

Model Teacher's Pay Policy

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Application of the policy

The head teacher 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 decisions; and ensuring that staff are informed of the outcome of decision and the right of 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 dispute resolution provisions of employment law.

Interpretation & Pay Decisions for September, 2022

The pay scale in this model policy will be amended to reflect the outcomes of the STRB process in relation to the September 2022 pay increase.

This policy applies to teaching staff based in schools in Denbighshire County Council who come under the control of the relevant Governing Body.

For the purposes of this agreement, any other managing bodies of those employees who are subject to teacher's terms and conditions of employment will be treated as if they are a governing body and hence be expected to assist in the identification of staff that may be potentially redundant. The final identification, will, however be carried out by DCC, who will normally act upon the advice of the Managing Body.

Pay Decisions for September, 2022

Applications for progression to the Upper Pay Scale from September 2022 (i.e. Round 22), progression on the Main and Upper Pay Scales and pay determinations for new appointees taking up posts prior to September 2022 will, therefore, be carried out in accordance with the provisions of the 2022 School Teachers' Pay and Conditions Document.

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Please ensure that you complete any sections highlighted in Red throughout this document when adopting.

Model Pay Policy for Determining Teachers' Pay

The Governing Body of _____ School

Adopted this policy on _____

Introduction

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions for Wales Document (STPCWD) 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 the relevant documents on pay and conditions will be made available to all staff by the school.

In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at school;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity

The Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of the changes to the teachers' pay structure from September 2022 onwards.

Pay decisions at this school are made by the Governing Body which has delegated certain responsibilities and decision making powers to the Pay Committee. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The head teacher / principal shall be responsible for advising the Pay Committee on its decisions.

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The Governing Body will ensure that each member of staff is provided with a job description in accordance with the school's agreed staffing structure. Job descriptions will identify key areas of responsibility. Other than through a staffing restructure, a job description can be reviewed through consultation and only be changed by agreement.

Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually including those within Leadership posts with effect from 1st September and that each teacher is notified of the outcome by no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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

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

Including compliance with equalities legislation i.e. Employment rights Act 1996. Employment Relations Act 1999, Employment Act 2002. Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012.

Basic Pay Determination on Appointment

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.

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

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Teachers in Maintained Schools in England and Wales

Below are the current scales for teachers in maintained schools in England and Wales, including lead practitioner, and TLR and SEN allowances, and recommended pay levels for 2021/22

Teachers Main Pay Scale		TLR Allowances		SEN Allowances	
		3 min	£611	SEN 1	£2,426
MPS2	£28,866	3 max	£3,028	SEN 2	£4,786
MPS3	£31,184	2A	£3,071		
MPS4	£33,587	2B	£5,112		
MPS5	£36,232	2C	£7,497		
MPS6	£39,873	1A	£8,859		
Upper Pay Scale		1B	£10,901		
		1C	£12,942		
UPS 1	£41,337	1D	£14,990		
UPS 2	£42,869				
UPS 3	£44,450				

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 support the principle of pay portability in making pay determinations for all new appointees as follows:

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 allocate pay scale points, as a minimum, on the following basis:

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- one point for each year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;
- one point for each year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside of 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 against objectives criteria referred to in STPCD.

The Governing Body will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.

The Governing body must apply the principle of pay portability in arrangements to cover all movements of teachers between teaching posts within Wales (applicable to posts on the Main Pay Scale or Upper Pay Scale) in accordance with the mandatory principles of pay portability in paragraph 12.

The Governing Body will also pay classroom teachers who are "post-threshold teacher" for our school as defined by the STPCD on the Upper Pay Range. The purpose of this provision is to ensure fair pay for all teachers employed in School.

Leading Practitioner teaching posts

The Governing Body has established the following pay scale(s) for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range:

These posts will be included in the staffing structure at the discretion of the Governing Body.

Minimum and maximum salary values as in STPCD 2022

1 £43,303

2

3

4

10

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5 £68,870

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.

When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.

The policy of the Governing Body is to appoint any new Leading Practitioner teacher at the bottom point of the pay range.

Unqualified teachers

The Governing Body has established the following pay scale for unqualified teachers employed in classroom teacher posts:

1	£19,412
2	£21,669
3	£23,926
4	£26,183
5	£28,443
6	£30,700

Leadership teacher posts (head teacher, deputy & assistant head teachers)

The pay ranges for the head teacher, deputy head teacher(s) and assistant head teacher(s) will be determined in accordance with the criteria specified in the STPCD and ensuring fair pay relativities within the school grouping provided by the relevant body.

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Head Teacher Groups and Pay Ranges

Group	Range of spine points	Annual Salary Range for Wales
1	L6 - L18*	£51,000 - £67,851
2	L8 - L21*	£53,581 – £73,022
3	L11 - L24*	£57,790 - £78,590
4	L14 - L27*	£62,111 - £84,581
5	L18 - L31*	£68,530 - £93,284
6	L21 - L35*	£73,752 - £102,896
7	L24 - L39*	£79,376 - £113,437
8	L28 - L43*	£87,376 - £125,211

The Governing Body has established the individual school range and the following pay ranges for the head teacher, deputy head teacher(s) and assistant head teacher(s)

Head teachers’ pay range:

(insert the school’s point range for head teacher)

Deputy head teacher pay range

(insert the school’s point range for deputy head teachers)

Assistant head teacher pay range

(Insert the school’s point range for assistant head teachers)

The governing body will ensure the process for determining the pay of the leadership group is fair and transparent. All decisions on leadership pay must be clearly recorded for audit purposes. It is recommended that the Governing Body follow the three stage approach detailed in Appendix 1.

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Pay Spine for the Leadership Group 2021

<i>Spine point</i>	<i>Annual Salary for Wales</i>	<i>Spine point</i>	<i>Annual Salary for Wales</i>
L1	£45,801	L24*	£78,590
L2	£46,209	L24	£79,376
L3	£47,363	L25	£81,348
L4	£48,542	L26	£83,361
L5	£49,751	L27*	£84,581
L6	£51,000	L27	£85,426
L7	£52,371	L28	£87,545
L8	£53,581	L29	£89,714
L9	£54,918	L30	£91,947
L10	£56,329	L31*	£93,284
L11	£57,790	L31	£94,218
L12	£59,123	L32	£96,560
L13	£60,600	L33	£98,958

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<i>Spine point</i>	<i>Annual Salary for Wales</i>	<i>Spine point</i>	<i>Annual Salary for Wales</i>
L14	£62,111	L34	£101,404
L15	£63,656	L35*	£102,896
L16	£65,349	L35	£103,925
L17	£66,849	L36	£106,498
L18*	£67,851	L37	£109,145
L18	£68,530	L38	£111,846
L19	£70,231	L39*	£113,437
L20	£71,971	L39	£114,572
L21*	£73,022	L40	£117,430
L21	£73,752	L41	£120,364
L22	£75,584	L42	£123,380
L23	£77,455	L43	£125,211

*** These points and point 43 are the maximum salaries for the eight head teacher group ranges**

The Individual School Range (ISR) should consist of seven consecutive spine points within the range specified as the School Group Range for Head teachers, and should not exceed the maximum of the head teachers group range, ensuring that * Leadership Point salary is used at the maximum of the head

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teachers group. In the case of Deputy Head teachers and Assistant Head teachers the ISR should consist of five consecutive spine points.

When determining the leadership pay range, the governing body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (such as recruitment difficulties)

The governing body must ensure that there is appropriate scope within the range to allow for progression over time.

The pay range for a head teacher should not normally exceed the maximum of the head teacher group. However, the governing body may determine that there are special circumstances (demonstrated through a business case) to warrant a higher salary up to a maximum of 25% above the maximum head teacher group. Governors would be expected to separate the temporary and permanent factors. In exceptional circumstances where the pay exceeds 25% above the maximum head teacher group, the Governing Body must seek external independent advice before providing such agreement, which is to be outlined in the business case.

Where the responsibility is permanent then the additional allowances are consolidated into base pay, but where it is temporary it is paid as an additional allowance and the payment will not be protected through safeguarding.

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

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 teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, as defined with STPCD.

In the case of a deputy head teacher 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 head teacher.

Additional guidance on determining Leadership Pay is included in Appendix 1, as well as other elements of the STPCWD 2022.

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Pay Progression for the Leadership Group

The relevant body must consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment (26 weeks) since the previous pay determination.

The relevant body must decide how pay progression within the appropriate pay range set in accordance with paragraph 9 of the STPCWD 2022 will be determined, subject to the following:

- Pay Progression should be on an annual basis from 1 September, with an assumption in favour of progression and automatically applied unless an individual has been notified that capability procedures are underway in respect of that year.
- The relevant body may award an additional point to any head teacher, deputy or assistant head teacher whose performance in the previous school year was excellent, with particular regard to agreed objectives. The discretion to award an additional point where performance has been excellent with particular regard to agreed objectives.
- A decision may be made not to award progression where the head teacher, deputy or assistant head teacher is subject to capability proceedings.
- Existing salary points should be assimilated to a corresponding point on the appropriate 2022 scales at paragraph 4. Any head teacher, deputy or assistant head teacher whose current salary does not exactly correspond to such a point should be assimilated at the next highest scale point.

The professional standards that apply to Head teachers in Wales comprise of the Practising Teacher Standards and the Leadership Standards as listed in the new professional standards for teaching and leadership (Wales) 2017 and must be viewed and applied in the context.

The professional standards that apply to deputy Head teachers and Assistant Head teachers in Wales are listed in the new professional standards for teaching and leadership (Wales) 2018 and must be viewed and applied in that context.

Additional guidance on pay progression for the Leadership group is included in Appendix 1, as well as other elements of the STPCD 2022.

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Performance Management

The School Teachers Pay and Conditions Document 2022 states that pay is no longer attached to Performance Management, however Performance Management still plays an important role in Schools, and should be used when considering awarding Upper Pay Range, additional points for excellent performance for Leadership or excellent teaching.

Classroom Teachers in the Main Pay Range

Classroom teachers on the Main Pay Range will be required to meet the professional standards Performance Management for Teachers. Classroom teachers must be considered annually whether or not to increase the salary of teachers who have completed a year of employment (26 weeks minimum) since the previous annual pay determination. The relevant body must decide how pay progression will be determined, subject to the following:

- The relevant body must award a teacher on scale points M2 to M5 of the Main Pay Scale progression of one point following completion of a year of employment completed as a qualified teacher during the previous school year, unless the teacher has been notified that capability procedures are underway in respect of that year.
- The relevant body may award an additional point to any main scale teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching.
- Pay Progression on the new five-point main pay scale for Main Scale should be on an annual basis from 1 September, with an assumption in favour of progression and applied automatically unless an individual has been notified that capability procedures are underway in respect of that year.
- Newly appointed teachers and unqualified teachers should be allocated to an appropriate scale point on their respective 2021 pay ranges as detailed in the relevant body's pay policy.
- A decision may be made not to award progression where the teacher is subject to capability procedures

Further information regarding progression can be found in Paragraph 19 of the School Teachers Pay and Conditions Document 2021.

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Classroom Teachers on the Upper Pay Scale

Classroom Teachers on the upper pay scale in accordance with the provisions of the STPCD 2021 will be required to meet the professional teaching as defined in the new professional standards for teaching and leadership (Wales) 2017. Classroom teachers will be awarded the Upper Pay Scale upon applications being assessed by the relevant body on whether the teacher meets the criteria in paragraph 15.2 of STPCD and those in Appendix 4. Where a teacher is subject to the 2011 Regulations the relevant body shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

Pa progression within the Upper Pay Scale in most cases on a two-yearly basis in line with the requirements in paragraph 14 of the STPCD 2021 unless capability procedures are underway in respect of that period.

Leading Practitioner teachers

In accordance with the provision of STPCD Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management / appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Unqualified Classroom Teachers

In accordance with the provision of STPCD. Unqualified classroom teachers will be awarded pay progression on scale points 1 to 6 of the Unqualified Teacher Pay Scale progression of one point following completion of a year of employment completed during the previous school year, unless the teacher has been notified that capability procedures are underway in respect of that year.

Short Notice / Supply Teachers appointed by Denbighshire County Council

When determining the starting pay for a short notice/supply teacher taking up their first appointment as a qualified classroom teacher or supply teacher, the Governing Body will pay the teacher on the Main Pay Range in accordance with the guidance in this document.

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The Governing Body will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges. When determining the starting pay for a classroom teacher who has previously worked in a 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 will take into account the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.

The relevant body must award a supply teacher on scale points M2 to M6 of the Main Pay Scale progression of one point following completion of a year of employment (26 weeks) completed as a qualified teacher during the previous school year, unless the teacher has been notified that capability procedures are underway for that year. It is the responsibility of the short notice/supply teacher to raise and provide the required evidence to demonstrate that progression applies.

Movement to the Upper Pay Scale

Applications and Evidence

Qualified teachers may apply to be paid on the Upper Pay Scale and any such application must be assessed in line with the policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Scale.

Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing using the application form (as at Appendix Three) which should be submitted by the teacher to the appraiser at the performance management / appraisal planning meeting. The teacher's application will be appended to their performance management / appraisal planning and review statement.

The evidence to be used will be only that available through the performance management / appraisal process.

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 Scale in that school or schools. This school will not be bound by any pay decision made by another school.

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The Assessment

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

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

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 Scale where the Upper Pay Scale criteria (Appendix 4) have been satisfied as evidenced by two successful and consecutive performance management / appraisal reviews.

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 with the teacher during the annual performance / management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Processes and procedures

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

Part-Time Teachers

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

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teaching week for a full – time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate. If the same role is being undertaken.

Short Notice / Supply Teachers

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

Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/194th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 194 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate in line with the STPCD and local agreements

Pay Increases Arising from Changes to the STPCD

The school will apply any nationally agreed pay awards as they occur and ensure application to each of the pay points as advised by the council.

Discretionary Allowances and Payments

Teaching & Learning Responsibility Payments (TLRs)

The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time and the following levels and values will apply:

TLR1	
1a	£8,437
1b	£10,382
1c	£12,326
1d	£14,276

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TLR2	
2a	£2,924
2b	£4,868
2c	£7,140

The criteria for the award of TLR1 and 2 payments are as follows:

Before awarding any TLR1 or 2 payments, 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:

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

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people

In accordance with the provision of STPCD teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment. The relevant body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be no less than £581 and no greater than £2,833. 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. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

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Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment (within the published range of £581 -£2,833) and the duration of payment will be set out clearly and subject to normal consultation procedures.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges. Special educational needs (SEN) allowances.

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the 2021 STPCD.

The value of SEN allowances to be paid at the school will be: Published range from £2,310 – £4,558.

Acting allowances

Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four consecutive weeks, she / he will receive an additional allowance in order that the total pay received is equal to that within the pay range of the substantive post holder.

Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

Other Payments

Continuing professional development outside directed time; initial teacher training activities and out-of-school learning activities and additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

In accordance with the provision of STPCD the Governing Body will make additional payments to all teachers who agree to be directed (including the head teacher) to undertake such activities.

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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 alternative training

Recruitment and retention incentives and benefits

When the Governing Body wishes to make recruitment and retention payments to teachers, the level, duration and criteria

for such payments will be determined by the pay committee as set out in the STPCD. Such payments will be reviewed annually subject to normal consultation arrangements.

Residential duties

The Governing Body will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

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

as a teacher, recognising that there is no provision within the 2021 STPCD for the payment of bonuses or honoraria in any circumstances.

Safeguarding

The Governing Body will operate salary-safeguarding arrangements in line with the provisions of the 2021 STPCD.

Appeals

Arrangements for considering appeals on pay determination are set out in Appendix 2 of this policy.

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Monitoring the Impact of the Policy

On an annual basis the Governing Body will monitor the outcome and impact of this policy in conjunction with union representative and line with equalities legislation.