MODEL WHOLE SCHOOL PAY POLICY

School	Ysgol Cybi
Date policy approved and adopted by Governing Body	6/10/22
Review frequency	Annual
Next review date	Autumn Term 2023
Head teacher	Owain Lemin Roberts
Chair of Governors	Mr Colin Bell

Prepared by Human Resources, Transformation Service

Reviewed: September 2021

Model School Pay Policy

The Governing Body of Ysgol Cybi **School adopted this policy on** 6/10/22 **.**

INTRODUCTION

1. In determining the pay and remuneration of its employees, the Governing Body will comply with all relevant employment legislation. This includes (but not exhaustively) the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.

   This policy sets out the framework for making decisions on staff pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions (Wales) Document (STPCD) and the local government 'single status' agreement 1997 and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.

2. **THE OBJECTIVE OF THE POLICY IS TO:**
   - ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school improvement plans;
   - support the recruitment and retention of high quality staff;
   - recognise and reward staff for their contribution to school improvement;
   - ensure that pay decisions are made in an objective fair and transparent way;
   - ensure that available monies are allocated appropriately.

3. **EQUALITIES LEGISLATION**

   The governing body will comply with relevant equalities legislation and will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

4. **EQUALITIES AND PERFORMANCE RELATED PAY**

   The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, eg an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individuals circumstances and the school's circumstances.

5. **JOB DESCRIPTIONS**

   The headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions will identify key areas of responsibility and may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school.

6. ACCESS TO RECORDS

The headteacher will ensure access for individual members of staff to their own employment records and this will be accommodated within a reasonable time frame.

7. APPRAISAL

The Governing Body will comply with the School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of headteachers and teachers through the application of the school's Performance Management Policy.

Support Staff will be appraised in accordance with the Council's Appraisal Scheme Policy and Procedure.

8. PAY COMMITTEES

8.1. The Governing Body has established the following committees which have fully delegated powers to make decisions on pay and will be advised by the Headteacher as appropriate, except in relation to the Headteacher's pay.

- Pay Committee.
- Pay Appeals Committee.

Each committee should consist of at least 3 governors.

8.2. Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed.

9. STAFFING STRUCTURE

The staffing structure sets out the number, pay ranges and allowances for all posts within the school. Any changes to the staffing structure will be subject to meaningful consultation with staff, trade union representatives, Human Resources and Education Officers. Appropriate employment/HR processes will be implemented where necessary. The current staffing structure is attached in Appendix 3.

10. DISCRETIONARY PAY AWARDS

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

11. THE SALARIES OF ALL STAFF WILL NORMALLY BE DETERMINED:

- annually on or after: 1 September;
- on appointment;
- at any other time as appropriate to reflect changes in circumstance or job description.

11.1. All staff will be informed in writing of their pay determination and the rationale for it each year at the earliest opportunity and in any event not later than one month after the determination.

12.SAFEGUARDING

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the STPCD or Pay Transition Policy and will give the required notification as soon as possible and no later than one month after the determination.

13 PROCEDURES

13.1. The governing body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially. The headteacher must not be present when his/her pay is under consideration and pay decisions are being made in respect of his/her pay.

13.2. No member of the governing body who is employed to work in the school shall be eligible for membership of this committee.

13.3. The Pay Committee may invite a representative of the LA to attend and offer advice on the determination of the head's pay. The head will not be present when this advice is given and the representative of the LA will withdraw from the meeting when the decision is being made.

13.4. The terms of reference for the pay committee will be determined from time to time by the governing body. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report (without naming staff) the fact of these decisions to the next meeting of the full governing body;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;
- to ensure that the governing body complies with the Welsh Government Appraisal Regulations 2011.

13.5. The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

13.6. **APPEALS PROCEDURE**

The governing body has an appeals procedure in relation to pay in accordance with the provisions of the STPCD. It is set out as an appendix to this pay policy (Appendix 1).

14 TEACHERS' PAY – PAY RANGES

14.1 **Qualified teachers** will be paid on the Main Pay Range or the Upper Pay Range.

14.1. Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range. The Pay Ranges in this school have been divided into progression stages as follows:	
Main Pay Range	£
Minimum: Point 2	27,491
Point 3	29,699
Point 4	31,987
Point 5	34,506
Maximum: Point 6	37,974
Upper Pay Range	£
Minimum: Point U1	39,368
Point U2	40,827
Maximum: Point U3	42,333
14.2. Unqualified Teachers will normally be paid on the Unqualified Pay Range. The Pay Range for Unqualified teachers in this school has been divided into progression stages as follows:	
Minimum: Point 1	18,487
Point 2	20,637
Point 3	22,786
Point 4	24,936
Point 5	27,088
Maximum: Point 6	29,238
14.3. Leading Practitioner Teacher Posts Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure. The Governing Body notes Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range will be allocated an appropriate 3 point range having regard to the salary structure within the school. Establishing such posts will be subject to meaningful consultation.	
Minimum: £43,145	
Maximum: £65,590	

14.4. Leadership teacher posts (Headteacher, Deputy & Assistant Headteachers The pay ranges will be determined in accordance with the criteria specified in the STPCD ensuring fair pay relatives within the school grouping provided by the relevant body.		
Headteacher Groups and Pay Ranges £		
Group	Range of Spine points	Annual Salary Range
1	L6-L18	£48,571- £64,620
2	L8-L21	£51,029- £69,544
3	L11-L24	£55,038- £74,847
4	L14-L27	£59,153- £80,553
5	L18-L31	£64,620- £88,841
6	L21-L35	£69,544- £97,996
7	L24-L39	£74,847- £108,035
8	L28-L43	£83,376- £119,248
The Pay Ranges for the Leadership posts at this school has been established as follows: Headteacher pay range:(7 points) (Insert the school's point range for Headteacher) 16 - 22 Deputy Headteacher Pay range: (5 points) (Insert the school's point range for Deputy Headteacher) 10 - 14 Assistant Headteacher Pay range: (5 points) (Insert the school's point range for Assistant Headteacher) N/A		

15. PAY ON APPOINTMENT

15.1 CLASSROOM TEACHERS

15.1.1 The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

15.1.2 In making such determinations, the Governing Body will apply the following policy:

15.1.3 The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

The Governing Body will apply the principle of pay portability as set out in the Teachers' School Pay and Conditions (Wales) Document 2021 in making pay determinations for all new appointees.

15.1.4 When determining the starting pay for a classroom teacher taking up their **first appointment** as a qualified classroom teacher, the Governing Body will pay the teacher on the Main Pay Range and will normally allocate pay scale points, as a minimum, on the following basis:

- One point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology or independent school;
- One point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
- One point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people;
- In all other circumstances, newly qualified teachers in their first year will be paid on the minimum of the main pay range.

15.1.5 When determining the starting pay for a classroom teacher **who has previously worked** in an LA maintained school or academy in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.

15.1.6 The Governing Body will pay classroom teachers who are "post-threshold teachers" as defined by the STPCD on the Upper Pay Range.

16. LEAD PRACTITIONERS – PAY ON APPOINTMENT

16.1 Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

16.2 When setting the individual point range for any teacher on the pay range for leading practitioners, the Governing Body will have regard to:

- the weight of the responsibilities of the post;
- the need to ensure pay equality where posts are equally onerous and
- the need to consider fair pay relativities between posts of differing levels of responsibility.

16.3 The policy of the Governing Body is to appoint any new leading practitioner teacher at the bottom point of the agreed pay range.

16.4 UNQUALIFIED TEACHERS – PAY ON APPOINTMENT

The pay committee will pay any unqualified teacher in accordance with paragraph 15 above. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with the guidance included in the STPCD.

17. PAY PROGRESSION – CLASSROOM TEACHERS ON THE MAIN PAY RANGE

17.1 Classroom teachers will be awarded one point on the Main Pay Range following completion of at least 26 weeks service within the previous school year as a qualified teacher, unless the teacher has been notified that capability procedures

are underway in respect of that year.

17.2 An additional point can be awarded to any main scale teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching.

18. MOVEMENT TO THE UPPER PAY RANGE

18.1 Application and Evidence

18.1.1 Any qualified teacher may apply to be paid on the Upper Pay Range and any such application must be assessed in line with this policy.

18.1.2 It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

18.1.3 Teachers will be eligible for progression to the Upper Pay Range having reached the maximum of the Main Pay Range.

18.1.4 The Head Teacher will notify all teachers on Point 5 and the maximum point on the Main Pay Range at the start of each school year of their eligibility to apply for assessment.

18.1.5 Applications may be made once a year.

18.1.6 Where teachers wish to be assessed, they should notify their appraiser in writing using the application form which should be submitted by the teacher to the appraiser after the performance management review**.** (Appendix 4).

18.1.7 The teacher's application will be appended to their performance management/appraisal planning statement.

18.1.8 Judgements will be based on evidence from performance management and any relevant additional evidence the teacher may choose to supply.

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

19. THE ASSESSMENT

19.1.1 An application from a qualified teacher will be successful where the Governing Body is satisfied that:

a) the teacher is highly competent in all elements of the relevant teaching standards; and

b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

19.1.2 For the purpose of this pay policy, the Governing Body will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where

the Upper Pay Range criteria (see Appendix 2) have been satisfied.

19.1.3 In making its decision, the Governing Body will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing as per the capability procedure with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of that process, despite support provided by the school.

20. PROCESSES AND PROCEDURES

20.1 The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

20.2 If successful, applicants will move to the Upper Pay Range from the previous 1 September and will be placed on minimum point of that pay scale.

20.3. If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's general appeals arrangements.

21. PAY PROGRESSION – TEACHERS ON THE UPPER PAY RANGE

21.1 Classroom teachers will be awarded pay progression on the Upper Pay Range every two years.

21.2 Progression will be automatic every two years unless in circumstances where the individual has been notified that capability procedures are underway

22. PAY PROGRESSION – LEADING PRACTITIONER ROLE

Leading Practitioner teachers will be awarded one point on the pay scale following completion of a year of employment during the previous school year, unless the. individual has been notified that capability procedures are underway.

23. PAY PROGRESSION - UNQUALIFIED CLASSROOM TEACHERS

Unqualified classroom teachers will be awarded pay progression of one point on their pay scale following completion of a year of employment during the previous school year unless individual has been notified that capability procedures are underway.

24. LEADERSHIP GROUP

24.1 HEADTEACHER , DEPUTY AND ASSISTANT HEADTEACHERS

24.1.1 PAY ON APPOINTMENT

- For appointments on or after 1 September, the governing body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the headteacher, deputy headteacher or assistant head teacher and in accordance with the criteria specified in the STPCD and ensuring fair pay relatives within the school grouping provided by the relevant body.

- Discretionary payments to the head teacher will be determined in accordance with the provisions of the STPCD and will be reviewed annually.

- The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range.

- If a headteacher takes on permanent accountability for one or more additional schools, the pay committee will set an ISR in accordance with the guidance specified in the STPCD.

- The Governing Body will pay teachers as deputy or assistant head teachers only where the Governing Body is satisfied that, in the context of the teachers' duties, the role includes a significant responsibility that is not required of all classroom teachers and TLR holders, as defined in the STPCD.

- In the case of a deputy headteacher post, the Governing Body must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an assistant head teacher employed in the same school, including responsibility for discharging in full the responsibilities of the head in the absence of the headteacher.

Additional guidance on determining leadership pay is included in the STPCD.

24.1.2 PAY PROGRESSION

The head teacher, deputy head teacher and assistant head teacher will be awarded pay progression in accordance with the provisions of the STPCD and subject to meeting the following requirements:

- The professional standards that apply to Headteachers, Deputy Headteachers and Assistant Headteachers in Wales comprise of the Professional Standards for Teaching and Leadership and must be reviewed and applied in the context of the Welsh Government Guidance Document No. 074/2012 Performance Management for Headteachers and the Welsh Government Guidance Document 073/2012 Performance Management for Teachers.

- The Governing Body will document pay decisions to show that they are objectively justified and will seek independent professional and specialist advice in this process where necessary.

22. ACTING ALLOWANCES

22.1 In accordance with the STPCD, where a teacher is required to act as headteacher, deputy headteacher or assistant headteacher, for a period of four weeks or more, s/he will receive an additional allowance in order that the total pay is equal to that of the substantive post holder.

22.2 Payment will be backdated to the commencement of duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

23. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLR)

The headteacher will recommend annually to the Governing Body a teaching staff structure for the school that:

- takes account of any financial limits determined by the Governing body;
- identifies the posts to which TLR allowances will be allocated;
- identifies the level of TLR allowance to be allocated to each post, there being three TLR levels: TLR 1, TLR 2 and TLR 3.

24. TLR 1 AND TLR 2 PAYMENTS

24.1. The Governing Body may award a TLR 1 and TLR 2 allowance to a classroom teacher for undertaking a sustained additional responsibility in the context of their staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

24.2. The allowance may be while a teacher remains in the same post or occupies another post in the temporary absence of the post-holder, e.g. on maternity leave or away on secondment. Teachers who receive TLRs in such cases will not be subject to safeguarding when the TLR ends.

24.3. Before awarding a TLR 1 and TLR 2 the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

24.4. The Governing Body will determine whether to award a first TLR ("TLR 1") or a second TLR ("TLR 2") and its value.

24.5. In addition, before awarding a TLR 1, the Governing Body must be satisfied that the significant responsibility includes line management responsibility for a significant number of people.

24.6. The Governing Body will determine the levels and values of the TLR payments attached to individual posts, as appropriate to the duties and responsibilities of these posts using the following framework:

TLR 2
Minimum £2,924
Maximum £7,140

TLR 1
Minimum £8,437
Maximum £14,276

24.7. These values are effective from 01/09/2021 and the Governing Body undertakes to increase these values in future as required by the STPCD.

24.8. Safeguarding of TLR 1 and TLR 2 payments will apply whether as a result of a change to the pay policy or to the school's staffing structure, either

(a) That the teacher's duties are no longer to include the significant responsibility for which the TLR was awarded; or
(b) That the significant responsibility (whether or not this has changed) merits, in accordance with the pay policy and staffing structure, a TLR of a lower annual value ("the new payment"),

24.9. In such cases the Governing Body will pay the safeguarding sum in accordance with the provisions of the STPCD.

25. TLR 3 PAYMENTS

25.1. The Governing Body may award a TLR 3 of between £581 to £2,883 for clearly time-limited school improvement projects, or one-off externally driven responsibilities according to the provisions of the STPCD. The Governing Body will set out in writing to the teacher the duration of the fixed term, the level of responsibility and the amount of the allowance which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR 3. Although a teacher cannot hold a TLR1 and TLR2 concurrently, a teacher in receipt of a TLR1 or TLR2 may also hold a concurrent TLR3.

25.2. Where the Governing Body wishes to make TLR3 payments, it will be satisfied that the responsibilities meet (a) (b) and (d) of the TLR criteria. Normal recruitment at selection process will take place to appoint to TLR3 and such posts will be subject to consultation with the recognised union representatives.

25.3. In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money. TLR3

payments will not be used to replace or otherwise limit teachers pay progression on main, upper or leading practitioners pay ranges. **TLR3 payments are not subject to the pro-rata principle.**

26. Special Educational Needs Allowance

26.1. The Governing Body notes that under the provisions of the STPCD a spot value allowance that falls within the specified SEN range of between **£2,310 and £4,558** will be payable to a classroom teacher who meets the following criteria:

26.2. **THE CRITERIA**

- In any SEN post that requires a mandatory SEN qualification;
- In a special school;
- Who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- In any non-designated setting (including any PRU) that is similar to a designated special class or unit, where the post:
  (i) involves a substantial element of working directly with children with special educational needs; (substantial in this context refers to classes where more than 50% of pupils are statemented and such classes form more than 50% of the teachers' timetable).
  (ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
  (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit or service.

26.3. **ASSESSMENT OF APPROPRIATE ALLOWANCE VALUES**

26.3.1. The school's structure of SEN provision will inform the rational for decisions made regarding the appropriate allowance values.

26.3.2. The value of allowances will be based on whether:

- any mandatory qualifications are required
- the qualifications and expertise of the teacher relevant to the post, and
- the relevant demands of the post.

26.3.3. For this school the values of the SEN allowances to be awarded are set out below.

(a) The relevant body will allocate a 'SEN Allowance' of £581 to all teachers who satisfy the statutory criteria as outlined above.
(b) The relevant body will allocate a 'Higher SEN Allowance' of £2,883 to a teacher working directly with children with special educational needs for which a mandatory qualification is required and/or who has considerable relevant experience.

26.3.4. It is noted that the SENCO qualification (the national Award for Special

Educational Co-ordination) should not be regarded as one of the mandatory qualifications leading to the payment of a SEN allowance. The role of the SENCO, as a managerial responsibility, is not one that meets the criteria for a SEN allowance but rather it is more appropriately regarded by a TLR payment.

27. PART TIME TEACHERS

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

27.2 INSET - No teacher employed part time will be required to work or attend non pupil days on days that they do not normally work.

27.3 In accordance with the provisions of the STPCD, any allowance payable to a part-time teacher will be determined in accordance with the pro rata principle with the exception of the TLR3 payments.

28. SHORT NOTICE/SUPPLY TEACHERS

28.1. Teachers who work on a day-to-day or other short notice basis have their pay determined in line with statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will initially have their salary calculated as an annual amount; it will then be divided by 194 and multiplied by the number of days worked.

28.2. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount divided by 194, then divided again by the appropriate factor determined by the LEA to arrive at the hourly rate.

28.3 A person has completed a "year of employment" if:

a) the person has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year in the case of paragraphs 11.1 and 19 or within the previous twelve months in the case of paragraph 30. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise;

29. RESIDENTIAL DUTIES – TEACHERS

The pay committee will take account reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

30. ADDITIONAL PAYMENT

30.1. In accordance with paragraph 26 of the STPCD the Governing Body may make payments as they see fit to a teacher, including a headteacher in respect of:

- continuing professional development undertaken outside the school day;
- participation in out-of-school hours learning activity agreed between the teacher and headteacher or, in the case of the headteacher, between the headteacher and the Governing Body;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- additional responsibilities and activities due to or in respect of the provisions of services relating to the raising of educational standards to one or more additional schools.

30.2 The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26 of the Document where advised by the head.

30.3 Payment will be calculated on a daily basis at 1/194th of the teacher's actual salary. Where appropriate and following consideration of the Pay Committee payments may be made at a higher level to reflect the responsibility and size of the commitment.

30.4 In accordance with the provisions of the STPCD, the Governing Body will make additional payments to all teachers who agree to be directed to undertake such activities.

30.5 The Governing Body recognises that such activities are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable training requirements within directed time in line with its commitments to equal opportunities.

31 RECRUITMENT AND RETENTION INCENTIVE BENEFITS

31.1. The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

31.2. The pay committee will consider exercising its powers under paragraph 27 of the STPCD where they consider it is as appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

31.3. The governing body will, nevertheless, conduct an annual formal review of all such awards.

31.4. In relation to a headteacher, any 'additional payments' under this section will form part of the 25% limit on the use for all discretions, unless the governing body choose to use the 'wholly exceptional circumstances' discretion.

32 SALARY SACRIFICE ARRANGEMENTS

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

33.SCHOOL SUPPORT STAFF

33.1 PAY STRUCTURE

33.1.1 The Council uses the nationally negotiated pay spine as the basis for its local grading structure. This determines the salaries of the large majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant. The Governing Body is committed to fairly determining pay in accordance with equal pay legislation and the local government 'single status' agreement 1997 and, from 1 December 2015, has implemented a new Single Status pay and grading structure.

33.1.2 All post's will be evaluated using the agreed job evaluation scheme. The score will determine into which pay grade or band the post will be assimilated.

33.1.3 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.

33.1.4 In accordance with the staffing of Maintained Schools (Wales) Regulations, Governing Bodies have a specific responsibility to ensure that the pay and grading of staff employed in schools remains within the pay framework of the Local Authority.

33.2 PAY DETERMINATION

33.2.1. All new appointments whether external applicants or internal moves and/or promotions are to be appointed on the minimum SCP for the grade. Exceptionally, a higher SCP may be offered subject to written justification by the recruiting manager and agreed with the Head of Service, taking account of a) existing salary b) proven market conditions.

33.2.2 Increments awarded thereafter will be in accordance with the Authority's incremental progression process.

33.2.3 Further information on the determination of support staff pay is available and in accordance with the Single Status Terms & Conditions Document 2015.

34. MONITORING AND REVIEW OF THIS POLICY

The Governing Body will review this policy annually or on any occasion when it is requested by the Headteacher and will consult appropriately with recognised unions

and staff. The outcome and the impact of the policy will be monitored by the Governing Body.

35. ROLES AND RESPONSIBILITIES

The various roles and responsibilities in relation to this policy are set out in Appendix 5.

APPENDIX 1

PAY APPEALS PROCEDURE

Stage One – the Pay Hearing

As part of the pay determination process, the appraiser will make a recommendation to the headteacher as required by the Performance Management process. The headteacher will then make a recommendation to the Pay Committee.

On determining a teacher's pay, pay committee will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to the pay committee and their right to be represented.

If the teacher wishes to appeal the decision, they must do so in writing to the pay committee, normally within 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, the pay committee must then arrange to meet the teacher to hear the representations. The headteacher and the appraiser (if different from the headteacher) should also be invited to the meeting, as witnesses, to clarify the basis for the original recommendation.

All parties will have the opportunity to ask questions following the presentations/ representations.

The pay committee will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body's Appeal Committee and their right to be represented.

If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the ground of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Second Stage of the Pay hearings and Appeal Process.

Stage Two – the Appeal

On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both the headteacher and the appraiser may be required to attend the meeting as witnesses.

The Chair of the Pay committee will be invited to take the Appeal Committee through the procedures that were observed in their part of the pay policy determination process. Both the headteacher and the appraiser may be required to attend the meeting as witnesses. The Chair of the Appeal Committee will invite the employee and/or their representative to set out their case.

All parties will have the opportunity to ask questions following the presentations/ representations.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

APPENDIX 2

UPPER PAY RANGE PROGRESSION CRITERIA

1. Professional attributes

1.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional knowledge and understanding

2.1 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

2.2 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

2.3 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

2.4 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

2.5 Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

3. Professional skills

3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

3.3 Promote collaboration and work effectively as a team member.

3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

APPENDIX 3

SCHOOL STAFFING STRUCTURE AND SALARY VALUES

[Staffing structure and salary values to be inserted by the school]

Headteacher: Pay Scale 16 - 22

Deputy Headteacher: Pay Scale 10 - 14

ALN Co-ordinator: Teacher Pay Scale + ALN £4558

Lead Teachers: Teacher Scale + TLR2 £2924

Teachers: Teachers Scale

Learning Assistants:

Level 2 Scale 4 - 5

Level 3 Scale 6 - 9

Level 4 Scale 10 - 14

Administrative Assistants:

Level 2 Scale 4 - 5

Level 3 Scale 6 - 9

APPENDIX 4

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name:

Post:

PM / Appraisal Details:

Years covered by planning / review statements:

Schools covered by planning / review statements:

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant's signature: _____ Date: _____

APPENDIX 5

ROLES AND RESPONSIBILITIES

Establishment of the policy

The Pay Committee is responsible for:
- establishing the policy, in consultation with the headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body is responsible for:
- formal approval of the policy.

Monitoring and review of the policy

The Pay Committee is responsible for:
- reviewing the policy annually, in consultation with the headteacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

The Governing Body is responsible for:
- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

Application of the policy

The headteacher is responsible for:
- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decision; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:
- taking decisions regarding the pay of the deputy and assistant headteachers(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the headteacher;
- taking decisions regarding the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher's performance review;
- submitting reports of these decisions to the Governing Body; and
- ensuring that the headteacher is informed of the outcome of the decision of the Pay Committee and of the right or appeal.

The Appeals Committee of the Governing Body is responsible for:
- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.