



Schools HR
North Tyneside/ EQUANS Partnership
Quadrant, Silverlink North
North Tyneside, NE27 0BY

Westmoor Primary School



Pay Policy 2021-22

Date of Adoption by the Governing Body:	January 2022
--	--------------

Table of Contents

SCHOOL PAY POLICY 2021/22	3
Introduction	3
Scope of the Policy.....	3
Equality and Diversity Policy	3
Part-time Employees	4
Provision and Means of Revising Job Descriptions	4
Use of Discretions	4
Support for Staff	4
Access to Records	5
Pay Procedure in Operation	5
Teaching Staff	7
Professional Standards for Teachers	7
Pay Determination at Appointment.....	7
Appraisal Cycle and Performance Related Pay	7
Performance Related Pay Progression	9
Classroom Teacher Pay Arrangements	9
Pay Scale for Leading Practitioners	11
Leadership Pay Arrangements.....	12
Pay Scale for Unqualified Teachers	13
<i>Recruitment and Retention</i>	16
<i>Acting up Allowance</i>	17
<i>Unqualified Teacher Allowance</i>	17
Additional Payments.....	17
Overtime/Honorarium	18
External Service Provision	18
Salary Safeguarding Arrangements	18
Part time Teacher Pay Arrangements	18
Short Notice/Supply Teachers.....	19
Deduction of a Day's Pay	19
Support Staff	19
Job Evaluation.....	19
Support Staff Recruitment.....	19
Contract Options	20
Support Staff - Retention	20
Annual Review of Support Staff.....	21
Incremental progression.....	22
Support Staff Allowances	22
First Aid Allowance.....	22
Additional Payments for Caretaking Staff.....	23
Acting Allowances and Honoraria.....	23
Salary Safeguarding Arrangements	24
Appendix A: Procedure For Dealing With Disputes On Pay	26
Appendix B: Performance Management Flowchart	28
Appendix C: Pay Appeal Request Template	29
Appendix D: Salary Safeguarding Arrangements.....	30
Appendix E - Upper Pay Range Assessment Criteria	33
Appendix F – Upper Pay Range Application Form	34
Appendix G – Pay Rates for Support Staff April 2020.....	37
Appendix H – Pay Rates for Headteachers as at 1 st September 2021	38
Appendix I – Leading Practitioners Pay Range as at 1 st September 2021	39
Appendix J – Equality Impact Assessment.....	39

Westmoor Primary School Pay Policy 2021/22

Introduction

101 In enacting this Policy, as the Governing Body we will act with integrity, objectivity and honesty in the best interest of the school: will be open about decisions made and actions taken and will be prepared to explain decisions and actions. This will not normally require the disclosure of material relating to the pay of any employee or anyone proposed to be employed at School nor to any matter which, by reason of its nature, we are satisfied should remain confidential. However, through the Freedom of Information Act 2000, there is a requirement for us to produce, on demand, a copy of this Policy, if requested.

Scope of the Policy

201 This policy and procedure is aligned with the objectives and principles contained within the Schools Managing Staff Performance - Policy Statement, a copy of which can be obtained via the school office.

202 We will abide by the relevant pay provisions in the conditions of service appropriate to staff and will use any pay discretions where appropriate and practicable.

203 Full details of:

(a) Guidance relating to pay for teaching staff are contained in the School Teachers' Pay and Conditions Document (referred to in this Policy as "the Document"), published each year by the DfE: a copy of which is available for teaching staff upon request or on the Gov.uk website <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

(b) Nationally-agreed guidelines for Support Staff are contained within the NJC Green Book: a copy of which is available upon request.

204 All appointments will be in line with the published school staffing structure and will be reviewed annually or when a vacancy arises within school. We will, prior to appointment, approve any permanent deviation from the agreed structure, where this is required.

205 The Pay Policy will be reviewed on an annual basis or at any time where changes are proposed to staff terms/conditions, ensuring consultation with all appropriate staff and local trade union/professional association representatives to which this document applies, with amendments considered in the light of comments received.

Equality and Diversity Policy

301 We will comply with all relevant legislation and, in particular, will have regard to the Equality Act 2010 through its adopted Equality and Diversity Policy and Single Equality Scheme.

302 We will promote equality in all aspects of the employment cycle as part of our adopted single equality scheme, inclusive of decisions on recruitment to posts, appointing (except where a Genuine Occupational Qualification applies), promoting and paying staff, including provision of training and staff development. In doing so, we will pay particular regard to legislation in relation to equal pay and regulations governing the treatment of part time/fixed term employees¹.

Part-time Employees

401 We will act in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 in applying the provisions of this Policy on a pro rata basis to all part-time employees.

402 In addition, teaching staff will be provided with a written statement detailing their working time obligations calculated on the proportion of time a part-time teacher works against the school's timetabled teaching week.

Provision and Means of Revising Job Descriptions

501 The Headteacher will ensure that each member of staff is provided with a job description in accordance with our agreed staffing structure. Job descriptions may be reviewed from time to time when a vacancy arises but, also, as part of our annual review of the staffing structure.

502 The school Link HR Business Partner will be also be consulted at this stage to ensure an appropriate assessment of the post's grading and responsibilities has been undertaken for equal pay purposes².

503 Where a new post is created (or an existing one is amended) School will refer to our adopted restructure consultation protocol prior to implementation³.

Use of Discretions

601 Criteria for the use of pay discretion are set out in this Policy and discretionary awards of additional pay will only be made in accordance with these criteria.

Support for Staff

701 We will endeavour to provide appropriate support for all staff such as a good working environment and the guaranteed planning, preparation and assessment time for teaching staff. All members of staff will have the opportunity to review their training and development needs with their line

¹ Fixed Term Employees (Prevention Of Less Favourable Treatment) Regulations 2002

² Further details on job evaluation requirement in relation to support staff can be found later in this document

³ Protocol is contained within the school restructure and redundancy procedure. Where consultation is required under this protocol the school will undertake this exercise outlining the rationale for change, actions proposed and any timescales for implementation.

manager as part of the school's appraisal arrangements. We will observe all health and safety requirements, in particular, with regard to working time.

702 We recognise the following Trade Unions relating to pay matters under this policy:

- N.A.S.U.W.T.
- N.E.U.
- N.A.H.T.
- A.S.C.L.
- UNISON
- GMB

Access to Records

801 The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

Undertaking Work During Leave Time

901 Where a member of staff agrees to attend work⁴ for a normal day while on leave then they will be paid for that day's work. Where the hours worked are more/less than a normal day then they should always be paid the relevant hourly rate based upon their current annual salary, inclusive of any applicable allowances.

Pay Procedure in Operation

1001 We will determine the annual pay budget on the recommendation of the Pay Committee⁵, having delegated powers relating to pay to this Committee in accordance with the Education (School Government) (England) Regulations 2003. In undertaking its responsibilities through these delegated arrangements, the Pay Committee will have regard to this budget mindful of the future financial consequences of any decision and ensuring sufficient funds are identified to meet the expectation of successful pay progression by all applicable staff. The power to make temporary re-grading and temporary discretionary payments within this policy is delegated to the Headteacher, with such decisions referred to the Pay Committee at its next meeting for ratification.

1002 We will ensure, in reviewing membership and standing orders for conducting meetings of the Pay Committee, that any person employed to work at School, other than the Headteacher, must withdraw from a meeting at which the pay of any other employee of the school is under consideration. However, the Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. We also note that a relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

1003 The report of the Pay Committee outlining its decisions in relation to pay matters will be placed in the confidential section of our Governing Body

⁴ Examples include Keeping in Touch Days (KIT) during Maternity/Paternity Leave

⁵ The Governing Body may determine from time to time to review its delegation arrangements, noting that the Pay Committee referenced here may be a separate committee of the Governing Body or its powers subsumed within that of another such as staffing or personnel committee.

agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its delegated powers under this Policy or the budget allocated for pay has been exceeded.

- 1004 The Pay Committee will review staff salaries whenever a new appointment is taken up or when the duties of an existing post are amended or when changes in relevant terms/conditions require such a review to take place. In addition, teaching staff salaries will be reviewed annually following completion of the appraisal cycle.
- 1005 The Headteacher will communicate decisions of the Pay Committee to each member of staff, in writing, through the provision of a “pay statement” showing a breakdown of pay (inclusive of any allowances and/or safeguarding) within one month of the determination. Our Chair of Governors will communicate the decision on the pay of the Headteacher to him/her, outlining their right to make representations and appeal as set out in appendix A. Where a pay review takes place outside of the normal cycle, a written statement will be provided to staff concerned within one month of such a review.
- 1006 Where a member of staff is not satisfied with a decision or recommendation relating to pay they can raise such concerns in accordance with the agreed procedure as laid down in this policy at Appendix A. Any instruction to amend pay from a relevant date will only be issued after the conclusion of this procedure⁶.

⁶Note that in relation to support staff JE appeals there is a separate appeal process to be followed, information for which can be obtained by contacting your HR Business Partner.

Teaching Staff

Professional Standards for Teachers

- 1101 To ensure pay progression a teacher will need to continue to meet relevant professional standards. There will be an expectation these standards are being met unless concerns are raised in writing by the appraiser during the appraisal cycle.
- 1102 We recognise that appraisal is the key process in ensuring teachers can demonstrate relevant standards through providing the context for regular discussion about career aspirations and continued professional development.
- 1103 Teachers will be provided with a copy of the relevant standards prior to the beginning of each new appraisal cycle.

Pay Determination at Appointment

- 1201 We will determine the pay range for a vacancy prior to advertising and will not restrict the pay range of posts being advertised with the exception of the minimum of the Main Pay Ranges and the maximum of Upper Pay Range.
- 1202 We have agreed to adopt a principle of pay portability in making decisions on appointment for teaching staff, to the effect teachers on the main/upper pay scales will be paid no less than the scale point they are currently receiving, or where they are not currently in employment, the scale point upon leaving their last employer⁷.
- 1203 Where this is a teacher's initial appointment as a qualified teacher we may give consideration to the awarding of discretionary points upon appointment, taking into account both the nature of the post and level of skills and qualifications required.
- 1204 Such points will become a permanent entitlement.

Appraisal Cycle and Performance Related Pay

- 1301 It is our responsibility to annually review the pay of our teaching staff subject to the following guiding principles⁸:
- (a) The decision whether or not to award pay progression must be related to the teacher's performance, as assessed through the school's appraisal arrangements in accordance with the 2012 regulations, or in the case of Early Career Teachers (ECT's) their statutory induction process.⁹
 - (b) A recommendation on pay must be made in writing as part of the teacher's appraisal report for which they must receive a copy and we will

Commented [PS1]: Stage 1 review: - added footnote that schools must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.

⁷ Where the employee is from a school not using reference points contained within this policy then they will be assimilated to the closest point in the MPR/UPR, while ensuring no salary detriment.

⁸ Schools will need to put alternative arrangements in place for exceptional circumstances e.g. maternity leave, sickness, secondment etc as outlined in the school appraisal policies.

⁹ School will ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.

have regard to this recommendation and any subsequent moderation¹⁰ in making our decision.

- (c) Pay decisions must be clearly attributable to the performance of the teacher in question.
 - (d) Continued good performance will give the teacher an expectation of progression to the top of their respective pay range.
 - (e) Recognition that appraisal objectives and assessment under the current teacher standards will be part of a teacher's progression up their pay range.
- 1302 In implementing these principles, we will ensure that robust appraisal arrangements are in place through our adopted appraisal policy. In doing so we will ensure that the Education (School Teacher Appraisal) (England) regulations 2012 are applied in relation to reviewing current performance, the setting of objectives and ongoing appraisal of teachers, as well as recording the successful application of relevant teacher standards.
- 1303 The appraiser will discuss and take account of the teacher's professional aspirations and any requirement to provide evidence relevant to pay progression criteria (where applicable) in the production of their planning statement. Any comments from the appraisee will also be recorded on the statement.
- 1304 Where the Headteacher has delegated responsibility to other line managers under the school's appraisal policies, appraiser's pay recommendations will be submitted to the Headteacher as part of the planning and review statement and the Headteacher will pass these and any recommendations following moderation on to the Pay Committee for determination. The Pay Committee will then make a determination.
- 1305 In making any decision the committee will consider the recommendation on pay progression made by the teacher's appraiser¹¹, or in the case of the Headteacher all appraisers following advice from the school external advisor.
- 1306 In carrying out their responsibilities the Pay Committee may seek to establish the robustness of the appraiser's recommendation about performance related pay progression and may access the teacher's planning and review statement upon request. They may also seek verbal evidence from the appraiser. However, members of the Pay Committee will not make professional judgements about the effectiveness of individual teachers as that is the responsibility of appraiser.
- 1307 Where an appraisee wishes to appeal against the outcome of the Pay Committee relating to pay progression, they should refer to the procedure for

¹⁰ Documentation provided to the Pay Committee relating to Headteacher moderation of Pay recommendations will be inclusive of any internal Review Meeting undertaken through the school appraisal process.

¹¹ Where the Headteacher is not the appraiser and they have chosen to moderate outcomes then any recommendations will also be forwarded to the Pay Committee in addition to those of the appraiser.

dealing with disputes in appendix A and complete the pay progression Hearing/Appeal form in appendix C of this policy.

Performance Related Pay Progression

1401 We have agreed that for the 2021/22 academic year all classroom teachers will be awarded pay progression effective from 1st September through performance management/appraisal/induction review to the maximum of the relevant pay range, in the following manner¹²:

- (a) Early Career Teachers (ECT's) – progression will be awarded within the 2 year induction period by means of determining a successful performance review through the statutory induction process.
- (b) Main Pay Range – progression will be awarded following each successful annual performance management/appraisal review.
- (c) Upper Pay Range - progression will be awarded following two consecutive and successful annual performance management/appraisal reviews.
- (d) Lead Practitioner Teachers - progression will be awarded following each successful annual performance management/appraisal review.
- (e) Leadership Group – progression will be awarded following each successful annual performance management/appraisal review in which they have demonstrated high quality of performance in respect of school leadership and management and pupil progress.

Commented [PS2]: Key change from last year – ECT's replace NQT's from September 2021 and this amendment confirms that schools will need to put in place performance arrangements to allow progression at end of their first year.

1402 All appraisal reviews will be deemed to be successful unless significant concerns about standards of performance have previously been raised in writing with the teacher (inclusive of potential impact on pay) during the annual performance management/appraisal cycle (for example being recorded as part of a mid-year review) and have not been sufficiently addressed through support provided by School by the conclusion of the appraisal cycle¹³.

Classroom Teacher Pay Arrangements

Main Pay Range for Classroom Teachers

1501 We have determined to adopt a 6 point scale on the main pay range (MPR) to reflect the min/max range as set out within "the document" as follows:

1502

MPR1	£25,714
MPR2	£27,600
MPR3	£29,664
MPR4	£31,778
MPR5	£34,100

¹² In addition to the above teacher staff groups schools should look toward ensuring performance management arrangements are in place for unqualified teachers.

¹³ Where responsibility for professional assessment and collation of data/evidence lies with the appraisee and this subsequently proves to be inaccurate and an objective/standard is not reached then this may still have an impact on pay and a successful outcome for the appraisal cycle. However, where responsibility lies with the appraiser or other colleagues for the inaccuracy then the cycle must still be recorded as successful. Such responsibility should be clarified at the beginning of the cycle.

MPR6	£36,961
------	---------

1503 Pay progression within the range will be awarded following each successful annual performance management/appraisal review.

Upper Pay Range for Classroom Teachers

1504 We have determined to adopt a 3 point scale on the upper pay range (UPR) to reflect the min/max range as set out within “the document” as follows:

Commented [PS3]: Make a note to check other pay docs for NTC and NCC

UPR1	£38,690
UPR2	£40,124
UPR3	£41,604

1506 Pay progression within the range will be awarded following two successful annual performance management/appraisal reviews.

Movement to the upper pay range

1507 Qualified teachers may apply annually to move onto the upper pay range¹⁴ at any time during a cycle and we have delegated to the Headteacher the authority to make a determination on whether the teacher meets the requirements of the upper pay range as set out within 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.¹⁵

1508 An application from a qualified teacher will be successful where we are satisfied:

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

1509 For the purposes of this pay policy, we will be satisfied that the teacher has met the above expectations for pay progression to the Upper Pay Range through successfully meeting the above assessment criteria as outlined in Appendix E¹⁶, evidenced through two successful and consecutive performance management/appraisal reviews.¹⁷

1510 Any decisions will be evidence-based and as such teachers will be expected to inform their appraiser of their intention to apply, enabling the member of staff and their appraiser – through their appraisal planning meetings – to generate the required evidence that can be set against the criteria for progression.

¹⁴ An example form for completion is enclosed at appendix F

¹⁵ The appraisee and appraiser should discuss professional aspirations at the beginning of each cycle to ensure opportunities to evidence criteria for move to UPR as part of the appraisal process.

¹⁶ The School Teachers Pay and Conditions Document requires schools to set their own interpretation of the criteria to be met for the upper pay scale and this is outlined in appendix E.

¹⁷ The Headteacher may accept additional evidence relating to the Upper Range criteria from the 2 year assessment period where this is unclear in the recorded performance management documentation.

1511 Any assessment by the Headteacher will be concluded no later than 10 working days following receipt of the application. The teacher will be informed verbally ASAP of the outcome and in writing (outlining the rationale for any decision) within 5 working days of completing the assessment.

If successful, the applicant will move to the upper range effective from:

- a) Where the application is made up to and including 31st October 2021, movement will be effective from 1st September 2021.
- b) Applications received after 31st October 2021 will be effective from 1st September 2022.

1512 Where an application is unsuccessful feedback should be supportive and developmental and will be provided by the Headteacher as soon as possible and within 5 working days of the decision, covering the reasons in detail and arrangements for any appeal.

1513 Where an appraisee wishes to appeal against the decision of the Headteacher, they should refer to the procedure for dealing with disputes in appendix A.

1514 A member of staff will also be treated as having advanced onto the upper pay spine if at any time prior to their appointment as a teacher they were previously employed by School:

- (a) as an Upper Pay Range/post threshold teacher.
- (b) a member of the leadership group or
- (c) as a leading practitioner

1515 In such circumstances the Pay Committee will determine a point on the upper pay range to place them, having taken account of any pay progression in their previous employment based on an assessment of standards and contribution comparable to the requirements of a teacher on the upper pay range.

Pay Scale for Leading Practitioners¹⁸

1601 The primary purpose of Leading Practitioners is to model and lead in the improvement of teaching skills within schools.

1602 We have:

determined that it is not our intention to have a lead practitioner post within our existing or proposed staffing structure: this decision will be under annual review.

1603 Pay progression within the range will be awarded following each successful annual performance management/appraisal review.

¹⁸ Schools have agreed to a 5 point range within the minimum/maximum salary band as set out in "the document" - these to be based upon the leadership range reference points enclosed in Appendix H

Leadership Pay Arrangements¹⁹

1701 Changes to the determination of leadership group pay under this Pay Policy, other than those related to performance, should only be applied to

- (a) New staff appointment(s) to a leadership post., or
- (b) Existing staff whose responsibilities have significantly changed, or
- (c) Where a review of all leadership posts is deemed necessary to maintain consistency with pay arrangements made for new appointments to the leadership team.

When determining the pay range for members of the leadership group we will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations²⁰.

The rationale for any determination will be recorded to ensure fairness and transparency of any decision.

Headteacher Appointment²¹

1702 At such a time we are required to appoint a Headteacher, we will, having regard to “the Document”, carry out the following:

- (a) review the school’s Headteacher group size and determine an indicative pay range having taken into consideration the complexity and challenge of the role
- (b) determine whether an additional payment²² up to a maximum of 25% should be considered where the school can show significant circumstances, specific to the role or candidate, that warrant a higher than normal pay range
- (c) approve a starting pay point within an individual pay range
- (d) determine a 5 Point Headteacher pay band within the individual pay range

For Serving Headteachers

1703 At such a time as we are required to review the pay of the Headteacher, we will, having regard to “the Document”, carry out the following:

- (a) review the school’s group size and determine an indicative pay range
- (b) determine whether an additional payment up to a maximum of 25% should be considered where the school can show significant changes in

¹⁹ Schools have agreed to use the salary reference points enclosed in Appendix H when determining specific salary points for a post within the leadership range.

²⁰ For existing members of the leadership group a review may be triggered by significant changes in these criteria.

²¹ Additional advice on assessing headteacher pay during recruitment is contained within the DfE document “implementing your school approach to pay”

²² The additional payments for new or serving Headteachers can be either permanent or temporary, this being dependent upon the rationale for the award. The rationale for any determination to award additional payments should be recorded in detail by the governing body for audit purposes.

circumstances, specific to the role that warrant a higher than normal pay range

- (c) Approve, where applicable, a starting pay point within a revised individual pay range
- (d) Determine, where applicable, a revised 5 point Headteacher pay band within the individual pay range

Deputy & Assistant Headteacher Appointment

1704 At such a time as we are required to appoint a member of staff to the Leadership Group, we will, having regard to “the Document”, carry out the following:

- (a) determine a 5 point individual pay range for the vacancy i.e. for Deputy or Assistant Headteacher, in accordance with “the Document”: taking into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

The maximum of the deputy or assistant Headteacher’s pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a deputy or assistant Headteacher should only overlap the Headteacher’s pay range in exceptional circumstances.

For serving Deputy & Assistant Headteachers

1705 We will, in determining the pay of a serving member of the Leadership Group:

- (a) review the Deputy or Assistant Headteacher’ 5 point individual pay range in accordance with “the Document”: taking into account changes in circumstances, specific to the role that warrant consideration of a higher than normal pay range

The maximum of the deputy or assistant Headteacher’s pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a deputy or assistant Headteacher should only overlap the Headteacher’s pay range in exceptional circumstances.

Pay Scale for Unqualified Teachers

1801 We have determined to adopt the following 6 point pay range (UQR) for unqualified teachers²³ to reflect the min/max scale as set out within the “the document” as follows:

UQR1	£18,419
UQR2	£20,532
UQR3	£22,644
UQR4	£24,507
UQR5	£26,622
UQR6	£28,735

²³ Unqualified teachers can be appointed by a school where special qualifications and/or experience are required in order to carry out specified work.

1803 Pay progression within the range will be awarded following each successful annual performance management/appraisal review.

Allowances & Additional Payments

1901 We have authorised the Headteacher to arrange for the payment of a number of allowances in accordance with the needs of the School Improvement Plan and the published staffing structure of the school. We will need to ratify any departure from the published framework.

Special Educational Needs

1902 We have agreed to an SEN allowance payable to members of staff, as part of the published school staffing structure, in the following circumstances:

- a) Where the staffing structure stipulates an SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- b) To all teaching staff where designated as a special school
- c) Where the staffing structure requires the teaching of pupils in one or more designated special classes or units in a school
- d) Where the staffing structure requires teaching in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:
 - i. involves a substantial element of working directly with children with SEN; and
 - ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
 - iii. has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

1903 Where a SEN allowance is payable, we have delegated to the Pay Committee responsibility for determining the spot value of the allowance as prescribed by "the Document", taking into account the structure of the school's SEN provision and the following factors:

- (a) whether any mandatory qualifications are required for the post;
- (b) the qualifications or expertise of the teacher relevant to the post; and
- (c) the relative demands of the post.

1904 We recognise that any differentiation in SEN payments between posts must be justified using the above criteria and relevant statutory guidance and regulation, assessed against the job outline(s) for the respective posts within the school

staffing structure. In doing so, we will assign the following monetary values to posts with an SEN allowance:

1905

Post A	£2270
Post B	£4479

Teaching and Learning Responsibility (TLR)

1906

We will only award a Teaching & Learning Responsibility (TLR) where it is satisfied that the qualified teacher's duties include a significant responsibility that is not required of all teachers.

1907

Where a TLR 3 is awarded this will be for a fixed term period, with the focused aim to implement time-limited improvement projects or one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term.

1908

A fixed term TLR3 should not be awarded consecutively for the same responsibility unless that responsibility specifically relates to tutoring of pupils to deliver catch-up support on learning lost during the pandemic.

Commented [PS4]: Key change from last year Change to the STPCD to allow use of a TLR3 relating to tutoring of pupils to deliver catch up support on learning lost during the pandemic.

1909

A TLR3 will be assigned to designated posts where the following conditions are met:

- (a) the responsibility is focussed on teaching and learning.
- (b) the responsibility requires the exercise of a teacher's professional skills and judgement.
- (c) the responsibility has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

1909

A permanent TLR payment should be paid to a teacher for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. In these circumstances the following criteria will apply.

1910

TLR2 will be assigned to designated posts where, in addition to the above (TLR3) criteria, the following conditions are met:

- a) the responsibility requires the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum.
- b) the responsibility involves leading, developing and enhancing the teaching practice of other staff.

1911

TLR1 will be assigned to designated posts where, in addition to the above (TLR3 & 2) criteria, the following condition is met:

- a) the post has a clear line-management responsibility for a significant number of people.

1912 We will refer to relevant statutory guidance and regulation, as appropriate, in determining the range of TLR spot payments within the agreed staffing structure. In doing so, we have set the following monetary values to TLR posts as follows:

1913

TLR Level	TLR Point	value	TLR Point	value	TLR Point	value	TLR Point	value
TLR3	(a)	£500						
TLR2	(a)	£2873	(b)	£4785	(c)	£7017		
TLR1	(a)	£8291	(b)	£10203	(c)	£12116	(d)	£14030

1914 We recognise that any differentiation in TLR payments between posts must be justified using the above criteria and relevant statutory guidance and regulation, assessed against the job outline(s) for the respective posts within the school staffing structure.

1915 Changes in the spot value of TLR payments, as agreed by ourselves can occur in the following circumstances:

(a) to accommodate future amendments in “the Document” regarding ranges for TLR allowances.

(b) as part of a review of the staffing structure in which the responsibilities of a post assigned to a TLR allowance have materially changed.

1916 Such (TLR) payments will accord with the agreed staffing structure of the school.

Recruitment and Retention

1917 We may award lump sum payments, periodic payments or provide other financial assistance, support or benefits to teaching staff other than the Headteacher, Deputy or Assistant Headteacher ²⁴ as it considers necessary as an incentive for the recruitment or retention in its service of teachers. In this respect, we will determine that:

1918 we will not exercise its discretion under “the Document” but will periodically review this provision of the Policy.

1919 Where a teacher is given such an incentive, he/she will be provided with written notification by the Headteacher at the time of the award that will identify:

²⁴ Recruitment and retention payments are no longer payable to members of the leadership group other than reimbursement for reasonably incurred housing or relocation costs. Those with existing allowances, subject to review may continue until such time as the respective pay range is reviewed under this policy.

- (a) Whether the award is for recruitment or retention.
- (b) The nature and value of the award (cash sum, travel, housing etc).
- (c) When and how it will be paid.
- (d) The fixed duration of the award and review date.

Acting up Allowance

1920 Acting allowances are payable to those who are assigned and carrying out the duties of Headteacher, Deputy and Assistant Headteacher in accordance with “the Document”. The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

1921 We will determine that any teacher, who carries out the duties of Headteacher, Deputy or Assistant Headteacher, for a period of 4 weeks or more, will be paid at an appropriate point of the Headteacher, Deputy or Assistant Headteacher pay range as determined by the Pay Committee. Payment will be backdated to the commencement of the duties.

Unqualified Teacher Allowance

1922 We may make an additional payment of an unqualified teachers’ allowance where this is deemed appropriate as outlined in “the Document”. Circumstances where such payments may be considered will be where the unqualified teacher has taken on sustained additional responsibilities or has qualifications or experience which brings added value to the role being undertaken.

1923 Where this allowance is adjusted due to changes in responsibility or to this Pay Policy then appropriate safeguarding arrangements will apply where necessary.

Additional Payments

2001 In accordance with “the Document”, we have:

determined not to make payments as it sees fit to a teacher, in respect of:

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

2002 Payment will be determined having regard to advice provided by the school Link HR Business Partner on appropriate rates of pay for staff engaged in such activities.

Overtime/Honorarium

2101 Teachers will not be eligible for “overtime” or honorarium payments other than the additional payments outlined above.

External Service Provision

2201 When determining the provision of external service provision, we will act within the operating principles and requirements which apply to the provision of such services to other schools as outlined within the STPCD.

Salary Safeguarding Arrangements

2301 Where a pay determination leads, or may lead, to the start of a period of salary safeguarding, we will give the required notification as soon as possible (through a revised pay statement) and no later than one month after the date of the determination.

2302 Details of salary safeguarding arrangements are enclosed in appendix D.

Part time Teacher Pay Arrangements

2401 We are required to determine pro-rata arrangements for the proportion of time both existing and future part-time teachers work within school, based on the School Timetabled Teaching Week (STTW)²⁵. The STTW of a full-time classroom teacher within school will be used as the figure for calculating the percentage for any part-time teachers at the school, through the use of the following formula:

2402 The time taken for school session hours timetabled for teaching, including PPA time and other non-contact time but specifically excluding;

- i. break times;
- ii. registration; and
- iii. assemblies (where applicable)

2404 We note that part time teachers cannot be required to work or attend non – pupil days, parts of days, on days they do not normally work. Teachers can however, should they be required and wish to do so, attend and receive payment for these days.

2405 A part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available for work (whether the teacher is normally required to be available for work for the whole of that day or for only part of that day). However, the total amount of time a teacher may be required to undertake such duties should be proportionate to that of an equivalent full time teacher in post.

²⁵ Note that the STTW may differ for each key stage within school when using the formula. Such differences should be recorded to ensure part time staff are assigned the appropriate part time calculations.

Short Notice/Supply Teachers

- 2501 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 194 days; periods of employment for less than a day being calculated pro-rata as per "the document".

Commented [PS5]: Key change from last year Teaching year reduced by one day to 194 to cover queen Jubilee

Deduction of a Day's Pay

- 2601 Where authorised unpaid leave of absence or unauthorised absence (e.g. strike action) occurs deductions of salary shall be calculated at a daily or part-daily rate based on the day's salary being 1/365th of a year for each day of the period of absence.

Support Staff

Job Evaluation

- 2601 The national Single Status Agreement of 1997 required all authorities to conduct a pay and grading review to fully implement equal pay legislation and modernise pay structures. North Tyneside Council adopted the approach recommended by the National Joint Council to provide a fair and transparent grading system based on job evaluation (JE).
- 2602 We are supportive of the aims and objectives of the above actions and have agreed to implement a pay and grading structure in line with the authority's Single Status Agreement.
- 2603 We have agreed to adhere to the council-agreed grading appeals process when dealing with JE grading of existing and new support staff posts within school. In doing so we will undertake a periodic review to ensure roles and grading reflect the needs of the school, any relevant national standards and responsibilities undertaken.²⁶
- 2604 A member of support staff may apply directly to the Headteacher for a JE review of their post following a change in responsibilities. A minimum of six month period will apply between re-evaluations relating to a specific post within the school staffing structure.

Support Staff Recruitment

- 2701 Where a vacancy arises within school an assessment will be undertaken by the Headteacher to determine whether there is a need to revise the existing job outline for the post, taking account of the existing and future needs of the school. Where there is a need to review the job outline the Headteacher will assess existing job family generic outlines that have been evaluated for JE purposes to determine a suitable alternative.

²⁶ Where a restructure is required then school will be required to follow its restructure protocol

- 2702 Where no such alternative exists, the revised post should be treated as unique, in which case the Pay Committee will approve a draft job outline to be forwarded to the Link HR Business Partner to determine the appropriate grading. Where necessary a full job-evaluation exercise will be undertaken prior to recruitment²⁷. In exceptional circumstances a post JE assessment may also be required to ensure the school fully meets its obligations in relation to equal pay legislation.
- 2703 The Pay Committee will normally appoint new support staff to the minimum of the appropriate scale unless he/she has existing unbroken local government service. However, discretion is provided to award additional increments upon recruitment to ensure attraction of a suitable candidate.
- 2704 Where the total reward package determined by the JE pay and grading system can be shown to be inconsistent with reward packages offered for comparable posts in the wider labour market, the Pay Committee may consider the usage of Market Supplements²⁸. In doing so it will follow advice from the School Link HR Business Partner on assessing the appropriate nature of such payments.
- 2705 Full details of all new appointments, including job outlines and relevant support staff JE Code, will be forwarded to the Schools HR administration provider as soon as possible in order that confirmation of appointment or changes can be issued.

Contract Options

- 2801 New appointments issued by school will consist of either:
- 52/52 (Full year working) – member of staff works the full year and is allocated a specific amount of annual leave, in line with normal terms and conditions.
 - 195 day working year, where a member of staff works 190 days of school term time and then an additional 5 days to cover other work to meet the needs of the school.
 - 193 day working year where a member of staff works 190 days of school term time and then an additional 3 days to cover other work to meet the needs of the school.
 - 190 day working year, where a member of staff works only in the school term time there is no contractual obligation for the member of staff to work additional time.
- 2802 Pay scales as at April 2020 are enclosed at appendix I

Support Staff - Retention

²⁷ Where it is proposed to recruit to a fundamentally new role for which responsibilities have previously not been assessed under the JE process.

²⁸ Market supplements are designed to support recruitment and retention where there is objective evidence that the rate of pay offered directly results in increased labour turnover or an inability to recruit.

2901 Where there is a concern staff may leave employment with the School due to greater reward packages offered for comparable posts elsewhere in the wider labour market, we may consider the following options to retain staff:

- the introduction of market supplements – in determining the nature of this payment we will consider the whole package of benefits evidenced between posts prior to any determination. Any determination will be in accordance with the School policy on market supplements and following discussion with the LA and the school link HR Business Partner.
- The market supplement will be made on the basis it will be reviewed annually in terms of both value and in its ongoing justification.
- Assignment of additional responsibilities - additional responsibilities assigned to a role on a temporary or permanent basis may be considered with a view to undertaking a structured Job Evaluation. In doing so consideration will need to be given to ensuring an equitable policy in relation to pay.

2902 Prior to any decision in relation to retention for support staff advice will be sought from the school Link HR Business Partner.

Annual Review of Support Staff

3001 While taking into account the appropriate Conditions of Service, the Headteacher will annually review the duties and responsibilities of support staff to ascertain whether:

- (a) the job outline is still current or requires modification.
- (b) the grade is still appropriate.
- (c) honoraria are appropriate in view of any additional tasks or responsibilities undertaken.
- (d) market supplements or accelerated increments are appropriate.

3002 Advice will be sought from the school Link HR Business Partner on any proposed recommendations for change before they are forwarded to the Pay Committee for its consideration as part of the annual pay review of support staff.

3003 In reaching its determination, the Pay Committee will

- (a) consider the advice of the school Link HR Business Partner in respect of equal pay and consider, where appropriate, a re-evaluation of a post by the Link HR Business Partner²⁹.
- (b) ensure that details of changes including, where appropriate, amendments to job outlines, are forwarded to Employee Services

²⁹ Where a re-evaluation is to take place the school will follow the Job Evaluation Procedure agreed with the Local Authority and recognised Trade Unions.

as soon as possible in order that payroll changes are implemented expediently.

- (c) set a review period for any market supplements in place for existing staff

Incremental progression

- 3101 Subject to the maximum of the grade being reached, the next increment will be payable on 1 April. This is subject to a minimum of six months' service in the grade. For new appointments and re-grading between 1 October and 31 March, the first increment will be payable after six months' service in the new post.

Support Staff Allowances

- 3201 We have agreed to implement a number of collective agreements relating to terms and conditions reached between North Tyneside Council and recognised Trade Unions/ Professional Associations, currently covering the following areas:
 - (a) Phasing out of Nursery Nurse terms & conditions.
 - (b) General protection arrangements.
 - (c) Changes to overtime payments linked to working additional hours.
 - (d) Car allowances.
 - (e) Removal of payments and allowances incorporated into JE grades.
 - (f) Training & development.
 - (g) Retainer payments
- 3202 In addition, we have agreed to adhere to and implement future collective agreements reached between these parties, relating to terms & conditions of employment for support staff in school.
- 3203 We recognise the following allowances are subject to ongoing negotiations between North Tyneside Council and recognised Trade Union/Professional Associations. We agree to follow the advice received from the LA relating to such allowances and note they may be subject to change.

First Aid Allowance

- 3301 The Pay Committee will note that the North Eastern Provincial Council identified an additional allowance to be payable, on a personal basis, to an employee who volunteers to be a named First Aider and, as such, it will not be attached to any specific post. The allowance will not be paid to an employee who undertakes First Aid as part of the duties of his/her normal post.

3302 In order to attract the allowance, an employee volunteering as a named First Aider must hold one of the following qualifications:

- Certificate of the St John Ambulance Association
- Certificate of the Institute of Certified Ambulance Personnel
- Elementary Certificate of the British Red Cross Society
- Any other acceptable relevant qualification

3303 It will be expected that the holder of this allowance will maintain a valid Certificate³⁰.

Additional Payments for Caretaking Staff

3401 The Pay Committee recognises the payments determined in local collective agreements in connection with the following areas of work – lettings, duties outside normal hours and payment for unsocial hours.

Acting Allowances and Honoraria

3501 Acting Allowances are paid at our discretion and may be payable to staff who are assigned and are carrying out duties at a higher level. The Pay Committee will, within a four working week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Where a member of support staff is requested by his/her line manager to undertake the full duties and responsibility of a higher graded post for a continuous period of at least four weeks, he/she will be entitled to receive pay in accordance with the grading of the post temporarily occupied

3502 The pay to be paid will be that which would apply were the staff member promoted to the higher graded post: normally, the minimum point of the scale. Once the qualifying period of four working weeks has been satisfied, the higher pay will be paid with effect from the first day on which the higher duties were undertaken.

3503 This provision will apply only where a member of staff is required to undertake the full duties and responsibilities of a higher graded post. It will not apply where the duties and responsibilities are shared between more than one member of staff

3504 Where the above provision does not apply, we will determine the payment of an honorarium to a member of staff who performs duties outside the scope of his/her post over a continuous period of at least 4 working weeks. The amount of the honorarium to be paid will depend upon the circumstances of each case and backdated to the initial start date for which the duties were assigned.³¹

³⁰ For designated first aiders the employer will cover costs associated with obtaining/renewing of the first aid certificate every 3 years.

³¹ Where rotation of duties occurs between staff then honoraria will be paid once the member of staff has completed 4 working weeks covering the duties concerned.

- 3505 In addition to the above allowances a one-off payment (commonly referred to as ex-gratia payments) may be made to enable employee(s) to be financially recompensed for significant additional work performed over and above their usual responsibilities.

Salary Safeguarding Arrangements

- 3601 Where a pay determination leads, or may lead, to the start of a period of salary safeguarding, we will give the required notification as soon as possible (through a revised pay statement) and no later than one month after the date of the determination.
- 3602 Details of salary safeguarding arrangements are enclosed in appendix E.

Support Staff Overtime Rates

- 3701 For those employees who are in receipt of basic pay at or below SCP 22 (top of Grade 7) overtime rates are applicable once they have worked beyond 37 hours.³²

Voluntary Additional hours

Flat rate is paid up to 37 hours. Additional hours are paid at appropriate rates depending on when they are worked.

Monday to Saturday	time and a third
Sundays	time and a half
Public/Extra Statutory holidays	double time (min 2 hours)

Saturday and Sunday working

Employees who are required to work on a Saturday/and or Sunday as part of their normal working week are entitled to an enhancement.

Saturday	time and a half
Sunday - SCP 3 or below	double time
Sunday - Above SCP 3	time and a half

Night Work

Employees who work at night as part of their normal working week are entitled to receive an enhancement of time and one third for all hours worked between 8.00 pm and 6.00 am.

³² As way of an example if a part time member of staff works 30 hours a week and is asked to complete an additional 10 hours (40 in total that week) then 7 of the additional hours will be at flat rate and 3 hours at the relevant overtime rate. Please also note that for all support staff above point 22 (Grade 8) any additional hours are always at a flat rate.

Appendix A: Procedure For Dealing With Disputes On Pay

Staff may seek a review of any determination in relation to their pay or any other decision taken by ourselves as the Governing Body (or those acting on behalf our behalf) that affects their pay³³.

Resolution Through Appraisal Process

Where the member of staff disagrees with the recommended outcomes of their appraisal cycle then under the school appraisal policy, they will be given the opportunity to request a review with the Headteacher. This review will allow the member of staff to submit additional information to the Headteacher (acting as appraiser and/or moderator) prior to a final determination³⁴.

Any comments from the member of staff arising from this review should be included when subsequently referring any recommendations on Pay by the Headteacher to the Pay Committee. The Pay Committee will then make a determination based upon the information provided for which the member of staff can make representations as follows:

Making Representations to Pay Committee

Where a member of staff feels aggrieved with the pay decision, they can refer his/her dispute in relation to pay to a Hearing/Appeal on the grounds that

- (a) the provisions within this Policy, “the Document” or “Green Book” were not applied correctly
- (b) there was insufficient regard given to statutory guidance or
- (c) procedures were not applied correctly in relation to consultation on a school Staffing Review and associated Implementation Plan

that those making the pay progression decision

- (a) failed to take account of relevant evidence or
- (b) took into account irrelevant or inaccurate evidence or
- (c) were biased or
- (d) discriminated unlawfully against the member of staff

Stage 1 – Hearing relating to pay progression determination

Where one or more of the above criteria are met the member of staff may write to the Chair of the Pay Committee, setting out the FULL grounds for questioning the pay

³³ The person making a pay recommendation (stage 1) and making a determination (stage 2) and appeal (stage 3) should be clearly set out in school standing orders. Note there is a separate process in relation to support staff JE reviews.

³⁴ More information can be found on this review meeting under the school appraisal policy

decision. This submission must be within ten standard working days following written confirmation of the initial decision by the committee.

The Chair of the Pay Committee should then arrange a Hearing with up to 3 members of this committee who made the initial decision, together with the member of staff, to take place within ten working days of the formal request being received.

The member of staff will be given at least five standard working days notice of the date, time and place of the Hearing, being advised of the right to be represented by either a recognised Trade Union/Professional Association representative or a work colleague. Any determination should only be made following the receipt of advice from the school HR Advisory Service.³⁵

The decision will be announced verbally at the close of the Hearing whenever possible, being confirmed, in writing, within five standard working days of the decision. If the employee's case is not upheld, then the letter should inform the individual of his/her right to appeal within ten standard working days of written confirmation of the decision and the mechanism for this appeal.

Stage 2 - Appeal to Governing Body Appeals Committee

Where the member of staff concerned wishes to challenge the decision arising from the initial Hearing then he/she should submit, in writing, to the Clerk to the Governors, his/her wish to do so including the FULL reasons for his/her request for an Appeal. This submission must be within ten standard working days following receipt of the written notification of its decision.

The purpose of an Appeal is for the employee to put forward their comments / arguments concerning why the decision reached at the earlier stage was unacceptable. It is then for the Appeal Committee to consider the comments raised by the employee, reviewing the outcomes heard at the earlier stages and again attempt to resolve the matter.

Such a meeting of the Appeal Committee will take place within twenty standard working days of the formal request being received. The Clerk to the Governors will advise both parties, in writing, of the date, time and place of the Appeal, giving ten working days' notice. The employee should be advised of the right to be represented by a recognised Trade Union / Professional Association Representative or a work colleague. A representative of the HR Advisory Service will also be in attendance to provide advice to the governor panel.

The decision will be announced verbally at the close of the Appeal Hearing whenever possible, being confirmed, in writing, within five working days of the decision. The decision of the Appeal Committee is final³⁶.

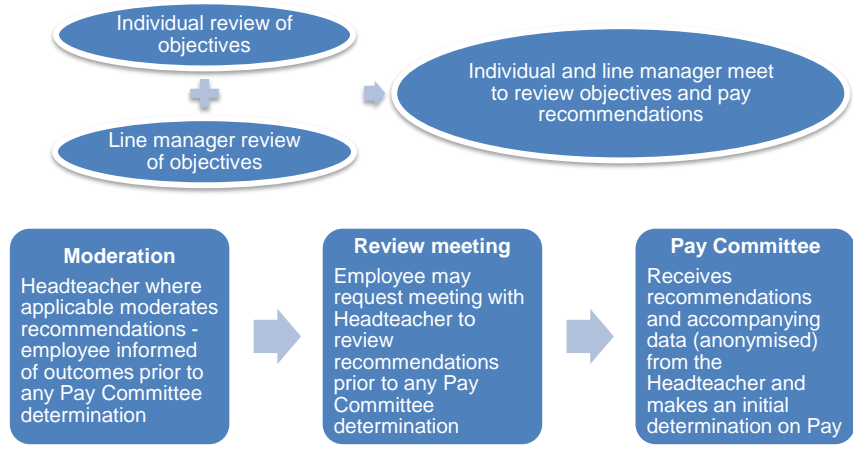
A flowchart is available at appendix D explaining the decision making process for both (a) the appraisal cycle and (b) recommendations on performance related pay.

³⁵ DfE Advice note to schools on managing appeals June 2014

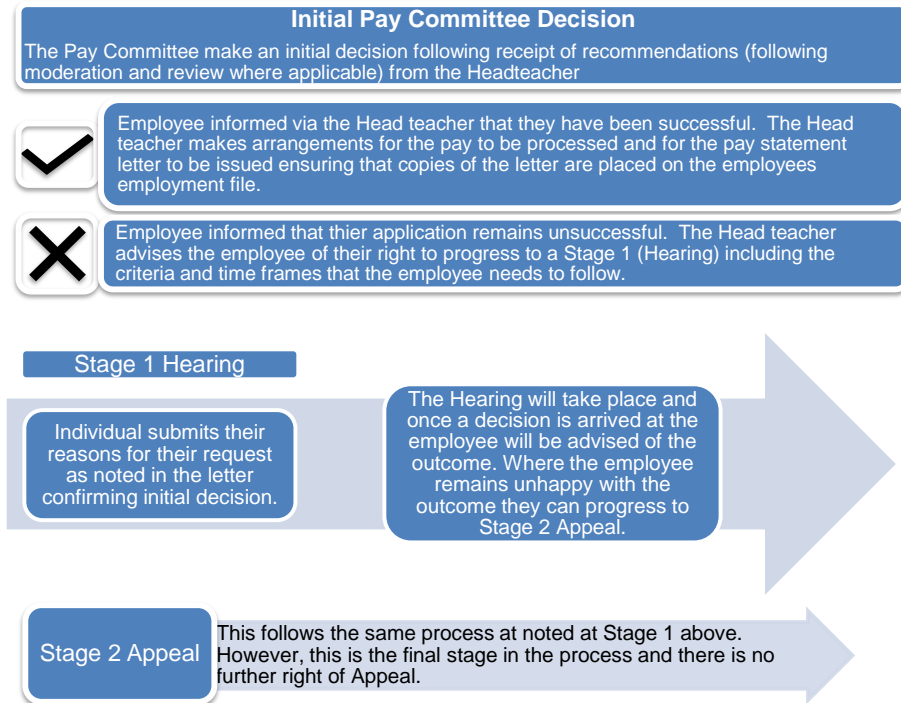
³⁶ As this Hearing/Appeal procedure performs the function of grievance procedure on pay matters, such decisions should not be reopened under the schools general grievance procedures.

Appendix B: Performance Management Flowchart

(a) Appraisal Process



(b) Pay Appeal Process



Appendix C: Pay Appeal Request Template

.....**School**
PAY Hearing/Appeal

To the Clerk to the Committee

I _____, wish to inform you that I wish to request a
Hearing/appeal *
against the decision of the Pay Review Committee held on _(DATE)_____.

Teachers have the right to raise formal appeals against pay determinations if they believe that the committee by whom the decision was made:

- (a) incorrectly applied the school's Teachers' Pay Policy
- (b) incorrectly applied any provision of the STPCD
- (c) failed to have proper regard to statutory guidance
- (d) failed to take proper account of relevant evidence
- (e) took account of irrelevant or inaccurate evidence
- (f) was biased, or
- (g) Unlawfully discriminated against the teacher.

The grounds of my appeal are as follows:

I have/have not* attached documentation which I would like to submit to Governors in support of my Hearing/Appeal

Signed: -----Date: -----

*delete as appropriate

Appendix D: Salary Safeguarding Arrangements

Teaching Staff

Existing Safeguarding Arrangements

We will take due regard to arrangements for teachers covered by existing general safeguarding arrangements as defined by “the Document” (for example, through a previous school closure, reorganization or redeployment) and, where appropriate, will continue to award the safeguarded sum identified. Where this protection is greater than £500 we will review the teacher’s assigned duties and allocate such additional duties it considers appropriate and commensurate with this safeguarded sum.

Circumstances where safeguarding will apply

We may, as a result of a review of its Pay Policy or staffing structure or for another reason, make a determination that a teacher’s duties and responsibilities require amendment. Where this results in a reduction in pay for the post concerned then a period of pay safeguarding will apply as follows:

- (a) Where members of the leadership group or teachers paid on the range for leading practitioners are no longer required in this role or only merits a pay range of a lower monetary value.
- (b) Where there is a reduction or removal of a TLR teaching allowance.
- (c) Where there is a reduction or removal of an SEN teacher allowance
- (d) Where there is a reduction or removal of an unqualified teacher allowance

In such circumstances, a safeguarded sum will be paid from a ‘relevant date’ for a period of three years. The relevant date being

- (a) between 1st September to 31st December, the relevant date is 1st January
- (b) between 1st January and 31st March, The relevant date is 1st April
- (c) between 1st April and 31st August, the relevant date is 1st September

This safeguarding will end three years from the relevant date as defined above or prior to this date where one of the following conditions are met:

- (a) the teacher ceases to be a classroom teacher
- (b) the teacher is awarded, at a later date, an allowance that is higher or equals the protected sum
- (c) the end date for a fixed term allowance is within the three year general safeguarding period.
- (d) the teacher is awarded an increased salary or allowance the value of which exceeds the combined value of the pre-safeguarding salary and any one or more of the safeguarded sums so payable
- (e) the teacher’s employment ceases at the school concerned (unless as part of school reorganization)
- (f) the teacher, unreasonably, refuses to carry out additional duties appropriate to the safeguarded sum

Advice will be sought from the School link HR Business Partner in such cases where safeguarding may apply.

Support Staff

Pay protection safeguarding

Pay protection is a non-contractual voluntary supplement that we have agreed to make when an employee is placed into a lower paid role. The intention of this supplement is to provide a “financial cushion” to an employee’s contractual pay for a period of 2 years, allowing them to make appropriate financial arrangements to accommodate the lower level of pay their new role provides, or for them to have time to look for another role.

We have determined that pay protection will apply when:

- An employee is redeployed into a lower paid job to avoid redundancy
- A restructure results in an employee taking on a lower paid job
- A Job Evaluation review places the post into a lower grade
- An employee with a disability related health condition is redeployed to a lower paid job as a reasonable adjustment.

Pay protection will consist of a cash protection up to two grades down from your current salary subject to a maximum of £6000 per annum pro rata. The capped salary will remain in place, with the safeguarded sum reducing to take account of any pay awards, until such time as safeguarding ends.

All protection including the cap will be pro rata for part time employees and for the avoidance of doubt enhanced rates of pay such as shift allowances or weekend enhancements, nor other terms and conditions such as annual leave or working hours are not protected.

Suitable Alternative Employment

Whether a job is suitable for consideration as an option for redeployment will depend on:

- the employee’s skills and experience (do they have the skills and experience to enable them to effectively fulfil the new role, sometimes after a period of training or re- training); and
- how similar the terms and conditions are including: status, place of work, job duties, pay, hours and level of responsibility.

Protection Arrangements – 46/52 Support Staff

Support staff previously employed on a term time basis (previously known as 46/52 and Supervisory Assistants/Senior Supervisors) continue to be paid for their current contractual arrangements where they are prepared to work additional time in order for them not to suffer any financial detriment once the annual leave calculation has been applied correctly.

These protection arrangements will be reviewed annually with the member of staff to assess any variation in holiday entitlements that may impact on the additional time required to work to maintain parity with original contractual arrangements.

Appendix E - Upper Pay Range Assessment Criteria³⁷

An application from a member of the teaching staff wishing to apply to move onto the Upper Pay Range will be successful where we are satisfied:

- a) that the teacher is **highly competent** in all elements of the relevant standards; and
- b) that the teacher's achievements and contribution to the school are **substantial and sustained**.

We are required by statute to identify how we intend to interpret the above assessment criteria, for which we have agreed the following for the purposes of this pay policy:

- **'highly competent'** this will be evidenced through ensuring that the performance of the teacher is not only good but also good enough to provide coaching, mentoring and sharing good practice 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'** this will be evidenced through achievements and contributions of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development as part of the school CPD programme and use the outcomes effectively to improve pupils' learning); and

- **'sustained'** this will be evidenced through ensuring the criteria are evidenced continuously over a period of 2 annual performance cycles.

³⁷ Staff that move onto the Upper Pay Range are expected to maintain performance in line with the Upper Pay Range Criteria and will continue to be assessed against this through the school's Performance Management system.

Appendix F – Upper Pay Range Application Form

(Name of school)

UPR Application Form

Teacher Name: _____

Part 1 - Guidance Notes for Teacher

An application from a member of the teaching staff wishing to apply to move onto the Upper Pay Range will be successful where the Governing Body are satisfied:

- a) *that the teacher is highly competent in all elements of the relevant standards; and*
- b) *that the teacher's achievements and contribution to the school are substantial and sustained.*

We are required by statute to identify how it intends to interpret the above criteria, for which we have agreed criteria as shown in part 3 of this application form.

Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request. (If you have been absent for part of the previous 2 year PM period, please submit a statement and accompanying evidence that you wish the Headteacher to consider)

If you wish to provide details of appraisal / performance management from another school please give details on this form and enclose copies of relevant planning and review statements. (You must include school name, dates of employment and Headteacher name)

You must - Print, sign and date the form, keeping a copy and pass it to your head teacher for consideration.

Signature: _____

Date: _____

Part 2 – Guidance for the Headteacher

- Assess within 10 working days whether the teacher has met all of the criteria in part 3 thereby ensuring the teachers achievements and contribution to the school is substantial and sustained.
- Complete the Head Teacher's comments section (Part 4). If you have assessed that the Teacher does not meet all of the standards then include an explanation of your rationale.
- Sign, date and retain a copy of the form (Part 4 – Headteacher comments)
- Inform the Teacher in writing of the outcome of the decision within 5 working days following completion of the assessment. Where you have assessed that the Teacher has not met all of the criteria, you should also provide verbal feedback. Feedback should include the actions required to achieve successful assessment.
- Notify the governing body pay review committee & inform employee resources of the decision.

Part 3 – Upper Pay Range Assessment Criteria

That the teacher is **highly competent** in all elements of the relevant teaching standards, evidenced through:

“ensuring that the performance of the teacher is not only good but also good enough to provide coaching, mentoring and sharing good practice 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”

This Criteria has been evidenced as being met

YES/NO

That the teacher’s achievements and contribution to the school are **substantial** as evidenced through:

“achievements and contributions of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development as part of the school CPD programme and use the outcomes effectively to improve pupils’ learning).”

This Criteria has been evidenced as being met

YES/NO

That such achievements and contribution by the teacher have been **sustained**, as evidenced through:

“ensuring the criteria are evidenced continuously over a period of 2 annual performance cycles”.

This Criteria has been evidenced as being met

YES/NO

Part 4 - Headteacher Comments

[please delete as appropriate]

- A. I have assessed the Teacher as having **met all** Teacher Standards and Upper Pay Range criteria based upon the information provided to a highly competent level and confirm the teachers achievements and contribution to the school **is substantial and sustained**.
- B. I have assessed that the Teacher as having **NOT met** all Teacher Standards and/or Upper Pay Range criteria based upon the information provided to a highly competent level and confirm the teachers achievements to the school are **NOT substantial and sustained**.

If you have assessed that the Teacher Standards and/or Upper Pay Range Criteria have not been met, please detail below the rationale for this decision. (continue on additional page if necessary)

Full Name:	_____
Signed:	_____
Date:	_____

Appendix G – Pay Rates for Support Staff April 2020³⁸

APT & C	Apr-20		
GRADE		52/52	Hourly Rate
Grade 1	1	£17,842	£9.25
Grade 2	2	£18,198	£9.43
Grade 3	3	£18,562	£9.62
	4	£18,933	£9.81
Grade 4	5	£19,312	£10.01
	6	£19,698	£10.21
Grade 5	7	£20,092	£10.41
	8	£20,493	£10.62
	9	£20,903	£10.83
	10	Not In Use	
	11	Not In Use	
Grade 6	12	£22,183	£11.50
	13	£22,627	£11.73
	14	£23,080	£11.96
	15	£23,541	£12.20
	16	Not In Use	
	17	Not In Use	
	18	Not In Use	
Grade 7	19	£25,481	£13.21
	20	£25,991	£13.47
	21	£26,511	£13.74
	22	£27,041	£14.02

APT & C	Apr-20		
GRADE		52/52	Hourly Rate
Grade 8	23	£27,741	£14.38
	24	£28,672	£14.86
	25	£29,577	£15.33
	26	£30,451	£15.78
	27	£31,346	£16.25
Grade 9	28	£32,234	£16.71
	29	£32,910	£17.06
	30	£33,782	£17.51
	31	£34,728	£18.00
	32	£35,745	£18.53
Grade 10	33	£36,922	£19.14
	34	£37,890	£19.64
	35	£38,890	£20.16
	36	£39,880	£20.67
	37	£40,876	£21.19
Grade 11	38	£41,881	£21.71
	39	£42,821	£22.20
	40	£43,857	£22.73
	41	£44,863	£23.25
	42	£45,859	£23.77
	43	£46,845	£24.28

All Community Schools are required to follow the pay and grading systems which operate within North Tyneside Council as the direct employer of staff in those schools is the Local Authority.

For Foundation schools whilst the direct employer is the Governing Body those schools have agreed to follow the pay and grading systems which operate within North Tyneside Council as either a Learning Trust member or as part of the historic agreements reached with Foundation schools - in accordance with good practice/governors guidance/legislation.

³⁸ The Governing Body reserve the right to amend/supplement the above salary points in light of any revisions arising from National Joint Council (NJC) agreements or revisions to the North Tyneside Living Wage.

Appendix H – Pay Rates for Headteachers as at 1st September 2021

The STPCD does not specify pay points within the minima and maxima. It is for schools to determine how they translate the uplift to the national ranges in relation to their pay decisions for individual Headteachers, ensuring that they are consistent with the provisions of the school's pay policy.

We have agreed to adopt the enclosed pay ranges for Headteachers for the 2021/22 academic year.

Note: Points 18, 21*, 24*, 27*, 31*, 35*, 39* and 43 on the Leadership Pay Range are the salary figures for head teachers at, or moving to, the top of the school group ranges only*

Leadership Group Pay Range - Discretionary Reference Points 2021/22					
Range	2021	Range	2021	Range	2021
1	£42195	18*	£63508	31*	£87313
2	£43251	18	£64143	31	£88187
3	£44331	19	£65735	32	£90379
4	£45434	20	£67364	33	£92624
5	£46566	21*	£68347	34	£94914
6	£47735	21	£69031	35*	£96310
7	£49019	22	£70745	35	£97273
8	£50151	23	£72497	36	£99681
9	£51402	24*	£73599	37	£102159
10	£52723	24	£74295	38	£104687
11	£54091	25	£76141	39*	£106176
12	£55338	26	£78025	39	£107239
13	£56721	27*	£79167	40	£109914
14	£58135	27	£79958	41	£112660
15	£59581	28	£81942	42	£115483
16	£61166	29	£83971	43	£117197
17	£62570	30	£86061		

Note: * These points and point 43 are the maximum salaries for the eight Headteacher group ranges



Working in partnership with
EQUANS

Schools HR
North Tyneside/ EQUANS Partnership
Quadrant, Silverlink North
North Tyneside, NE27 0BY

Appendix I – Leading Practitioners Pay Range as at 1st September 2021

Leading practitioner applies to qualified teachers who are employed in posts that the employer has determined have the primary purpose of modelling and leading improvement of teaching skills. The employer shall determine in accordance with the Pay Policy appropriate pay ranges assigned to such posts. There may be different ranges applied to different posts and it is for the employer to determine that there is appropriate scope with each role to allow for variance and performance related progression over time. The employer will determine the leading practitioner role range in accordance with the reference points noted below and the range will include 5 points. Further information is noted in within the relevant section/ paragraphs within the main Pay Policy above.

Leading Practitioner Pay Range	Rate of Pay
1	£42,402
2	£43,465
3	£44,550
4	£45,658
5	£46,796
6	£47,969
7	£49,261
8	£50,397
9	£51,656
10	£52,983
11	£54,357
12	£55,610
13	£57,000
14	£58,421
15	£59,875
16	£61,467
17	£62,878
18	£64,461

Appendix J – Equality Impact Assessment

1. Name of the change, strategy, project or policy:	Whole School Pay Policy	
2. Name of person completing this form:	Schools HR Service	
3. Has the policy/practice been assessed to consider any negative impact on the key groups?		
Yes. The framework is based upon the 2021 School Teachers Pay and Conditions Document and accompanying statutory guidance & NJC "Green Book" Terms/Conditions		
4. Where negative impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 9.		
Equality Target Group (circle):	Negative impact – it could disadvantage	Reason/Mitigation against impact
Race	No evidence of Impact	Salary increases are based on performance related pay linked to a number of annual assessments to be determined by the individual school. Criteria used by schools will need to be objective in order to ensure that pay decisions are not biased.
Religion/belief	No evidence of Impact	
Gender	Possible impact	Provision has been made to avoid any bias relating to gender/pregnancy/maternity and disability, by allowing individuals who are absent and who have missed a performance review, to submit a statement and accompanying evidence, or through use of previous year's data.
Disability	Possible impact	As Above
Sexual Orientation	Possible impact	As Above
Age	Possible	Provision has been made to avoid potential for impact upon new starters/ECT's (which are predominantly younger members of staff) as it will take longer to reach the top of the current scale, this being for example through applications for movement to UPR being linked to evidence rather than length of service.
5		Yes No
Is the impact legal/lawful? Seek advice from your School link HR Partner if necessary.		Yes
Is the impact intended?		No
6 Could you minimise or improve any negative impact? Use the space below to detail how.		
Additional flexibility exists to advance progression on performance thereby minimising any age related link to pay. There is also additional flexibility to disregard absence linked to gender and disability in any such decisions linked to pay. (see above regarding opportunity to submit statement and evidence where a performance review has been missed)		
7 Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any adverse impact on equality?		
No: The pay policy framework reflects statutory arrangements set by Parliament		

8. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any adverse / negative impact?

*see above regarding option to submit statement and evidence and use of previous data.
 Recommending mid-year/periodic reviews to allow individuals the opportunity to discuss problems with performance during the year, and therefore opportunity to have an input into their end of year pay decision.*

PART B) To be completed when assessment and consultation has been carried out

9a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.

9b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?

Governing Bodies hold records regarding decisions relating to pay progression/awards to allow ongoing monitoring against target groups. The policy is also reviewed annually by each governing body

9) Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change?	Yes	<input checked="" type="checkbox"/>	No	As described above
---	------------	-------------------------------------	-----------	---------------------------

Signed:

Date: