance with paragraph 15 of the Document and that application was successful; or
- g) were formerly paid on the pay range for leading practitioners or
- h) were previously applied to be paid on the upper pay range, as an unattached teacher (either to an educational setting or to an authority) and that application was successful and the teacher will not be paid on the range for leading practitioners or on the pay spine for the leadership group.

A qualified teacher is entitled to apply to be paid on the Upper Pay Range once per year in line with paragraph 5.1 of this policy

3.5 Pay Range for Leading Practitioners

It is not the intention to create a leading practitioner role at this time but the Operations, Audit and Risk Committee will give due consideration to this where there is a business case to do so.

3.6 Pay Range for Unqualified Teachers

The pay range for Unqualified Teachers within this academy is of:

A six-point range with reference points as detailed on the following table

Reference Points	Annual Salary 2024-25
1	£ 21,731
2	£ 24,224
3	£ 26,716
4	£ 28,914
5	£ 31,410
6	£ 33,902

Upon an unqualified teacher obtaining qualified teacher status, the teacher shall be transferred to a salary within the main pay range under paragraph 3.3 of this Policy.

4.0 Pay Progression Based on Performance

The following arrangements will be applicable to any pay determinations relating to progression effective on or after 1 September 2024.

All leaders and teachers can expect to receive regular, constructive feedback on their performance and are subject to 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 TLP Performance Appraisal Policy. Teachers' appraisal reports will NOT contain pay recommendations.

Pay progression is automatic with the exception of those staff who are subject to a capability process.

The Academy recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and ensures that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

Pay decisions take account of the resources available to the academy. The academy staffing structure supports the improvement plans.

The Trustees will ensure that appropriate funding is allocated for pay progression at all levels.

4.1 Pay Progression for Teachers on the Upper Pay Range

For teachers on the Upper Pay Range, progression of one reference point is normally considered after two years.

5.0 Movement on to the Upper Pay Range

5.1 Applications and Evidence

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

Applications for movement on to the upper pay range will only be accepted once a year. The deadline for receipt of applications is 31st October in the relevant year.

Applications must be submitted to the Head Teacher using the TLP Application to the UPR form.

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

All applications should include the results of reviews or appraisals, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications must contain evidence from the previous two years in the form of completed appraisals.

Teachers who have been on long term absence will be considered for progression on to the upper pay range on the basis of the evidence that does exist, even though that may not be from consecutive review periods, provided it is sufficient to meet the criteria above.

Applications are required in writing to the Head Teacher on the academy's standard form which can be found on our website.

When considering the application, the Head Teacher shall have regard to the assessments and recommendations in the teachers' appraisal reports.

5.2 The Assessment

An application from a qualified teacher will be successful where the assessor is satisfied that:

- (a) The teacher is highly competent in all elements of the 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 performance which is not only good but demonstrates that the teacher is able 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; plays a critical role in the life of the school; able to be 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 a period of two school years.

The application will be assessed by Head Teacher and the final ratification will be by the Operations, Audit & Risk Committee

5.3 Processes and Procedures

From the point of receipt, an application will be assessed.

If successful, the applicant will receive a response to their application within two weeks of the application submission and will move to the upper pay range from 1 September in the relevant year.

If unsuccessful, verbal confirmation of the decision will be given within two weeks of the assessment. Written feedback will be provided by the Head Teacher within two weeks of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be considered in line with the Pay Appeal Procedure in Appendix 1 of this policy.

6.0 Allowances and Payments

6.1 Safeguarded payments and allowances

Safeguarding will apply for up to a maximum of three years in line with Part 5 of the Document.

Where the safeguarded sum exceeds £500, the relevant body will review the teacher's duties and allocate responsibilities appropriate and commensurate with the safeguarded sum.

6.2 Teaching and Learning Responsibility Payments (TLRs)

TLRs are awarded to the holders in line with the paragraph 20 of the Document.

Within this academy the values of the TLRs to be awarded are set out below:

TLR2 = £3214

6.3 Special Educational Needs Allowance

A SEN allowance is no less than £2,679 and no more than £5,285

The relevant body will award an SEN Allowance to a classroom teacher where the conditions detailed in paragraph 21 of the Document are met.

6.4 Additional Allowances for Unqualified Teachers

The Head Teacher may determine an additional allowance as it considers appropriate, where in the context of its staffing structure and Pay Policy a teacher has:

- a) taken on a sustained additional responsibility which: -
 - (i) is focused on teaching and learning; and
 - (ii) requires the exercise of a teacher's professional skills and judgement; or
- b) qualifications or experience which bring added value to the role being undertaken.

Where an unqualified teacher is in receipt of an additional allowance awarded under a previous document, the relevant body must re-determine that allowance in accordance with the above criteria.

Unqualified Teachers may not hold a TLR or SEN allowance.

6.5 Safeguarding for Unqualified Teachers

Any safeguarded sum applied to an unqualified teacher will be paid in accordance with Part 5 of the Document.

6.6 Additional Payments

The Trustees may make such payments as they see fit to a teacher, including the Head Teacher, in respect of:

- a) continuing professional development undertaken outside of the school day
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school/establishment
- c) participation in out-of-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 and
- d) any additional responsibilities and activities due to, or in respect of the provision of services relating to the raising of educational standards to one or more additional schools.

6.7 Recruitment and Retention Incentives and Benefits

The Trustees will consider making appropriate payments or provide appropriate financial assistance, support or benefits to a teacher as considered necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. Consideration will also be given for a market forces allowance for any "hard to fill" posts in a school or the Trust. This allowance will only be considered after two unsuccessful recruitment campaigns where there has been an extensive search for appropriate candidates.

The Trustees will consider a reimbursement or reasonably incurred housing or relocation costs made to those appointed to positions on the Leadership Scale. All other recruitment and retention incentives (including non-monetary benefits) will be taken into account when determining the pay range for each leadership post. [Where a recruitment and retention allowance has been awarded to an individual on the leadership range, this can be continued until such time that their pay range has been reviewed to take this into consideration]

The Trustees will specify clearly the basis on which such incentives may be paid, the duration of the payment and the review date after which it may be withdrawn.

A review of such payments will be made annually.

Recruitment awards will be considered where there has been a history of being unable to recruit candidates with suitable qualifications for experience into a specialist post. The rate of recruitment benefit will be determined by the Trustees at the point of recruitment and will be awarded upon meeting all essential and desirable criteria of the person specification and be time limited for one year. Other benefits payable, such as support for travel costs, care of dependants etc. will not be paid.

6.8 Honoraria – Residential Duties

The Trustees will not pay any honoraria to any member of the teaching staff for carrying out their professional

duties as a teacher. The academy may, however, recognise payment of an honoraria of £100 to any teacher not paid on the leadership scale, or a support member of staff for participation or leadership of a residential visit. A residential visit is considered to be an off-site visit of two or more days, which includes supervision of children through the night. The residential visit must be authorised by the Head Teacher and the School Community Board and the Headteacher must authorise such payments prior to parent notification.

7.0 Part Time Teachers

Teachers employed on an on-going basis but who work less than a full working day or week are deemed to be part time. The standard mechanism used to determine their pay will be based on the pro-rata comparison with the academy's timetabled teaching week for a full-time teacher in an equivalent post.

8.0 Short Notice / Supply Teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. The calculation will assume that a full working year will consist of 195 working days. Therefore, remuneration for those engaged to work less than a day will be paid pro-rata.

Teachers engaged on short notice or supply within the same authority throughout a 12-month period (beginning August or September) must not be paid more by way of remuneration in respect of that period than they would have been paid had the teacher been in regular employment throughout the year.

9.0 Pay Increases Arising from Changes to the Document

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

10.0 Pay Policy Relating to Support Staff

Tarka Learning Partnership pays and rewards support staff in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

10.1 Annual Leave Entitlement

Whilst following the NJC terms and conditions on pay and other nationally agreed terms, the Tarka Learning Partnership awards the support staff an enhanced holiday entitlement to that detailed in the NJC document.

The annual leave entitlement for support staff is 24 days for staff who have under 5 years of service (plus 2 statutory days) and 29 days for support staff with over 5 years of service (plus 2 statutory days). This compares to the NJC offer of 23 days plus 2 extra statutory days holiday, and 26 days plus 2 extra statutory days. One of the statutory days was formerly known as a "Technology Day".

This entitlement applies to five day working patterns. For alternative working patterns equivalent leave entitlement is calculated.

For term-time only support staff employees, staff are paid for their entitlement to the equivalent annual leave. The payment is calculated based on the hours per annum worked and the length of service the employee has. Support staff who are term-time only, receive a payment each month of a twelfth of their entitlement to holiday.

10.2 Summary of support staff annual leave entitlements

In line with the NJC agreement for 2024/25, the annual leave for support staff has been increased by one day. The entitlements are as follows:

Staff category	Leave entitlement (FTE)	Bank Holidays
NJC staff – under 5 years' service	26 days (24 days + 2 statutory leave days)	8 days
NJC staff – over 5 years' service	31 days (29 days + 2 statutory leave days)	8 days
NJC staff – over 10 years' service (under 15 years) *	32 days (30 days + 2 statutory leave days)	8 days
NJC staff – over 15 years' service (under 20 years) *	33 days (31 days + 2 statutory leave days)	8 days
NJC staff – over 20 years' service *	34 days (32 days + 2 statutory leave days)	8 days

* Staff in the last three categories, who work a term-time only pattern, are entitled to take their additional in service days as days off during term time.

10.3 Equated pay

Staff who work during term-time only receive their salary in equal twelfths. At the point of leaving an adjustment is made to recognise under or over payments made to the date of leaving from the anniversary of their start date in that post to ensure the employee receives the correct payment for the hours they have worked and their annual leave entitlement based on the number of hours they have worked in line with employees who work all year around. This is known as an equated pay adjustment.

Equated pay adjustments will be made where an employee's employment ends or they transfer to another school within the Trust due to personal choice. The exception to this is when an employee is redeployed to another school in the Trust as a result of an HR process.

An equated pay adjustment will not be applied when an employee changes position in the same school if they are moving into another term-time only role. The adjustment would be made when an employee moves from a term-time only contract to a 52 week contract.

For a term-time only employee who leaves following a period of unpaid leave, the equated pay adjustment is calculated from the last day of paid employment.

11.0 Job Evaluation

The GLPC (Greater London Provincial Council) Job Evaluation (JE) Scheme was implemented in Devon Local Authority Maintained schools in April 2007 to pay equal pay for work of equal value and to ensure that pay and grading is fairly and appropriately implemented. The Trust abides by the principles of this scheme the NJC pay bands are appended to this policy.

11.1 Redundancy Pay

The Trust makes redundancy payments at an enhanced rate of 2 times the statutory rate as per the terms and conditions of support staff who were employed by the Trust as at the date of the original TUPE in August 2011 and employed or transferred across under TUPE before 1st October 2016

For support staff joining the Trust after 1st October 2016 either by TUPE or recruitment, redundancy will be paid at 1.5 x the statutory rate in line with DCC.

11.2 Additional/Overtime Payments for staff on Grades F or above.

In April 2011 Devon County Council passed a resolution that staff on grade F or more could not claim overtime and in normal circumstances the Trust will abide by this. In some circumstances, where an employee is required to work hours in excess of their contract, the Head Teacher will consult the HR Leader to reach a resolution. In a situation where the member of staff is the only person, who has the expertise to carry out the required tasks and having exhausted all other options, the Operations, Audit & Risk Committee has the delegated powers to grant overtime payments for a temporary and defined period. The Academy should at all stages consult the employee and take advice so as not to compromise employment legislation.

11.3 Payments for Additional Duties

Where a member of support staff undertakes additional duties, at the explicit request of a Head Teacher or Senior Leader, the school can consider submitting a request to regrade the post either on a temporary or permanent basis, or it can make an honorarium payment(s) to reward the individual for the additional duties being undertaken.

11.4 Payments for Premises/Site Team Call Outs

Where a member of the Premises team is called out to respond to a situation on a school site, the school will pay the following for these emergencies:

Days (06.00 – 22.30)	First hour	Subsequent hours
Monday to Friday	£15.84	£15.84
Saturday and Sunday	£31.69	£20.60
Bank holidays and nights (22.30 – 06.00)	£38.05	£26.00

These rates are pending a pay award for NJC terms and conditions

11.5 Soulbury Pay Scale

The Trust has adopted the Soulbury Pay Scale for those staff who have transferred across to the employment of the Trust on NJC conditions of service from DCC under the TUPE processes for Devon Primary SCITT.

11.6 Salaries outside of Soulbury pay scale

11.6.1 Chief Executive Officer (from 2024 onwards)

The Trust has adopted a salary scale for the Chief Executive Officer on Soulbury terms within a special 6 point scale.

Reference Points	Annual Salary 2024-25
1	£130,000
2	£132,080
3	£134,160
4	£136,240
5	£138,320
6	140,400

These rates are pending a pay award for Soulbury terms and conditions

11.7 Salaries outside of NJC banded scales

11.7.1 Chief Finance Officer

The Trust has adopted a salary range for the post of Chief Finance Officer on NJC terms. The salary range is £xxx to £xxx *To be set by the shadow Board, and pending agreement by the Advisory Board on merger*

11.7.2 Chief Operating Officer

The Trust has adopted a salary scale for the post of Chief Operating Officer on NJC terms within a 5 point scale. In setting the scale it has taken into account the salaries of similar posts in Trusts of a similar size outside of the London area and benchmarked against these and engaged the advice of an external consultant.

Reference Points	Annual Salary 2024/25
1	£55,367
2	£56,699
3	£58,030
4	£59,361
5	£60,692

Annual increments for inflation will be applied as per the NJC settlement.

11.7.3 School Business Manager – The Park School

The Trust has adopted a salary scale for the post of School Business Manager on NJC terms within a 6 point scale.

Reference Points	Annual Salary 2024/25
1	£52,803
2	£53,865
3	£55,955
4	£58,126
5	£60,381
6	£62,724

These rates are pending a pay award for NJC terms and conditions

11.8 Spot Salaries

Spot salaries within NJC bands may be applied subject to approval by the Board of Trustees where there is a robust business case for doing so. The following spot salaries are in use for this setting – Not applicable for Fremington Primary School.

Post	Spot Salary Amount	End/Review date

POLICY HISTORY

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
September 2013	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – July 2013	HR ONE	July 2013 for September 2013 implementation	June 2014
September 2014	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – 1 September 2014	HR ONE	August 2014 for September 2014 implementation	June 2015
September 2015	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – September 2015	HR ONE	July 2015 for September 2015 implementation	June 2016

September 2016	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – September 2016	HR ONE	September 2016 for September 2016 implementation	June 2017
September 2017	Reviewed by Michelmores in light of school teachers' pay & conditions changes.	TLP	September '17 for September 2017 implementation	Sept '17
September 2018	Reviewed by Michelmores in light of school teachers' pay & conditions changes.	TLP	September '18 for September 2018 implementation	Sept '18
September 2019	Reviewed by Michelmores in light of school teachers' pay & conditions changes.	TLP	September '19 for September 2019 implementation	Sept '19
September 2020	Reviewed by Jo Down (HR Leader) in light of school teachers' pay and conditions changes	TLP	September 2020 for September 2020 implementation	September 2020
February 2022	Reviewed by Jo Down (HR Leader) in light of school teachers' pay and conditions document publication and holiday entitlement changes for support staff	TLP	February 2022 for use in 2021/22	February 2022
September 2022	Reviewed by Jo Down (HR Leader) in light of school teachers' pay and conditions changes Also reviewed in line with Governance changes within the Trust	TLP	September 2022 for September 2022 implementation	September 2022
September 2023	Reviewed by Jo Down (HR Leader) in light of school teachers' pay and conditions changes	TLP	September 2023 for September 2023 implementation	September 2023
September 2024	Reviewed by Jo Down (HR Leader) in light of the school teachers' pay and conditions document changes. This includes the removal of Performance Related Pay	TLP	September 2024 for September 2024 implementation	September 2024

Appendix 1 Pay Appeals Process

Formal Appeal Process

Stage One

A teacher may seek a review of any determination in relation to their pay or any other decision that affects their pay.

A formal pay appeal may be lodged for the following reasons:

- incorrect application of any provision of the STPCD or NJC terms and conditions
- failure to have proper regard for statutory guidance
- failure to take proper account of relevant evidence
- failure to take account of irrelevant or inaccurate evidence
- biased or otherwise unlawful discrimination against the teacher.

The teacher should set down in writing the grounds for requesting an appeal within 10 working days of the notification of the pay determination decision.

The person(s) who made the determination should convene a meeting, within 10 working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person.

A teacher's request to be accompanied by a work colleague or recognised Trade Union/Professional Association representative will not be unreasonably refused. The school's HR Manager or the Tarka Learning Partnership HR Leader may be present to provide professional guidance to the decision maker(s).

The timing and location of the formal meeting must be reasonable.

Following the meeting the teacher will be informed in writing of the decision and their right of appeal.

Stage Two

If a teacher wishes to appeal against the decision made at Stage One, they must notify Trust's HR Leader, in writing, within 10 working days of the written decision.

The appeal should be heard by an Appeals Committee who has not been involved in the original determination, normally within 20 working days of the receipt of the written appeal.

The teacher will be given the opportunity to present their appeal in person. A teacher's request to be accompanied by a work colleague or recognised Trade Union/Professional Association representative will not be unreasonably refused.

The timing and location of the formal meeting must be reasonable. Five working days' notice should be given of the appeal hearing. The notification of the appeal hearing will include:

- the date, time and place of the hearing
- the name(s) of the person(s) who will hear the case, and where appropriate the details of the Human Resources adviser
- who will respond to the appeal (the person or representative of the Committee who made the original decision)
- copies of documents and any other written material or evidence that is relevant
- the names of any witnesses to be called
- confirmation of the teacher's right to call witnesses
- the teacher's right to submit any documentation within three working days prior to the appeal hearing, to HR Leader
- a copy of the Pay Policy
- the fact that the appeal hearing may take place in the teacher's absence if they are unable to attend without a satisfactory explanation
- other than in exceptional circumstances, a teacher unable to attend due to illness, should arrange representation at the appeal hearing and/or provide written submissions to the appeal hearing.

An accurate account of the hearing must be made.

During the hearing, either side will be entitled to request an adjournment for consultation. Any reasonable request should be allowed. Witnesses will attend only for the part of the hearing where they are required to give evidence and answer questions.

No conclusion should be reached until representations from all parties have been taken into account. The decision will be given in writing and include detail of the evidence considered and the reasons for the decision.

Appendix 2 – link to the 2024/25 pay scales

NJC pay scales [Main grading structure \(Salary rates and scales\) - tasks and guides](#)

School Teachers and Leadership pay scales [NASUWT | Pay Scales \(England\)](#)

APPLICATION FOR MOVEMENT FROM MAIN PAY SPINE TO UPPER PAY RANGE

Applications to move from the Main Pay Range to the Upper Pay Range should be made within two weeks of an appraisal. Applicants can expect to hear about the outcome of their application within two weeks of submission.

SCHOOL:	
NAME:	
CURRENT PAY POINT:	
POSTION HELD:	

Having read the School Teachers’ Pay and Conditions Document [LINK](#) I wish to be considered for movement to the upper pay range. I understand the main criteria for consideration are:

- a) that the teacher is highly competent in all elements of the relevant standards; and
- b) that the teachers’ achievements and contribution to an educational setting are substantial and sustained.

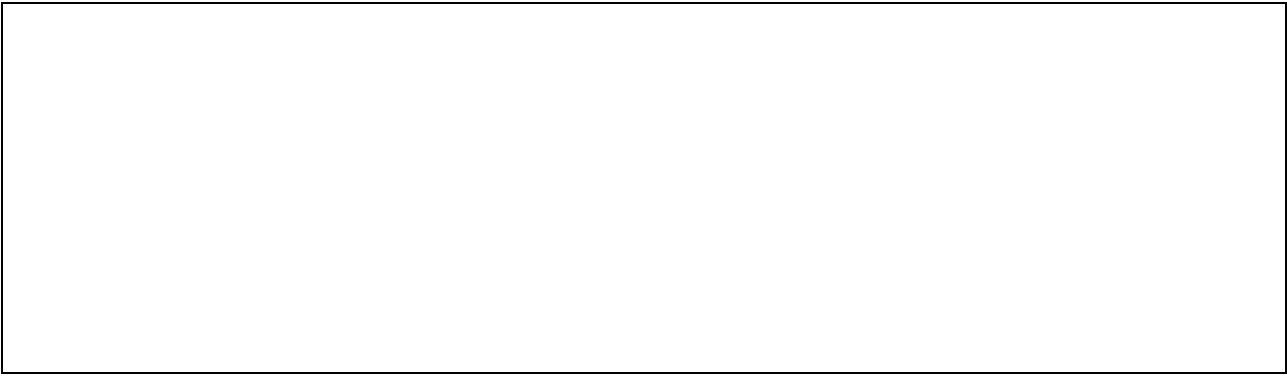
[Teachers’ Standards \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

For personnel within the Tarka Learning Partnership this means evidence of two successful appraisal cycles or achievements that have been sustained for two years.

Following discussion at appraisal, my application for the Upper Pay Range is as follows:

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Evidence to support my application is as follows:



Signed:

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Date:

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For completion by the Head Teacher:

Decision:

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Signed:

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Date:

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