

St Mary Magdalen's Catholic Primary School



Whole School Pay Policy

Written/Revision Date: 20 June 2024

Reviewed by: John Conway, Acting Headteacher

Next Review: 19 June 2025

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Approved:
Chair of Governors

Date: 20 June 2024

MISSION STATEMENT

We are a Roman Catholic community, placing God at the centre of our lives. Christian values permeate every aspect of the school day.

As a small friendly school, we aim to produce the warmth and intimacy of the family. We recognise each individual as special and loved by God, caring for one another and fostering love, trust and respect. When mistakes are made we recognise them as opportunities for learning and consequent reconciliation.

We aim to help all children fulfil their potential. We have high expectations of the children; we want them to do their best socially, personally, academically and spiritually.

We recognise each child's full entitlement to education. We value children's uniqueness and endeavour to nurture their potential. We strive to promote in them a sense of personal worth and self-confidence, as well as an awareness of their responsibilities to self and others.

This policy is based on DfE advice and is to be read in conjunction with the Pay Policy guidance document.

Contents

- **Introduction**
- **Roles and Responsibilities**
- **Leadership Pay**
- **Teachers pay**
- **Upper Pay scale**
- **Leading practitioner pay**
- **Unqualified teacher pay**
- **Allowances for Teachers**
- **Support staff pay**
- **Appeal Process**
- **Appendix 1 Staffing Structure**
- **Appendix 2 UPS Criteria**
- **Appendix 3 UPS Evidence Form**
- **Appendix 4 Pay Scales**
- **Appendix 5 Governor Checklist**

1. INTRODUCTION

This pay policy sets out the framework for making decisions on employee's pay. It has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document (STPCD) for teaching staff and National Joint Council (NJC) for support staff. This policy excludes any staff whose pay is not determined by the governing body. Early Career Teachers (ECT's) are not covered by this policy, their pay decisions will be made by means of the statutory induction process. This policy has been consulted on with staff and recognised trade unions.

This policy was adopted by the Governing Body of St Mary Magdalen's Catholic Primary School.

Purpose

The purpose of this procedure is to provide a framework for a clear and consistent assessment of the overall performance of all school staff, including the Headteacher (HT), and for supporting their development within the context of the school's plan for improving educational provision and performance, and the teaching standards expected of teachers.

The Governing Body (GB) aims to provide for both pupils and staff, an environment in which all individuals are valued and which will ensure that all teaching and support staff receive proper recognition of their work and their contribution to school life.

This policy is committed to compliance with the following legislation, as amended, the Equalities Act 2010, the Equal Pay Act 1970, the Employment Act 2002, the Part-Time Worker (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, the Employment Act 2002 (Dispute Resolutions) and the Employment Act 2008. The GB will also adhere to the Education Act 2002.

This policy aims

- To maintain and improve the quality of education provided for pupils in the school by having a pay policy which supports the school development plan (SDP)
- To recognise and reward staff appropriately for their contribution to the school
- To support the safe recruitment and retention of a high-quality workforce
- To ensure that all pay decisions are managed in a fair and transparent way.

Principles

Consultation –The GB and or the Pay and Personnel Committee (P&P) will consult fully with members of staff, and/or their professional associations/unions and the Local Authority (LA) where appropriate, during each annual review. All staff and governors will have access to a copy of the pay policy.

Diversity and Equal Opportunities – The GB seeks to ensure equal opportunities and respects the diversity of all staff. The GB will promote equality in all aspects of school life regarding advertising of posts, appointing, promoting, and paying staff, training, and staff development. With all procedures for determining pay the GB will act with integrity, objectivity, and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain pay decisions.

Vacant Posts – Full information relating to vacant posts, allowances, enhancements, temporary and acting posts will be made known to staff in time for them to submit their application for consideration by the closing date.

Job Descriptions – The Headteachers (HTs) will ensure that each member of staff is provided with a Job Description (JD) in accordance with the staffing structure agreed by the GB. JDs will be reviewed from time to time in consultation with the individual employee concerned to make reasonable changes. It is suggested that JDs are reviewed each year at the time of any annual review. JDs will identify key areas of responsibility and may contain targets/objectives consistent with the SDP.

Access to Records – The HT will ensure reasonable access for individual members of staff to their employment records.

Timescales

The GB will ensure that each teaching staff's salary is reviewed annually.

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

Pay on Appointment

Prior to advertising any vacant posts, the pay range will be clearly determined. Pay on appointment will be based on;

- the level of skills, knowledge and experience required for the post
- market conditions
- the nature of the post
- wider school context
- awarding a recruitment incentive benefit or flexible starting salary for leadership positions to secure an appointment

Appraisals and Performance Related Pay

Teachers

The GB will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 in relation to the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the school's Performance Management policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the appraisal review.

The Pay and Personnel Committee will moderate objectives to ensure consistency and fairness; and will also moderate performance assessment and pay recommendations to ensure consistency and fairness.

Any performance related payments will be clearly linked to evidence with a written record of all pay decisions. GB/P&P/HT will be able to objectively justify any pay award decisions.

The performance management and appraisal will also apply to teaching staff on fixed term contracts. The process and duration will need to be adapted in line with the duration of the fixed term contract and school leadership/GB will determine this prior to appointment.

Support Staff

Support staff pay is not related to their performance. However, they should be achieving the minimum expected of their Job Description in order to progress up the pay scale and this should be measured by the school's performance management process.

2. ROLES AND RESPONSIBILITIES

Governing Body

- Ensure full compliance with the STPCD and the Conditions of Service for School Teachers in England and Wales (Burgundy Book).
- Ensure full compliance with the NJC for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.
- The GB/P&P will need to consider any updated pay policy and assure appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.
- The GB will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plan.
- The GB will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.
- GB will ratify the pay decisions of the appraisal process.
- GB will ensure any pay decisions are fairly awarded and accurate records are kept of all decisions. These records should be made available when requested e.g. by Ofsted, Local Authority or in pay appeals cases.

Headteachers, Deputy Headteachers and Assistant Head Teachers of schools

- Follow performance management procedure for all staff
- Develop clear arrangements for linking performance management to pay progression and consult with staff and/or school union representatives on the performance management and pay policies
- Submit any updated performance management and pay policies to the GB/P&P for approval
- Ensure that effective performance management arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly
- Submit pay recommendations to the GB/P&P and ensure they have sufficient information upon which to make pay decisions
- Ensure that teachers are informed about decisions reached; and that records are kept of all pay recommendations and decisions made
- Moderate staff objectives to ensure consistency and fairness

Employee

- Fully engage with performance management procedure; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made
- Keep records of their objectives and review them throughout the performance management process
- Share any evidence they consider relevant with their appraiser
- Ensure they have an annual review of their performance

3 LEADERSHIP PAY

HTs and Assistant Heads (AHT) employed at the school shall be paid on the leadership group pay range determined in accordance with the provisions of the STPCD.

The GB has a statutory duty to assign the school's group size to determine the HT salary. The GB will set a seven point pay range within the group size for the HT pay. The GB will review the school group size each September, and determine the appropriate headteacher and leadership pay range within the parameters of the current STPCD.

The GB/PP will determine a five point pay range for AHTs. The pay range for AHTs is determined in accordance with the STPCD with due regard to pay rates for other teaching posts and the HT post. The GB/PP will record its reasons for the determination of the HT and AHTs pay range.

When setting a pay range for each member of the leadership group, the GB/PP must take into account the following:

- The permanent responsibilities of the role
- Any challenges specific to the role
- The system leadership aspects of the role
- Any temporary responsibilities or projects assigned to the post
- Any other relevant considerations

Progression through the appropriate pay range for all teachers in the leadership group will not be automatic. An annual review of the performance of the HT and ASTs must be undertaken by 31st October (AHT) and 31st December (HT) using the school's appraisal process. Pay recommendations for these leaders should be completed by these dates respectively each year to allow for the appeals process to be completed if necessary.

To achieve progression there must be a demonstration of sustained high-quality performance, with particular regard to leadership, management and pupil progress at the school and a review of performance against performance objectives and teacher standards. To be fair and transparent, judgements will be properly rooted in evidence and there must have been a successful review of performance which has been clearly documented in accordance with the Appraisal regulations 2012.

Pay for HTs and AHT

Pay on Appointment or Changes to Leadership roles

The GB will determine the leadership pay range for significant changes to the leadership team and/or appointments, to be advertised and agree pay on appointment, taking account of the full role and in line with the STPCD:

- For HT and AHTs appointments the GB/PP will review the school's group size and the pay ranges of other members of the leadership team. For other leadership positions the GB/PP will review the pay range for that position within the current staffing structure in school
- The GB/PP will determine the pay range and also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability
- The GB/PP will consider exercising its discretion to award a higher starting salary where the GB consider the school would have difficulty recruiting to the vacant post
- The GB/PP will determine the group school size and leadership pay range, as of 1st September or at any time if they consider it is necessary following significant changes
- The GB/PP will ensure that the maximum of the AHT pay range will not exceed the maximum of the school group size and should only overlap the HT pay range in exceptional circumstances
- The GB/PP will consider the need to award any further discretionary payments in wholly exceptional circumstances. However, before agreeing to do so, it will seek the agreement of the GB, produce a business case and seek external independent advice from HR and LA

Existing Leadership Employees

The GB will determine the salary of a serving leadership group of employees in accordance with the provisions of the STPCD.

- The GB/PP will review the HT and AHTs pay and may award up to one performance point where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the HT most recent appraisal report. The GB/PP will also consider the financial circumstances of the school.
- The GB/PP will consider any further discretionary payments in wholly exceptional circumstances. However, before agreeing to do so, it will seek the agreement of the GB, produce a business case, and seek external independent advice from HR.

The individual school leadership pay range for the academic year will use the discretionary leadership reference points which are nationally agreed and will be updated annually. The pay scales are in appendix 4.

4. TEACHERS PAY

Pay on Appointment

The GB 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 GB may consider a range of factors, including:

- the nature and requirements of the post
- the level of qualifications, knowledge, skills, and experience required for the post
- recognising other teaching or non-teaching experience
- market conditions
- the wider school context
- awarding a recruitment incentive benefit to secure appointment

Pay Awards

In this school, all teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual performance management process that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Performance Management policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. The HT/PP/GB will be able to objectively justify any pay award decisions. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

Following the Appraisal Regulations 2012 to move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards.

If the evidence shows that a teacher has exceptional performance, exceeds all their objectives, are assessed as fully meeting the relevant standards, the GB may use its flexibilities to enhance pay progression. Teaching should be 'outstanding', as defined by Ofsted and the teacher will be judged as being within the top 10% of those teachers in their school who also meet the absolute expectations for progression.

All pay recommendations and decisions will be based on the staffing structure of the school and the teacher's performance. Performance-based judgements will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the wider effectiveness on the school (including staff and colleagues)

Appraisal for teachers will be in line with the expectation that Teacher Standards are met and evidence will be used from a wide range of sources in line with the school's appraisal policy.

The GB/P&P will be advised by the HT in making all such decisions. Any pay decision will be clearly attributable to the performance of the teacher. The GB/PP will be able to justify its decisions.

Classroom Teachers Main Pay Range

The GB will use the main scale pay point range for classroom teacher posts as set out in Appendix 1.

5. UPPER PAY RANGE

In accordance with the school's staffing structure (see Appendix 1), the number of posts that are available to be occupied by teachers on UPS1 is a maximum of 1 position at UPS2 whilst the school currently has no members of staff other than the Headteacher on the leadership pay scale .

This is due to the school's current needs and financial situation and will be reviewed annually.

If there is a post available within the staffing structure, any qualified teacher can apply to be paid on the Upper Pay Range (UPR). 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 UPR in that school(s). This school will not be bound by any pay decision made by another school.

All such applications should include the results of the two most recent appraisals, (under the Appraisal Regulations 2012), including any recommendation on pay and a form evidencing teacher's high level of competency against all the teaching standards (see Appendix 2) . Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant (see Appendix 2).

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a three-year period before the date of application in support of their application.

Application Process for UPS posts available within the school's staff structure

One application may be submitted annually. The closing date for applications is normally October 31st each year; however, exceptions will be considered in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the school's evidence form (Appendix 3)
- Provide copies of their last two appraisals
- Submit the application form and supporting evidence to the HT by October 31st
- Receive notification of the name of the assessor of your application within 5 working days
- The assessor will assess the application, which will include a recommendation to the PP
- The application, evidence and recommendation will be passed to the HT (if they are not the assessor) or PP for moderation purposes
- The PP will make the final decision, advised by the HT
- Teachers will receive written notification of the outcome of their application following the annual PP pay review meeting within 2 weeks. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see section 5.2 Application Assessment).

- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the UPR on 1 September of the current year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in this policy (see section 10). The criteria for upper pay scale can be found in Appendix 3.

Application Assessment

The teacher will be required to demonstrate and meet the following criteria in line with the STPCD:

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

For the purposes of this pay policy and, in this school, this means: -

Highly Competent:

Performance which is not only good but also good enough to provide coaching & mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice

Substantial:

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 & learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils learning.

Sustained: the teacher must have had two consecutive successful appraisal reports in this school and have made very good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period (a minimum of four years including 2 years within the Federation) and is consistently outstanding.

Pay Awards as available within the staff structure

The GB/P&P will determine whether there should be any movement on the UPR. In making such a determination, it will take into account:

- the availability of UPR posts within the staff structure.
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives
- evidence that the teacher has maintained the criteria set above in section 5.2 application assessment, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained.

Pay progression on the UPR will be clearly attributable to the performance of the individual teacher.

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above (see section 5.2 application assessment), and have made good progress towards their objectives, the GB/P&P will determine whether there should be any movement on the UPR.

The GB/P&P will be advised by the HT in making all such decisions and will be able to objectively justify its pay decisions.

Upper Pay Range

The GB will use the points pay range effective from 1st September 2014 for teachers who have been assessed by this school as meeting the standards of payment for the UPR 1;

Successful applicants will be placed on the statutory minimum of the upper pay range and cannot apply for progression to the discretionary pay scale until a period of two years has passed and a further two years to reach the statutory maximum.

To be successful in this second or third application, the teacher would have to show that they have extended and further improved their practice within the same Highly competent, Sustained and substantial standards as set out above and in addition had a sustained and substantial impact on the education system beyond the federation for example, through School to school support, mentoring and coaching, leading CPD.

The values are set out within Appendix 4.

6. LEADING PRACTITIONER PAY

There are no leading practitioner posts available within St Mary Magdalen's Catholic Primary School.

7. UNQUALIFIED TEACHERS' PAY

Pay on Appointment

The GB/P&P 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 GB/P&P will consider whether it wishes to pay an additional allowance, where it considers, in the context of the school's staffing structure that the unqualified teacher will be required;

To take sustained additional responsibility which;

- is focused on teaching and learning and
- requires the exercise of a teachers' professional skills and judgement or qualifications or experience which bring added value to the role being undertaken.

Judgments will be properly rooted in evidence and should demonstrate:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

If the evidence shows that a teacher has exceptional performance, the GB will use its flexibility to decide on enhanced progression from the minimum to the maximum UQT pay range.

The GB/P&P will be advised by the HT attributable to the performance of the individual teacher. The GB/P&P will be able to objectively justify its decisions.

An Unqualified Teacher who becomes Qualified

Upon obtaining qualified teacher status an unqualified teacher can be transferred to a salary within the main pay range for teachers. Where the teacher continues to be employed by the same school within which they were employed before they obtained qualified teacher status the teacher will be paid a salary which is the same as, or higher than, the sum of the salary and any other allowance they were receiving (including any safeguarded sum), as the GB considers to be appropriate.

A teacher who obtains qualified teacher status retrospectively under the regulations will be paid a lump sum by the relevant body responsible for the payment of remuneration at the time when qualified teacher status was effectively obtained. The lump sum will be the difference (if any) between the remuneration the teacher was actually paid as an unqualified teacher and the salary (not including any allowances) the teacher would have been paid as a qualified teacher, from the date qualified teacher status was effectively obtained to the date when the lump sum is paid.

The GB will use the below reference points pay range for Unqualified Teacher posts effective from 1st September 2021 as set out in Appendix 4.

8. ALLOWANCES FOR TEACHING STAFF

Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of HT or DHT. The GB/P&P 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. The GB will determine the monetary value of the acting allowance. Where the teacher is assigned and carries out duties of HT or DHT to which a pay range is determined, remuneration will be decided by the GB/PP.

Any teacher, who carries out the duties of HT or DHT, for a period of four weeks or more, will be paid at an appropriate point of the HT or DHT pay range, as determined by the GB/PP. Payment will be backdated to the commencement of the duties.

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a HT or DHT and work to the relevant teachers' standards.

Teaching and Learning Responsibilities (TLRs)

In this school we currently offer TLRs to our Pastoral and Curriculum Leads as well as to our SENCo. This reflects their whole school responsibilities in relation to their given role as outlined in their respective job descriptions. If the current staff in receipt of these TLRs were to leave or change their role(s), the TLR attached to the role may not continue.

The school will continue to consider using TLR3s where appropriate.

The Governing Body/Pay & Personnel Committee may award a TLR3 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in the above criteria except the line management criteria. The GB will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid. The annual minima and maxima specified are for an individual TLR3, rather than the total annual sum that an individual can receive in TLR3s.

No safeguarding will apply upon the termination of this temporary fixed term allowance.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR 3 is awarded, taking into account the above criteria.

Special Educational Needs (SEN)

A SEN allowance will be paid to eligible classroom teachers who are leading provision for pupils with SEND across the whole school.

Recruitment and Retention

The GB/PP will make recruitment and retention payments, in exceptional circumstances for the recruitment of new teachers and the retention in their service of existing teachers.

Part Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are determined to be part time. The GB 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, additional hours worked and working time arrangements and by comparison with school's timetabled teaching week for a full-time teacher in an equivalent post. The salary and any allowances, (except TLR3s) for part time teachers will be pro rata. The headteacher and GB will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

Additional payments

There is scope within the STPCD for additional payments to be made to staff in specific circumstances. The GB/P&P/HT can advertise a specific project outside of a normal job profile and attach an additional payment to this additional work. This can be for a period of one, two or three terms. The GB/P&P/HT will be able to objectively justify any additional payment decisions.

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 195 days; periods of employment for less than a day being calculated pro-rata.

Short notice or supply teachers employed continuously by this school for a period of 12 months beginning in August or September must not be paid more by way of remuneration during this period to that of a teacher who has been employed by the school on a permanent or fixed term contract.

Salary Sacrifices

Where an employee opts into a salary sacrifice arrangement (e.g. childcare voucher scheme) their gross salary will be reduced accordingly.

Additional Payments

The GB/P&P may make additional payments to a teacher, including HT and DHT in respect of:

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

These additional payments would need pre- agreement and will only be made to reward HT for temporary or time limited activity.

Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.

Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the GB/P&P will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

9. SUPPORT STAFF PAY

National Joint Council Pay and Conditions

The GB will work within the National Joint Council's pay and conditions of service for Local Authority Staff, and any local arrangements agreed with unions and professional associations.

The GB will wish to take into account any national development affecting the pay and conditions arrangements of these groups of staff including the impact of the nationally agreed arrangements for pay awards and Single Status working.

Class cover recognition for Teaching Assistants

The school recognises that this should be acknowledged accordingly. Occasionally, a Learning Support Assistant may be required to cover a whole class; if a teacher has to leave through sickness, injury or dependency requirements at short notice or to cover in-house meetings: e.g. SEND Reviews or Safeguarding Reviews. In recognition of the responsibility placed on them when this happens, for a period of time of 0.5 of a teaching day or more (in 0.5 increments), Teaching Assistants will be additionally compensated, making up any difference in the Teaching Assistant's pay to the unqualified teacher rate for that period of time.

Job Descriptions (JDs)

If school management consider changing the organisation structure, duties or role of any member of the support staff a revised JD should be prepared and submitted for re-evaluation to the Local authority Job Evaluation Officer.

Changes to pay and allowances of support staff will only be made after consultation with the individuals concerned. Individual members of staff will be notified in writing of any variation to their salaries or job descriptions.

Pay Reviews

Any member of the support staff may request the Headteacher/Pay & Personnel Committee/Governing Body review their pay and, or allowances, and the Headteacher/Pay & Personnel/Governing Body will notify them of their decision. The Headteacher will make recommendations to the pay panel using evidence as outlined in the appraisal process.

10. APPEAL PROCESS

Informal Stage

The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the HT or decision-maker within five working days of the decision. If the employee continues to be dissatisfied with the outcome of this stage, they may follow a formal appeal process, at which they are entitled to be represented by a work colleague or recognised trade union representative.

Formal Stage – Appeal Meeting

Should an employee be dissatisfied with the outcome of the informal stage they should set down in writing the grounds for appeal and questioning the pay decision and send it to HT / P&P who made the determination, within ten working days of the outcome of the informal stage discussion.

The HT / P&P will invite the employee to a meeting to review their appeal, within ten working days of receipt of the written appeal, to consider the appeal and give the employee an opportunity to make representations in person. Following the meeting the employee should be informed in writing within five working days of the decision and the right to appeal the decision.

Appeal Hearing

Should an employee be dissatisfied with the outcome of the appeal meeting they should set down clearly in writing the grounds for questioning the pay decision and send it to the nominated governor within ten working days of the appeal meeting.

The grounds on which an appeal will be accepted are that the HT or Pay Committee who made the pay decision are claimed to have: -

- incorrectly applied any provision in the STPCD or pay provision for support staff
- failed to have proper regard to statutory or non-statutory guidance
- failed to take proper account of relevant evidence
- taken account of irrelevant or inaccurate evidence
- been biased and/or unlawfully discriminated against

The employee will be invited to an appeal hearing heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing), and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision within five working days. The panel's decision at the appeal stage is final.

If, for any reason, the employee or their chosen companion cannot attend the appeal meeting or hearing on the date given, they must advise the chair of the meeting so that another date can be arranged but this should be *no more than five working days* after the originally proposed date. In such cases, the appropriate member of the meeting / panel will write to confirm the rearranged date. If an appeal has been rescheduled and the employee fails to either attend, send a representative on their behalf or make a written submission, the meeting chair will be entitled to conclude that the employee has decided not to proceed, and no further action will be taken.

Appendix 1

Staff Structure

Staffing Structure St Mary Magdalen's Catholic Primary School

Job Title	FTE	Pay Scale
Head Teacher	1	Leadership Grp 2
Assistant Head (Curriculum)	1	Leadership Grp 2
Assistant Head (Teaching and Learning)	1	Leadership Grp 2
SENCo and DSL	0.6	UPS TLR
Teachers (inc. CL and PL) (includes specialists below)	5 (7) (8.3)	MPS 1-6
Sports Specialist (SLA)	0.4	£10,000 per annum
Music Specialist (SLA)	0.3	£15,000 per annum
Art Specialist	0.3	MPS 1-6
MFL Specialist (SLA)	0.2	UnQu
Cover (Leadership/ECT)	0.2	MPS 1-6

UPS 1 -Roles will be capped at 1 and 3 at UPS 2 . We have capped the number of UPS roles to match the needs of the school. The UPS teachers will be given specific areas of responsibility in line with the School Development Plan.

Support Staffing Structure St Mary Magdalen's Catholic Primary School

Job Title	FTE	Pay Scale
TA/LSA	8	NJC Scale 4
SMSA	8	NJC Scale 4
Admin Officer	0.8	NJC Scale 6
Admin Officer	0.8	NJC Scale 6
SBM Support (SLA)	0.15	£8,970 per annum
Finance Officer (SLA)	0.2	£10,530 per annum
Site Manager	1	NJC Scale 5
Breakfast Club Leader	0.2	NJC Scale 4
Breakfast Club Staff	0.2	NJC Scale 4
Clerk to the Governors	pro rata on agreed hours	SO1

All support roles would be evaluated in the event of a post becoming available.

This would include a review of the Job Description pay scale.

Appendix 2 CRITERIA FOR UPPER PAY SCALE

In line with other schools, the governors of St Mary Magdalen's Catholic Primary School have reviewed the criteria for the different point on the Upper Pay Scale (UPS) for teachers.

There are a number of factors which have been considered:

- Staff who are already on the Upper Pay Scale were assessed in a different period and not within the current pay policy and expectations of the government.
- School budgets are now much tighter than before and governors have, and will have, difficult decisions to make about recruitment and retention of staff. They are committed to doing their utmost to retain quality staff to ensure high quality teaching and learning and this will be a key factor in deciding the use of school budget.
- Governors believe in the concept of an UPS to recognise high quality practitioners who make a sustained and substantial contribution to a school and beyond.
- Governors recognise that there needs to be great clarity for the assessment of staff of UPS.

The DfE sets out two criteria for being paid on UPS:-

- You are highly competent in all elements of the Teachers Standards
- You have made a substantial and sustained contribution to an education setting or settings.

How this is interpreted is the responsibility of the FGB. This is set out below:-

Within St Mary Magdalen's to be successfully assessed at UPS1:

Teachers will be expected and be able to show evidence that they make a significant and sustained impact on whole school development: this could be through subject leadership or other whole school roles. It is not related to leadership where staff are paid a TLR payment, these responsibilities are evaluated separately, through performance management.

The achievement of this would be explained through the PM reviews, which take account of assessment information, learning walks and book looks.

In addition, the reviewer (headteacher) would consider evaluated actions plans, evidence of impact of CPD on staff and teaching and learning, pupil and parent views.

Teachers must provide a positive role model for professional practice in the school.

Teachers must make a distinctive contribution compared to other teachers.

To be successfully assessed at UPS2, a teacher would have to provide evidence that they have done all of the above for UPS1 in a consistent and sustained way for at least 2 years plus:

They must make a significant and sustained impact on developments and practice across the school including working with other schools and organisations such as the locality group, Catholic schools or Maths TRG to develop and share their expertise.

This could be through specific projects or whole school themes such as transition, engaging parents, raising standards in specific areas.

To be successfully assessed at UPS3, would have to show that they have continued to have a consistent an sustained impact for the criteria of UPS1 and 2 for a period of at least two years plus:

They must make a significant and sustained impact on development and practice beyond the school. This may be through a teaching school or another multi-school collaboration. It may be through a role such as a lead teacher, or SLE, or leading on a research and development project.

In line with other schools a teacher will normally have been teaching for 6 years before they can apply for UPS1. A teacher must wait a minimum of 2 years after this before applying for UPS2 and similarly UPS3.

Evidence would be provided through the UPS threshold documentation which forms part of the pay policy and any additional evidence that the teacher decides to provide.

Performance will be expected to be maintained at the UPS level, achieved through annual appraisals and performance management.

Annual targets should be set and monitored to ensure the UPS criteria continue to be met.

The Headteacher and SLT together will advise the Pay and Personnel Committee of the FGB who will make that decision.

Appendix 3 – UPS Evidence Form – [T:\Performance Management\Teacher's Pay Award Document.doc](#)

Appendix 4 – Pay Scales Teaching

PAYSCALE TYPE	SCALEPOINT	Effective Date 01.09.22	% Inc (as per advisory points in STPCD)	Effective Date 01.09.23
Unqualified pay scale	01	£ 22,924.00	6.50%	£ 24,415.00
Unqualified pay scale	02	£ 25,143.00	6.50%	£ 26,778.00
Unqualified pay scale	03	£ 27,362.00	6.50%	£ 29,141.00
Unqualified pay scale	04	£ 29,322.00	6.50%	£ 31,228.00
Unqualified pay scale	05	£ 31,539.00	6.50%	£ 33,590.00
Unqualified pay scale	06	£ 33,758.00	6.50%	£ 35,953.00
Main pay scales	01	£ 32,407.00	7.10%	£ 34,708.00
Main pay scales	02	£ 34,104.00	6.50%	£ 36,321.00
Main pay scales	03	£ 35,887.00	6.50%	£ 38,220.00
Main pay scales	04	£ 37,764.00	6.50%	£ 40,219.00
Main pay scales	05	£ 40,050.00	6.50%	£ 42,654.00
Main pay scales	06A	£ 42,766.00	6.50%	£ 45,546.00
Main pay scales	06B	£ 43,193.00	6.50%	£ 46,001.00
Upper pay scales	01	£ 44,686.00	6.50%	£ 47,591.00
Upper pay scales	02	£ 46,339.00	6.50%	£ 49,352.00
Upper pay scales	03	£ 48,055.00	6.50%	£ 51,179.00
Leadership	01	£ 47,820.00	6.50%	£ 50,929.00
Leadership	02	£ 48,932.00	6.50%	£ 52,113.00
Leadership	03	£ 50,060.00	6.50%	£ 53,314.00
Leadership	04	£ 51,225.00	6.50%	£ 54,555.00
Leadership	05	£ 52,415.00	6.50%	£ 55,822.00
Leadership	06	£ 53,637.00	6.50%	£ 57,124.00
Leadership	07	£ 54,990.00	6.50%	£ 58,565.00
Leadership	08	£ 56,174.00	6.50%	£ 59,826.00
Leadership	09	£ 57,488.00	6.50%	£ 61,225.00
Leadership	10	£ 58,876.00	6.50%	£ 62,703.00
Leadership	11	£ 60,308.00	6.50%	£ 64,229.00
Leadership	12	£ 61,623.00	6.50%	£ 65,629.00
Leadership	13	£ 63,077.00	6.50%	£ 67,178.00
Leadership	14	£ 64,553.00	6.50%	£ 68,749.00
Leadership	15	£ 66,073.00	6.50%	£ 70,368.00
Leadership	16	£ 67,740.00	6.50%	£ 72,144.00
Leadership	17	£ 69,218.00	6.50%	£ 73,718.00
Leadership	18	£ 70,871.00	6.50%	£ 75,478.00
Leadership	18*	£ 70,871.00	6.50%	£ 75,478.00
Leadership	19	£ 72,542.00	6.50%	£ 77,258.00
Leadership	20	£ 74,249.00	6.50%	£ 79,076.00
Leadership	21	£ 76,003.00	6.50%	£ 80,944.00
Leadership	21*	£ 76,003.00	6.50%	£ 80,944.00
Leadership	22	£ 77,795.00	6.50%	£ 82,852.00
Leadership	23	£ 79,635.00	6.50%	£ 84,812.00
Leadership	24	£ 81,526.00	6.50%	£ 86,826.00
Leadership	24*	£ 81,526.00	6.50%	£ 86,826.00

Leadership	25	£ 83,464.00	6.50%	£ 88,890.00
Leadership	26	£ 85,441.00	6.50%	£ 90,995.00
Leadership	27	£ 87,471.00	6.50%	£ 93,157.00
Leadership	27*	£ 87,471.00	6.50%	£ 93,157.00
Leadership	28	£ 89,555.00	6.50%	£ 95,377.00
Leadership	29	£ 91,682.00	6.50%	£ 97,642.00
Leadership	30	£ 93,877.00	6.50%	£ 99,980.00
Leadership	31	£ 96,116.00	6.50%	£ 102,364.00
Leadership	31*	£ 96,116.00	6.50%	£ 102,364.00
Leadership	32	£ 98,411.00	6.50%	£ 104,808.00
Leadership	33	£ 100,774.00	6.50%	£ 107,325.00
Leadership	34	£ 103,177.00	6.50%	£ 109,884.00
Leadership	35	£ 105,651.00	6.50%	£ 112,519.00
Leadership	35*	£ 105,651.00	6.50%	£ 112,519.00
Leadership	36	£ 108,178.00	6.50%	£ 115,210.00
Leadership	37	£ 110,785.00	6.50%	£ 117,987.00
Leadership	38	£ 113,439.00	6.50%	£ 120,813.00
Leadership	39	£ 116,114.00	6.50%	£ 123,662.00
Leadership	39*	£ 116,114.00	6.50%	£ 123,662.00
Leadership	40	£ 118,930.00	6.50%	£ 126,661.00
Leadership	41	£ 121,811.00	6.50%	£ 129,729.00
Leadership	42	£ 124,770.00	6.50%	£ 132,881.00
Leadership	43	£ 126,539.00	6.50%	£ 134,765.00

Support Staff

London Borough of Richmond Pay and Grading Structure			
SCP	Grade	Pay Rate at 01.04.23	Approximate Hourly rate
01	Sc 1A/B	£0	£0.00
02		£25,854	£13.77
03	Sc 1C/2	£26,238	£13.97
04		£26,634	£14.18
05	Sc 3	£27,030	£14.39
06		£27,438	£14.61
07	Sc 4	£27,855	£14.83
08		£28,272	£15.06
09		£28,698	£15.28
10		£29,139	£15.52
11		£29,583	£15.75
12	Sc 5	£30,033	£15.99
13		£30,495	£16.24
14		£30,963	£16.49
15		£31,440	£16.74
16		£31,926	£17.00
17	Sc 6	£32,421	£17.27
18		£32,925	£17.53
19		£33,438	£17.81
20		£33,957	£18.08
21		£34,491	£18.37
22	SO1	£35,031	£18.66
23		£35,577	£18.95
24		£36,045	£19.20
25		£36,567	£19.48
26		£37,443	£19.94
27	PO1	£38,364	£20.43
28		£39,264	£20.91
29	PO2	£39,951	£21.28
30		£40,833	£21.75
31	PO3	£41,808	£22.27
32		£42,840	£22.82
33		£44,019	£23.45
34	PO4	£45,021	£23.98
35		£46,041	£24.52
36	PO5	£47,040	£25.05
37		£48,060	£25.60
38		£49,083	£26.14
39	PO6	£50,031	£26.65
40		£51,093	£27.21
41	PO7	£52,116	£27.76
42		£53,136	£28.30
43		£54,129	£28.83
44	PO8	£55,155	£29.38
45		£56,172	£29.92
46	PO9	£57,201	£30.47
47		£58,248	£31.03
48		£59,328	£31.60
49	RMG1	£60,468	£32.21
50		£61,617	£32.82
51	RMG2	£62,748	£33.42
52		£63,879	£34.02
53		£65,025	£34.64
54	RMG3	£66,156	£35.24
55		£67,290	£35.84
56	RMG2	£68,439	£36.45
57		£69,579	£37.06
58		£70,710	£37.66
59	RMG3	£71,850	£38.27
60		£73,311	£39.05
61	RMG3	£74,793	£39.84

Notes: Pay rates inclusive of Outer London Weighting

Salary rates effective from 01/04/2023

Rates were formally agreed in November
2022 and backdated to April 2023

62	£76,311	£40.65
63	£77,865	£41.48
64	£79,446	£42.32
65	£80,994	£43.14

Appendix 5 Governor Checklist for Pay Procedures

What needs to be done	By when	Person(s) responsible for taking required action
<p>Agree Teachers' Pay Policy and share with staff.</p> <p>Confirm school Staffing Structure.</p>		
<p>Decide when Pay Review Committee is to meet, who will clerk the meeting and share date with teaching staff (autumn term).</p>		
<p>Pay Review Committee meeting takes place.</p>		
<p>The Headteacher writes to all teachers detailing:</p> <ul style="list-style-type: none"> · The outcome of the Pay Review meeting i.e., the salary they are to be paid · That they have a right of appeal against the decision made by the Pay Review Committee 		
<p>The Chair of the Pay Review Committee/Clerk writes to the Headteacher detailing:</p> <ul style="list-style-type: none"> · The outcome of the Pay Review meeting · That s/he has a right of appeal against the decision made by the Pay Review Committee 		
<p>Date arranged for meeting of Pay Appeals Committee if required. (Determine who is to Clerk this meeting)</p>		