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| Policy: | Pay Policy |
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| Author:       | Amanda McGarrigle |
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| This is a HR Connect model-based policy.<br>There are no material changes from the previous version from 2024 |

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Let the children come to me and do not hinder them, for the kingdom of God belongs to such as these." (Luke 18:16)

This policy is based upon our Christian values of thankfulness, respect, honesty, love and resilience.

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## Part A: Policy

### 1 Policy Statement

This policy sets out the framework for making pay decisions for all Employees of St Mary's CE Primary School School.

The School understands the importance of ensuring all Employees are appropriately recognised and rewarded for the contribution they make to the performance of the School and to outcomes for pupils.

The Governing Body will determine annually what provision should be made in the school's budget for pay awards and progression.

Pay determinations will be made within the framework set out in the School Teachers' Pay and Conditions Document for Teachers and the Kent Scheme Conditions of Service for Support Staff .

The School may use the discretions and flexibilities available within these terms and conditions to recruit, reward and retain the highest quality Employees.

Pay on appointment will be determined with reference to the accountabilities of the role and the skills / knowledge required to fulfill the responsibilities of the post.

The School will review the pay of all eligible Employees on an annual basis and all Employees, not already at the top of the range, will have scope to progress through their identified pay range. The amount awarded will be determined annually – with reference to the relevant terms and conditions and pay scales for teaching and support staff.

Pay decisions will be made at the end of the appraisal cycle following the end of year review meeting

Pay determinations for Teachers will be made with reference to performance against the School's pay progression criteria as evidenced through appraisal. Where a teacher is not meeting the performance expectations of the School, pay progression may be withheld.

Pay determinations for Support Staff will be made with reference to performance assessment. Progression is subject to an Employee receiving the requisite 'positive' performance assessments for their grade.

The School will ensure that Employees are informed in a timely manner about any pay determination. Employees may appeal about any pay decision that is made and the School will seek to ensure appeals are managed promptly, fairly and objectively.

The School will seek to ensure that all Employees are treated fairly, equitably and that pay determinations are managed in an objective and transparent manner. The School will endeavour to minimise additional workload for School Leaders and Employees in the management of pay determinations.

This policy has been developed to comply with current legislation and the provisions of the School Teachers' Pay and Conditions Documents (STPCD) and for Support Staff, the Kent Scheme Conditions of Service. This policy explains:

- The School's adopted pay framework for Teachers and Support Staff
- The process by which pay determinations / decisions will be made and pay progression awarded
- The role of Governors, the Headteacher / Line Manager with regards to pay decisions

## **2 Scope**

This Policy applies to all current Employees of St Mary's CE Primary School School.

## **3 Adoption Arrangements and Date**

This policy was consulted on with staff in May 2025.

This policy was adopted by the Governing Body of St Mary's CE Primary School on 1 and supersedes any previous Pay Policy.

This policy will be reviewed by the Governing Body annually or earlier if there is a need. Where changes are proposed the Governing Body will consult with the recognised unions where there are material changes.

## **4 Delegation arrangements**

In this School the Governing Body has delegated pay decisions for all Employees to a Pay Committee of the Governing Body. The Pay Committee will be comprised of one or more members of the Governing Body.

Pay recommendations will be made by the Headteacher/SLT for consideration by the Pay Committee.

Pay recommendations for the Headteacher will be made by the Chair of the panel responsible for the Headteacher's appraisal.

Pay appeals will be heard by a panel of one or more members of the Governing Body.

Staff Governors will not be appointed to serve on any Pay Committee or appeal panel.

The terms of Reference for the Governing Body, Pay Committee and Headteacher with regards to pay decisions are at Appendix 1 to this policy.

## 5 Appeals

An Employee may seek a review of any pay determination.

Prior to making an appeal an Employee is encouraged to speak informally to their appraiser / Headteacher about any concerns they have with regard to the pay recommendation which has been made.

Pay appeals will be heard by a panel of the Governing Body. The arrangements for pay appeals are set out in Appendix 8.

## 6 Equality Considerations

The School is committed to ensuring consistency of treatment and fairness and in accordance with the Public Sector Equality Duty and will give due regard to equality and equal pay considerations when making pay determinations.

The application of the policy will be monitored to ensure pay decisions are linked to evidence of performance and the criteria for pay progression are applied consistently, fairly and objectively.

## Part B: Pay for Teachers and Leadership Teachers

### 7 Pay Framework

The School follows the national pay framework set out in the STPCD.

All Teachers will be paid within the pay values appropriate for their pay range as set out in the STPCD.

The School follows the advisory pay points for Main, Upper and Unqualified Teachers as detailed in the STPCD. Pay points for Leadership Teachers are determined locally. Allowance ranges and values are also determined locally.

The School will determine annually with effect from 1<sup>st</sup> September any uplift to be applied to the Teachers pay ranges, points and allowances. Any increase will be made with reference to the uplifts to the value of the advisory points and pay ranges published annually within the STPCD.

The school follows the NASUWT pay framework.

The School has determined locally the pay framework it follows within the minimum / maximum values for each of the pay ranges and allowances as detailed in the STPCD.

The School will determine annually with effect from the 1<sup>st</sup> September the uplift to each of the Teacher pay ranges and allowances. Any increase will be made with reference to the minimum / maximum of each of the pay ranges published annually within the STPCD.

The current pay ranges and pay framework are attached at Appendix 2.

## **8 Pay on appointment**

The Headteacher will determine the appropriate pay range for a teaching post prior to advertising. When determining the pay range consideration will be given to the responsibilities of the post and the need to ensure pay is fairly differentiated between roles across the school with differing levels of accountability.

On appointment the Headteacher will determine the starting salary within the pay range to be offered to the successful candidate.

In determining the appropriate starting salary, the following factors will be taken into consideration:

- The nature and responsibilities of the post
- The qualifications, skills and experience required
- The market conditions
- The wider School context

Consideration will be given to ensuring that Teachers returning to the profession following a career break / time out to care for a family are not placed at a disadvantage in terms of pay offered on appointment.

The School will give every regard to the current salary of a Teacher who is appointed from another School. A Teacher may be paid a rate equivalent to their current salary, however there is no assumption that a Teacher will automatically be paid at the same level or on the same pay range as they were in their previous School.

### **8.1 Headteacher**

The **Governing Body** will review the Headteacher group size whenever it proposes to appoint a new Headteacher.

The Headteacher group size will be calculated in accordance with the provisions of the STPCD.



The **Governing Body** will identify a pay range within the group size for the School, the Individual School Range, taking into consideration the permanent accountabilities of the post to which the Headteacher will be appointed.

The Group Size and Individual School Range for this School is detailed at Appendix 2

In determining the pay range consideration will be given to:

- The specific requirements of the post
- The School context and challenge
- The complexity of the post
- The requirement to recruit and retain appropriate candidates
- Affordability and comparable salary benchmarking

However, the **Governing Body** may consider using its discretion to determine a range up to 25% greater in value than the maximum group size for the School should the circumstances warrant.

Exceptionally the **Governing Body** may determine a pay range which exceeds the 25% ceiling but only after considering the full business case and seeking external independent advice.

In determining the salary range for the Headteacher, the pay and ranges of other staff will also be taken into account to ensure appropriate differentials are maintained between posts of differing responsibility.

On appointment the **Governing Body** will determine the appropriate starting salary to be offered to the successful candidate. Consideration will be given to ensuring there is appropriate scope within the range to allow for performance related pay progression over time.

## **8.2 Deputy and Assistant Headteachers**

The **Governing Body** will determine the appropriate pay range for other Leadership posts within the School prior to advertising.

Consideration will be given to the accountabilities of the role, challenges of the post and any potential recruitment issues when determining the pay range.

The maximum of the Deputy or Assistant's range will not exceed the maximum of the Headteacher range and will only overlap that of the Headteacher in exceptional circumstances.

When determining the pay ranges of Leadership posts, consideration will also be given

to the respective levels of accountability and the need to ensure pay is fairly differentiated between Leadership roles across the School with differing levels of responsibility and between teaching and Leadership posts.

On appointment the **Governing Body and Headteacher** will determine the starting salary to be offered within the identified pay range ensuring there is appropriate scope for performance related pay progression over time.

The Pay Range for Leadership Teachers within this School is detailed at Appendix 2

### **8.3 Upper Pay Range Teachers**

The Headteacher will determine prior to advertising which posts are to be paid on the Upper Pay Range, with reference to the accountabilities of the role.

Where a Teacher has been paid on the upper pay range in a previous school or made a successful threshold application in a previous post there is no obligation for the school to honour this assessment, however consideration may be given to this, on appointment, when determining the starting salary or range.

### **8.4 Early Career Teachers**

Early Career Teachers in their first year of teaching will usually be appointed at the minimum of the main pay range, however the Headteacher has discretion to appoint at a higher salary in recognition of prior skills and experience.

Early Career Teachers who start employment with the School before receiving confirmation of their QTS status and completion of the basic skills test will initially be engaged as an Unqualified Teacher and paid within the Unqualified Teacher salary range.

### **8.5 Leading Practitioners**

The School may determine the need to appoint Leading Practitioner posts within the school.

The Headteacher will determine a range for each Leading Practitioner post within the overall range set out within the STPCD which reflects the overall accountabilities of the post.

Leading Practitioners will usually be appointed at the minimum of the identified pay range.

The salary and pay range for a Leading Practitioner post are not transferable between

Schools.

The salary range of Leading Practitioners in this School is detailed at Appendix 2

## **8.6 Unqualified Teachers**

Unqualified Teachers may be appointed by the school as:

- trainees working towards qualified teacher status
- instructors with a particular skill, specialist qualification or experience
- as an overseas trained teacher for a maximum of 4 years only

The Headteacher will determine the appropriate starting salary within the Unqualified Pay Range which reflects the accountabilities of the postholder and any prior skills and experience they may have.

An Unqualified Teacher who gains QTS within this School will be appointed on a starting salary that equals or exceeds any previous salary and allowances they received as an Unqualified Teacher.

## **8.7 Pay on appointment in particular circumstances**

Where a Teacher is engaged in 2 schools simultaneously there is no requirement for them to receive the same rate of pay for each employment.

Where a Teacher is appointed on a part time basis their salary, allowances and working time will be calculated in accordance with the pro rata principle and with reference to the calculation for directed time as detailed in the STPCD.

Teachers engaged on a supply basis will receive a daily rate equivalent to 1/195 of the annual pay they would be entitled to if they were engaged on a regular contract.

Supply Teachers who work less than a full day will receive a proportion of the daily rate pro rated to the hours for which they have been engaged.

## **9 Discretionary Allowances**

Discretionary Allowances and additional payments will be determined in accordance with the criteria detailed in the STPCD. The Headteacher may determine on appointment or at any point during employment whether an additional allowance or payment is to be awarded.

## 9.1 Teaching Learning and Responsibility Payments (TLR)

TLR payments may be awarded to identified posts which require a Teacher to undertake a significant sustained additional responsibility that is not expected of all Teachers and for which they are accountable.

In determining which posts warrant a TLR payment the school will consider the criteria for payment set out in the STPCD namely that the post:

- is focused on teaching and learning
- requires the exercise of a teacher's professional skills and judgement
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
- involves leading, developing and enhancing the teaching practice of other staff

In addition, Teachers in receipt of TLR 1 will be expected to have line management responsibility for a significant number of people.

**The Headteacher** will determine the appropriate value for each TLR post with reference to the TLR ranges detailed in the STPCD and the specific additional accountabilities of the post. The current values of TLR payments in this School are specified in Appendix 2.

TLR 1 and 2 will be awarded for additional responsibilities undertaken on a permanent basis.

A TLR 3 payment may be awarded on a temporary basis for clearly time limited School improvement projects or externally driven responsibilities. A time limited TLR 3 payments may also be awarded for undertaking pandemic catch up tutoring.

Where a TLR is awarded the reason, additional payment, and in the case of a temporary TLR3, duration / reason will be confirmed in writing to the Employee. TLR1 and TLR2 payments are made on a pro rata basis for part time staff. Full time and part time staff should receive the full value of a TLR3 and they should not be subject to a pro rata calculations.

A Teacher cannot be in receipt of both a TLR1 and TLR2 but can receive a TLR1 or TLR2 in addition to a TLR3.

Where a TLR 1 / TLR2 is withdrawn as a result of organisational change, salary safeguarding will be paid for up to 3 years in accordance with the provisions of the STPCD. No safeguarding will be paid when a TLR 3 payment ends.

A Teacher in receipt of safeguarding which exceeds £500 may be required to undertake reasonable duties commensurate with the value of the safeguarded sum.

A member of the Leadership Group, Leading Practitioner or Unqualified Teacher cannot receive a TLR payment.

### **9.3 Special Educational Needs Payment (SEN)**

SEN Payments may be awarded to eligible teachers where the postholder:

- requires a mandatory SEN qualification and is required to teach pupils with SEN or
- is employed in a special school or unit

The **Headteacher** will determine the appropriate value for each SEN post with reference to the SEN ranges detailed in the STPCD and the specific additional accountabilities of the post and any specific qualifications and expertise required.

The current values of SEN payments in this School are specified in Appendix 2.

### **9.4 Recruitment and Retention Payments**

The **Headteacher and Committee of the Governing Body** may at their discretion determine additional payments be awarded as an incentive for the recruitment or retention of a Teacher in accordance with the criteria and provisions of the STPCD. Such payments may be made as a lump sum or as a periodic / recurring payment.

Other financial assistance may be awarded at the discretion of the School – for example full or partial reimbursement of travel / relocation costs.

When awarding such additional payments, the reason / duration and end or review date will be confirmed in writing to the Employee.

Members of the Leadership Group and Unqualified Teachers may not receive a recruitment and retention payment with the exception of reasonable housing or relocation expenses incurred by the Leadership Group.

## **10 Additional Payments**

### **10.1 Additional Payments to Teachers**

The **Headteacher and Committee of the Governing Body** may make, at their discretion,

additional payments to a Teacher in respect of the following activities:

- Continuing professional development undertaken outside of the School day
- Participation in out of School learning activities
- Additional responsibilities and activities related to the provision of services to raise the educational standards in other Schools
- Activities relating to the provision of initial Teacher training

The amount paid on each occasion will be determined by the Headteacher with reference to the nature of the activity and duration.

## 10.2 Additional Payments to Unqualified Teachers

An Unqualified Teacher may receive an additional allowance where they have:

- taken on sustained additional accountability focused on teaching and learning and which
- requires the application of a teacher's professional skills and judgement

or where they

- possess relevant qualifications or experience which bring added value to the role being undertaken.

The value of any additional payment will be determined by the **Headteacher and Committee of the Governing Body**.

## 10.3 Additional Payments to Leadership Teachers

### 10.31 Temporary Payments to a Headteacher

The **Governing Body** may determine that an additional temporary payment be made to a Headteacher for time limited responsibilities / duties additional to the substantive post for which their salary has been determined. This may include circumstances in which a Headteacher is temporarily accountable for the Leadership of another School.

Any such payment should not exceed 25% of the Headteacher's annual salary. The total of all discretionary payments in any one year should not be more than 25% above the ceiling of the Headteacher group size for the School except in wholly exceptional circumstances and with the agreement of the Governing Body. The Governing Body must seek external independent advice and produce a business case seeking such agreement.

### **10.32 Acting Allowances**

An Acting Allowance may be payable to individuals who are assigned to carry out the duties of a Headteacher, Deputy or Assistant Headteacher on a temporary basis.

Payment of an acting allowance will be at the discretion of the **Headteacher / Governing Body / Committee of the Governing Body**. Consideration as to whether to pay an acting allowance will be made within 4 weeks of the start of the additional duties.

Where it is determined that an acting allowance should be paid this will be at a rate no less than the minimum of the pay range of the substantive post holder and will be backdated to the start of the additional duties.

### **10.33 Redetermination of Leadership Ranges**

The **Governing Body** may re-determine the pay range of any in post Leadership Teacher where there has been a significant change in the permanent accountabilities of the post.

This may include circumstances where postholders take on additional accountabilities for more than one school on a permanent basis.

In the case of the Headteacher However, the governing body may consider using its discretion to determine a range up to 25% greater in value than the maximum group size for the School should the circumstances warrant.

Exceptionally the Governing Body may determine a pay range which exceeds the 25% ceiling but only after considering the full business case and seeking external independent advice.

Any redetermination of the Leadership range is permanent.

Where the pay range of a Leadership Teacher is reduced as a result of organisational change or changes in pay range for members of the leadership group and following the appropriate consultation with the affected staff, salary safeguarding may be paid for up to 3 years in accordance with the provisions of the STPCD.

A Teacher in receipt of leadership safeguarding which exceeds £500 may be required to undertake reasonable duties commensurate with the value of the safeguarded sum.

### **11.1 Pay progression and annual pay review**

The amount awarded in pay progression will be determined annually by the **Committee of the Governing Body and Headteacher**. The School's pay progression arrangements are detailed in Appendix 2.

All teachers will receive regular, constructive feedback about their performance as part of the Schools annual appraisal cycle.

The pay of all eligible\* teachers and leadership teachers will be reviewed annually following completion of the end of year appraisal review. The end of year review will usually take place no later than **31st October annually for Teachers and 31<sup>st</sup> December for Leadership Teachers.**

**Where a teacher has met the performance criteria for pay progression – they will receive pay progression within their pay range. The criteria for pay progression are detailed in Appendix 4.**

**It should be noted that where performance has not met the required standards, pay progression may be withheld regardless of whether a teacher is subject to the School's formal capability procedure.**

In circumstances where a teacher does not receive pay progression, appropriate feedback will be provided explaining the reasons for this decision and how any developmental issues can be addressed.

In the case of Early Career Teachers (ECTs) whose appraisal arrangements are different, pay decisions will be made with reference to evidence from the statutory induction process. ECTs may receive pay progression during their 2-year induction period. It should be noted that ECTs have no automatic entitlement to pay progression on completion of their induction period.

Pay increases awarded for all teachers will be backdated to 1st September. A Teacher may appeal the outcome of their pay determination – please refer to Appendix 8

(\* Teachers are eligible for a pay review if they have completed a year of service. This is defined as having been employed for a minimum of one session per week during 26 term time weeks in the preceding academic year up to 1st September. Periods of sick / maternity / paternity leave also qualify towards this service)

## **11.2 Notification of Pay Determinations**

The Headteacher will confirm in writing the pay determination for teaching staff and notify the School's payroll / HR provider of any salary increase.

In the case of pay decisions relating to the Headteacher / Leadership Team – this will be the responsibility of the Chair of Governors or their delegated representative.



### **11.3 Absence during the pay cycle review**

Consideration will be given to adjusting the appraisal and pay review process where a Teacher has a significant period of absence due to maternity / family related leave, sick leave or disability related absence.

The length and impact of the absence on the Teacher's ability to achieve his/her appraisal objectives will be taken into consideration when making pay recommendations and determinations.

The end of year review meeting may be brought forward to enable performance to be reviewed prior to a planned period of absence. Any pay recommendation will still be considered in line with the School's usual timescales and pay progression awarded from 1st September.

Where a Teacher is not in work at the end of the appraisal cycle or has been absent for some or all of the assessment period, an assessment may be based on performance during any periods of attendance and/or prior performance. Evidence from the 2 appraisal cycles immediately prior to the period of absence may also be considered.

The precise nature of the adjustments will be determined on a case-by-case basis following discussion with the Teacher.

### **12.1 Progression to the Upper Pay Range**

All qualified Teachers may apply to be paid on the upper pay range.

It is the responsibility of the Teacher to decide whether they wish to apply to be considered for progression to the upper pay range. All applications must be submitted to the Headteacher using the appropriate school process. At this school, this is a letter to the Headteacher explaining why you feel that this is appropriate. The Headteacher may come back to you with questions. All upper pay range applications will be assessed by the Headteacher.

A Teacher may only submit one application in each academic year for progression to the upper pay range. In this School, the deadline for submitting an application is 31<sup>st</sup> August 2025.

In assessing the application the Headteacher will have regard to the outcome of the 2 most recent appraisal reviews. Teachers who have had significant period of absence from work may submit additional evidence from the 2 appraisal cycles immediately prior to their period of absence to demonstrate how they meet the criteria for progression.

Where a Teacher is simultaneously employed at another School(s), they are required to

submit separate applications for each employment. The School will not be bound by any upper pay range progression decision made by another School.

## **12.2 Criteria for Progression to the Upper Pay Range**

To progress to the Upper Pay Range a Teacher will be required to demonstrate that they have consistently made good progress towards their appraisal objectives over the 2 most recent appraisal cycles.

In addition they will need to demonstrate that:

- they are highly competent in all elements of the professional standards
- their achievements and contributions to the School are substantial and sustained

## **12.3 Assessing Upper Pay Range Applications**

Appendix 5 sets out how the school will interpret whether a Teacher meets the criteria to progress to the Upper Pay Range.

The Headteacher will assess the Teacher's application against the school's criteria and advise him / her verbally and/or in writing within 20 working days whether the application has been successful.

Where the application is successful the Teacher will progress to the minimum value of the upper pay range from September 1<sup>st</sup> 2025.

Where an application is unsuccessful the Teacher will receive feedback verbally and in writing on the reasons for the decision from the Headteacher.

A Teacher may appeal against an unsuccessful application by following the School's pay appeal process detailed in Appendix 8

## **Part C: Pay for Support Staff**

### **13 Pay Framework**

The School follows Kent Scheme Conditions of Service and the Kent Scheme for Support Staff.

All support staff will be paid within the pay values appropriate for their grade within the Kent Scheme. An Employee's salary may not progress beyond the ceiling value of their grade.

KCC determines annually in April the increases to be applied to the Kent Scheme grade values. The School will apply these changes with effect from 1<sup>st</sup> April 2026.

The current Kent Scheme Pay Scales are at Appendix 6

#### **14 Pay on Appointment**

The Headteacher will determine the grade of a support staff post prior to advertising.

In determining the grade for the post consideration will be given to the scope and accountabilities of the role as detailed in the job description / person specification for the role.

On appointment, the Headteacher will determine the starting salary to be offered within the pay range for the grade.

New starters will normally be appointed at the entry point (minimum) of the pay range for the grade. At the Headteacher's discretion and in exceptional circumstances an Employee may be appointed above the grade minimum.

At the Headteacher's discretion a market premium may be paid to secure candidates for hard to recruit posts. The sum payable will be determined on a case by case basis.

Where a member of support staff joins the School from another School / Academy– there is no obligation for the School to match their current grade or salary.

Where an Employee works part time (i.e. less than 37 hours per week / 52 weeks per year) their salary will be pro rata to the hours and weeks worked. Employees engaged on a term time only basis will receive a payment in respect of their annual leave, including public holidays, incorporated within their annual salary.

#### **15 Annual Pay Review and Pay Progression**

Salaries will be uplifted by an annual pay award with effect from 1<sup>st</sup> April. The value of this increase is determined annually in April by the Local Authority.

In addition an Employee may progress through their pay range to the top of their grade by means of a number of fixed points. Depending on an Employee's grade the number of fixed pay points and the number of years of performance it takes to progress to each point may vary.

Progression to these fixed points is based on 'positive' performance assessment on the

'anniversary date.'

The 'anniversary date' is determined as follows:

- For all Employees in post on or before 1<sup>st</sup> April 2025 the anniversary and review date will be 1<sup>st</sup> April.
- For all Employees in post or re-graded after 1<sup>st</sup> April 2025 – the review date will be the 1<sup>st</sup> April 2026.
- For all Employees on grades KSA and KSB (formerly KR3 and KR4) and who are paid a single salary point – the anniversary and review date will be 1<sup>st</sup> April 2025.
- For all Employees at the top of their grade the review date is re-set to 1<sup>st</sup> April 2025.

An Employee will be awarded a 'positive' performance assessment where performance standards are met during the pay / appraisal review cycle.

Progression is subject to receiving the requisite 'positive' performance assessments for their grade. A 'negative' assessment will delay progress through the grade by a year – however where an Employee is paid less than the top of the grade they will still receive the annual pay award. An Employee at the top of the grade who receives a 'negative' assessment will not receive the annual pay award.

Employees appointed to post higher than the minimum of the grade and between fixed points will receive progression to the next fixed point once they have completed the requisite number of 'positive' reviews for the grade.

The anniversary date and number of years 'positive' performance assessments is specific to the School and is not transferable to another School or KCC directorate or visa versa.

Where an Employee has multiple contracts each will be assessed separately and operate their own anniversary date and anniversary count for the purpose of pay progression.

Where an Employee changes their role and commences a post on a different grade the anniversary date and count will be re-set to the start date of the new post. Where an Employee changes role but remains on the same grade the anniversary date will remain unchanged and positive assessments made in the original role transfer to the new role.

The anniversary count will continue during periods of family leave and sickness absence and a positive assessment is assumed.

Employees within their probationary period are eligible to receive the annual pay award.

## 15 Additional Payments

### 15.1 Allowances

The following allowances may be paid to eligible staff:

- First Aid Allowance – payable to Employees required to undertake first aid duties who have an appropriate recognised Emergency First Aid at Work or First Aid at Work qualification
- SENA Allowance – payable to Teaching Assistants working in Special School and Special Units only

The value of these allowances are reviewed annually by the Local Authority with effect from 1<sup>st</sup> April.

### 15.2 Overtime

Employees contracted on a part time basis who work additional hours will be paid up to a total of 37 hours per week at plain time.

Overtime for Employees graded KSF (formerly) KR8 or less who work in excess of 37 hours in any week will be paid as follows:

| Monday to Friday | Saturday / Sunday | Public Holidays |
|------------------|-------------------|-----------------|
| 1.33             | X 1.33            | X 2             |

Overtime should only be worked with the prior approval of the Headteacher and all claims must be appropriately authorised.

Extra time of less than half an hour each day will not constitute overtime. Overtime is aggregated for each calendar month and paid in complete half hours. Where less than half an hour overtime is worked in a month this will be paid at plain time.

Overtime will not be paid to staff Graded KSG (formerly KR9) or above. Time off with lieu may be granted with the prior agreement of the Headteacher.

### 15.3 Cash Awards

The Headteacher may at its discretion make a cash award to recognise the discretionary effort of an Employee.

Cash awards may be considered in the following circumstances:

- To reward specific performance over and above what is normally expected in a job role
- Upon completion of a special task or project requiring exceptional performance over and above normal expectations
- To recognise the effective handling of additional duties which have not been recognised via other means

In this School cash awards to an individual will not exceed £250.

Cash awards will be made via the School's payroll. They are pensionable and are subject to the usual payroll deductions

## **17. Other pay considerations for Support Staff**

### **17.1 Acting up**

Where a member of staff takes on additional accountabilities on a temporary basis the Headteacher may determine whether they should move to a higher grade commensurate with the additional responsibilities for a time limited period.

An Employee may also be seconded to a higher graded post to cover the temporary absence of the substantive post holder.

Where an Employee is seconded – their anniversary date and positive anniversary count will be reset to the start of the secondment. The anniversary date in the substantive role will remain unchanged and previous positive assessments will be 'banked' On returning to the substantive role the salary should reflect and progression they would have received had they been in post.

### **17.2 Redetermination of grade**

Where it is determined as a result of job review, restructure or other process that there has been a permanent change in the accountabilities of a post, a role may be regraded following a job benchmarking/ evaluation process. Any regrading will be made with reference to the Kent Scheme job evaluation / benchmarking framework.

Written notification will be provided of any change in salary or grade.

Salary increases as a result of re-grading will take effect from the beginning of the month in which the process was initiated and will be based on the bottom of the new grade, or a 2.5% increase to the current salary, whichever is the greater – unless exceptional circumstances exist to justify an alternative approach.

The date of the re-grading will become the new 'anniversary date' for the purpose of pay reviews. Following a re-grading the Employee will need to achieve the required number of 'positive' reviews for the new grade in order to receive pay progression.

### **17.3 Salary protection**

Employees who are engaged on Kent Scheme terms may be eligible to be paid salary protection for up to 18 months should the grade of their post be reduced or if they are redeployed to a lower graded post as a result of organisational change.

Where the redeployment is to a post which is more than two grades below the Employee's previous post, the Loss of Earnings compensation will only apply to a maximum of two grades above the grade of the new substantive post.

Salary protection will erode over the 18 month protected period in line with the increase to the Employees salary for their new substantive post.

Changes in hours / weeks worked will not attract salary protection.

Where an Employee is in receipt of salary protection and is placed at the top of their new substantive grade – their anniversary date will be reset to 1<sup>st</sup> April / 1<sup>st</sup> September (delete according to pay cycle). The payment of the annual pay award will be dependant on the Employee receiving a positive performance assessment

## **Appendix 1: Terms of Reference (Pay Committee)**

### **Purpose:**

The Pay Committee is a sub committee of the Full Governing Body. The purpose of the Pay Committee is to review the specific pay arrangements for staff within the school.

### **Membership:**

The Pay Committee will consist of no fewer than three governors. The Headteacher will act as an advisor to the Pay Committee. The committee must not include any staff employed governors and associate governors. Membership of the committee will be ratified by the Governing Body at the first meeting in the school year. Decisions will be ratified by the Full Governing Body, and minuted by the Clerk.

The committee may appoint non-voting members (governors or otherwise) for the transaction of any appropriate business. All appointed members will be approved by the Governing Body.

### **Quorum:**

The quorum shall be not less than three governors, and cannot include both the chair and vice-chair, due to our appeals procedure.

If the meeting is not quorate, recommendations can only be made, and any resolution of matters will be referred to the next Full Governing Body meeting.

### **Meetings:**

The committee shall meet at least twice a year, following receipt of pay recommendations by the Headteacher. This will be in September to review pay recommendations for teaching staff; and April/May to review pay recommendations for support staff.

Additional meetings may be arranged to resolve identified significant issues or to cope with increased workload. Should the chair be unavailable, the vice-chair will stand in, or a temporary chair will be elected for that meeting only.

### **Voting:**



Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee.

To vote, a voting member of the committee must be present at the meeting. Meetings can be held face-to-face or remotely. If a committee member has a direct or indirect in a matter to be decided by the committee, and this could affect the way that they do their duties, they must tell the committee and must not vote on the issue. A motion will be passed at a committee meeting where a majority of voting members present are in favour of the motion.

Where there is an equality of votes for and against a particular resolution, the matter will be referred back to the next Full Governing Body meeting.

### **Accountability:**

The committee will report back to the Full Governing Body by way of a non confidential report, giving a brief overview of the meeting and decisions made. They will also explain actions taken and recommendations for consideration.

### **Agenda, Supportive Documentation and Minutes**

An agenda for each meeting will include all the tasks which the committee is required to consider. The agenda and supportive documents shall be circulated at least seven days in advance of the meeting.

The committee will not disclose material relating to a named employed or engaged member of staff, or proposed to be employed or engaged member of staff at the school, a named pupil at, or candidate for admissions to the school and any matter which by reason of its nature, the committee are satisfied should remain confidential.

Where confidential matters are discussed, the Governance Clerk will ensure Confidential Part 2 Minutes are produced, reviewed and ratified by the committee. Confidential Part 2 Minutes will not be made available to the public.

### **Scheme of Delegation:**

The Committee will:

- Develop, implement and administer the School's Pay Policy. The Full Governing Body retain responsibility for endorsing any proposed changes from the Committee to the School's Pay Policy. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to

allow for consultation prior to a decision being taken by the Full Governing Body.

- Recommend to the Full Governing Body and keep under review a policy and procedures for performance management in school.
- Ensure that all staff members have access to a copy of the School's Pay Policy and Performance Management Policy.
- Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
- Decide the School's approach towards the exercising of pay discretions.
- Ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression.
- Comply with all statutory and contractual obligations.
- Ensure that pay decisions of each member of staff in the school are communicated to them in writing.
- Approve the appraisals and pay recommendations for the Leadership Team excluding the Headteacher. The Headteacher's appraisal and pay will be reviewed by the Headteacher's Appraisal Panel.
- Minute clearly giving the reasons for all decisions and report these decisions to the next Full Governing Body meeting as a confidential item to be received. Staff employed governors will be asked to leave the meeting for this feedback agenda item. The Chair will lead on this delegated area.
- Seek professional advice from the Local Authority or others, as necessary.
- Handle appeals, if the matter cannot be resolved informally.
- Review, recommend and attend appropriate training and development activities in respect of the above.

## **Equal Opportunities**

The Pay Committee will ensure that equal opportunities for all staff members are encompassed within all school policies and procedures. They will keep under review the requirements of the Equalities Act 2010.

## Appendix 2: Pay Framework for Teachers and Leadership Teachers (NASUWT Scales)

### Qualified Teachers in the Fringe:

|                 |  |
|-----------------|--|
| Spine Point     | 1 <sup>st</sup> September 2024- 31 <sup>st</sup> August 2025 |
| Main Pay Range  |  |
| M1              | £33,075  |
| M2              | £34,974  |
| M3              | £37,141  |
| M4              | £39,495  |
| M5              | £41,870  |
| M6              | £45,037  |
| Upper Pay Range |  |
| U1              | £47,031  |
| U2              | £48,719  |
| U3              | £50,471  |

### Teaching and Learning Responsibilities (TLR)

|                              |  |
|------------------------------|--|
|                              | 1 <sup>st</sup> September 2024- 31 <sup>st</sup> August 2025 |
| Payment 2 (TLR 2)            |  |
| Minimum                      | £3,391   |
| Maximum                      | £8,279   |
| Payment 3 (TLR 3) Fixed Term |  |
| Minimum                      | £675   |
| Maximum                      | £3,344   |

### SEN Allowance

|         | 1 <sup>st</sup> September 2024- 31 <sup>st</sup> August 2025 |
|---------|--|
| Minimum | £2,679   |
| Maximum | £5,285   |

### Unqualified Teachers

|             | 1 <sup>st</sup> September 2024- 31 <sup>st</sup> August 2025 |
|-------------|--|
| 1 (minimum) | £23,140  |
| 2           | £25,630  |
| 3           | £28,123  |
| 4           | £30,319  |
| 5           | £32,813  |
| 6 (maximum) | £35,305  |

### Leadership Group Pay in the Fringe:

|    | 1 <sup>st</sup> September 2024- 31 <sup>st</sup> August 2025 |
|----|--|
| L1 | £51,151  |
| L2 | £52,400  |
| L3 | £53,675  |
| L4 | £54,983  |
| L5 | £56,320  |
| L6 | £57,693  |
| L7 | £59,213  |
| L8 | £60,540  |

## Range for Headteacher in the Fringe

| Group | Range of Spine Points | 1 <sup>st</sup> September 2024- 31 <sup>st</sup> August 2025 |
|-------|-----------------------|--|
| 2     | L8-L21                | £60,540 - £82,007  |

### Appendix 3: Pay Progression Arrangements for Teachers and Leadership Teachers

The School will review the value of the reference points in the framework with effect from 1<sup>st</sup> September annually to reflect the provisions of the STPCD.

The School/Academy will increase the values of the pay points for the main, upper and unqualified pay ranges in line with the STPCD advisory pay points.

The School will determine locally the value of the pay points for the Headteacher, Leadership and Leading Practitioner ranges.

Where a teacher is eligible for a pay review, and evidence of performance meets the School's criteria for pay progression as set out in this policy, they will progress by 1 reference point on their respective pay range.

The School may award accelerated progression of more than 1 reference point for exceptional performance.

Pay progression may be withheld where a teacher does not meet the required standards of performance.

TLR / SEN Allowances – the School will consider annually the increase to be applied to any allowances in payment.

Any increase will be consistent with the percentage increase applied to the minimum / maximum of the range for the allowance as set out in the STPCD

#### **Appendix 4: Criteria for Pay Progression for Teachers and Leadership Teachers (discretionary)**

With effect from 2024/25 Pay and Appraisal Cycle Schools will no longer be required to operate performance related pay for all Teachers and Leadership Teachers. Schools may choose to retain some or all elements of the current performance related pay arrangements should they wish.

At St Mary's, we have made the decision to withhold pay increase where a member of staff is:

- An ECT who has not passed or completed their induction period/training.
- A member of staff who requires targets or is in capability or disciplinary procedures, which could indicate that they are unable to meet the required professional standards.

These will be exceptional circumstances, and every effort will be made to ensure that all staff are supported in achieving the appropriate standards (for teaching staff this will be The Teaching Standards as described in STPCD, for teaching assistants this will be Professional Standards for Teaching Assistants).

#### **Appendix 5: Criteria for Progression to the Upper Pay Range**

To progress to the Upper Pay Range a Teacher must meet the following criteria:

- highly competent in all elements of the professional standards
- their achievements and contributions to the School are substantial and sustained

In this School, this is interpreted as follows:

##### **Highly Competent**

- The Teacher demonstrates consistently good teaching and learning with evidence of aspects of outstanding practice
- The Teacher evidences an excellent depth and breadth of knowledge, skill, understanding and application of the Teachers standards
- The Teacher contributes to the professional development of colleagues through coaching / mentoring, demonstrating effective practice and providing advice, guidance and feedback. The Teacher continually develops their practice through effective application of professional development activities

## **Substantial**

- The Teacher plays a critical role in the life of the School outside of their classroom
- The Teacher is making a significant wider contribution to School improvement and pupil outcomes outside of their class
- The Teacher makes a significant contribution to policy and practice which has improved teaching and learning across the School

## **Sustained**

- The Teacher's performance levels should be sustained over a two-year period as evidenced in the two previous appraisal reports

## **Sources of Evidence**

- Assessment against Appraisal Objectives
- Assessment against Teachers Standards
- Classroom Observations
- Self-Assessment & Peer Review
- Pupil progress data
- Assessment of pupils to improve practice and achievement/progress

## Appendix 6: Support Staff Pay Framework and Pay Progression Arrangements

| Grade | Entry   | Temporary Transitional Point 1 | Middle 1 | Middle 2 | Temporary Transitional Point 2 | Top     |
|-------|---------|--------------------------------|----------|----------|--------------------------------|---------|
| KSI   | £45,672 | £47,127                        | £48,581  |          | £50,035                        | £51,489 |
| KSH   | £39,355 | £40,472                        | £42,128  |          | £43,514                        | £44,900 |
| KSG   | £34,421 | £35,392                        | £36,363  |          | £37,334                        | £38,304 |
| KSF   | £30,404 | £32,078                        |          |          |                                | £33,752 |
| KSE   | £27,852 | £28,784                        |          |          |                                | £29,716 |
| KSD   | £26,292 | £27,053                        |          |          |                                | £27,713 |
| KSC   | £25,252 | £25,757                        |          |          |                                | £26,262 |
| KSB   |         |                                |          |          |                                | £25,126 |
| KSA   |         |                                |          |          |                                | £24,513 |

## Appendix 7: Anniversary Years

Progression to a fixed point within the grade is based on 'positive' performance assessments at the anniversary review date (September). An Employee will be awarded a 'positive' assessment where performance standards are met during the pay / performance review cycle.

Progression is subject to receiving the requisite 'positive' performance assessments for their grade. A 'negative' assessment will delay progress through the grade by a year.

Please refer to the table below for details of the number of 'positive' anniversary years required to receive pay progression.

| Kent Scheme      | Years to move from Entry to Top of Grade* |        |     |  |
|------------------|---|--------|-----|--|
|                  | Entry                                     | Middle | Top | Total Number of Years to Progress to the Top of the Grade* |
| <b>KSA (KR3)</b> | Salary for the grade                      | n/a    | n/a | n/a  |
| <b>KSB (KR4)</b> | Salary for the grade                      | n/a    | n/a | n/a  |



|                   |                            |     |   |   |
|-------------------|----------------------------|-----|---|---|
| <b>KSC (KR5)</b>  | Entry salary for the grade | n/a | 2 | 2 |
| <b>KSD (KR6)</b>  | Entry salary for the grade | n/a | 2 | 2 |
| <b>KSE (KR7)</b>  | Entry salary for the grade | n/a | 3 | 3 |
| <b>KSF (KR8)</b>  | Entry salary for the grade | n/a | 3 | 3 |
| <b>KSG (KR9)</b>  | Entry salary for the grade | 2   | 2 | 4 |
| <b>KSH (KR10)</b> | Entry salary for the grade | 2   | 2 | 4 |
| <b>KSI (KR11)</b> | Entry salary for the grade | 2   | 2 | 4 |
| <b>KSJ (KR12)</b> | Entry salary for the grade | 3   | 2 | 5 |
| <b>KSK (KR13)</b> | Entry salary for the grade | 3   | 2 | 5 |
| <b>KSL (KR14)</b> | Entry salary for the grade | 3   | 2 | 5 |
| <b>KSM (KR15)</b> | Entry salary for the grade | 3   | 2 | 5 |

## Appendix 8: Pay Appeals

Prior to making an appeal an Employee is encouraged to speak informally to their appraiser / Headteacher about any concerns they have about their pay recommendation which has been made.

If it has not been possible to speak to appraiser / Headteacher, or where the Employee continues to be dissatisfied a formal appeal against a decision regarding their pay may be lodged.

Appeals should be made in writing to the Headteacher within 10 working days of receipt of written confirmation of the pay decision.

An appeal may be made on the following grounds – that the School has:

- incorrectly applied the School’s pay policy
- incorrectly applied any provision of the national or local terms and conditions of service
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- taken account of irrelevant or inaccurate evidence
- was biased
- unlawfully discriminated against the Employee

The letter of appeal should include full details of the reasons why the Employee is making an appeal on the stated grounds. The Employee should also include any supporting information they wish to reply on at the appeal hearing. The Employee must submit any supporting information or evidence no later than the deadline for receipt of an appeal.

The School’s representative will provide the Employee with copies of any documents

which will be referred to during the appeal hearing in advance and usually no later than 5 working days before the appeal hearing.

Appeals will be considered by a panel of one or more governors usually within 20 working days of the receipt of the appeal.

Hearings may take place either in person or virtually, or a combination of both.

The admittance to the hearing of any late submission of evidence by either party is at the discretion of the Chair of the panel.

The role of the panel is to review the original pay decision based on the grounds of appeal presented by the Employee.

The outcome may be to:

- To uphold the original pay decision
- To uphold the Employee's appeal
- To refer the matter for reassessment by the Headteacher / Pay Committee who made the original decision or to seek the advice of an additional independent advisor.

The Employee will be advised of the outcome of the appeal hearing, including reasons for the decision, usually within 5 working days of the Committee's decision being made. There is no further right of appeal.

The Employee is entitled to be accompanied at the Appeal Hearing by a workplace colleague or trade union / professional association representative. A postponement of up to 5 working days may be requested to allow the Employee's trade union or workplace colleague of their choice to attend.

### **Procedure for an Appeal Meeting**

- The chair of the appeal panel will introduce those present and their roles, explain the case to be considered, the procedure to be followed and the format of the meeting.
- The Employee or their representative shall put the case in support of the grounds for appeal. This may include referring to written submissions and evidence. The School's representative and panel and their respective advisors may ask questions of the Employee and their representative.
- The School's representative (Headteacher / Chair of the Pay Committee) presents the case for upholding the original pay decision and refers to written documentation. The Employee, their representative and the panel may ask questions of the School's representative.
- The panel will invite both parties to sum up their cases, with the Employee or

his/her representative having the final word. The hearing will then be adjourned whilst the panel deliberates over the evidence

- Adjournments may be requested by both parties or by the panel during the appeal hearing. If new evidence is presented the appeal may need to be adjourned while this is investigated.
- The appeal hearing will then be adjourned whilst the panel deliberates over the evidence. If further clarity is required both parties may be recalled and the hearing reconvened so that all parties may hear any additional evidence.
- The appeal hearing is reconvened and the outcome is communicated verbally to the Employee. This should also be confirmed in writing.

On occasion it may not be possible for the panel to reach a decision on the day of the hearing in which case the panel will reconvene at the earliest opportunity to make a decision and the outcome communicated in writing within 5 working days of the decision being made.

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