



## **POTT SHRIGLEY CHURCH SCHOOL**

*‘Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you’*

# **MODEL PAY POLICY FOR TEACHING STAFF 2024/2025**

**Effective from 1 September 2024**

The Governing Board of **Pott Shrigley Church School** adopted this policy on **1<sup>st</sup> September 2024** and reviewed it on **17<sup>th</sup> December 2024**

A copy of this policy can be obtained from [Pott Shrigley Church School: Pott Shrigley Church School](#)

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## INTRODUCTION

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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 Document (STPCD) and has been consulted on with the recognised trade unions.

In adopting this pay policy the aim is to:

- **maximise the quality of teaching and learning at the school**
- **support the recruitment and retention of a high quality teacher workforce**
- **enable the school to recognise and reward teachers appropriately for their contribution to the school**
- **help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.**

Pay decisions at this school are made by the governance board.

## PAY REVIEWS

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The governance board will ensure that each teacher's salary is reviewed annually, with effect from 1 September and 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 (e.g. where a teacher is absent at the time of the review) or a change to the job description that leads 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 governance board will give the required notification as soon as possible and no later than one month after the date of the determination.

## PAY PROGRESSION

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The details in this pay policy are applicable to **all** teachers. They can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal 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 appraisal policy.

Following an individual's annual appraisal and, subject to the provisions of the published pay policy, all teachers' should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

## PAY RANGE FOR LEADERSHIP GROUP

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### Pay range for headteachers

The Governing Board has a statutory duty to assign a school group size whenever it sees fit. In addition it must also determine a pay range for the headteacher including when it proposes to appoint a new headteacher. When determining the leadership pay range the relevant 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. In the case of a new appointment, the relevant body may wish to take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progression over time.

Pay ranges for headteachers should **not** normally exceed the maximum of the headteacher group. However, the headteacher's pay range (where determined on or after the 1 September 2014) may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

It should also re-determine the headteacher's pay range if it becomes necessary to change the headteacher group (including where the headteacher becomes responsible and accountable for more than one school in a federation on a permanent basis). They may also determine the headteacher's pay range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. The relevant body should not take account of the salary of the serving headteacher if they re-determine the headteacher pay range for a new appointment.

The Governing Board will calculate the head teacher group size each September and determine the pay range within the parameters of the current STPCD.

The Governing Board will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There should be a proper record made of the reasoning behind the determination of the pay range and any temporary payments made to the headteacher.

The pay range for the **headteacher** for the academic year 2024-2025 is as follows:

#### L10

The circumstances in which the Governing Board will consider awarding **additional pay points** are **Where their appraisal outcome confirms the headteacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.**

When headteachers are appointed temporarily accountable for more than one school, this role should be regarded as an acting headship on a temporary basis. There is an expectation that these temporary arrangements should be time limited and subject to regular review and the maximum duration should be no longer than **two years**.

## Determination of temporary payments to headteachers

The Governing Board will determine a pay range which takes into account the full responsibilities of the headteacher's post. Temporary payments in addition to the salary arising from the headteacher's point on the pay range will be made in accordance with the current STPCD.

The total sum of the temporary payments made to a headteacher in any school year (with the exclusion of residential payments and/or relocation expenses) must not exceed 25% of the annual salary which is otherwise payable to the headteacher. Furthermore, the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group unless there are wholly exceptional circumstances, external independent advice has been sought and with the agreement of the Governing Board.

## PAY RANGE FOR OTHER CLASSROOM TEACHERS

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### Basic Pay Determination on appointment

The governance board 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 governance board may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school. Whilst there is no longer any statutory requirement in the STPCD for the relevant body to match teachers' previous salaries when they are appointed to a post, it is free to do so if it chooses. This includes the freedom to pay teachers more than their previous salary from the start of their new employment in a school.

### Main Pay Range (MPR)

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range. The MPR minimum for the academic year 2024-2025 is £31,650 and the maximum pay is £43,607. The school MPR is as below:

#### M3 – M4

The professional responsibilities of classroom teachers are set out in the current STPCD.

The circumstances in which the Governing Board will consider awarding **more than one pay point** are **Where their appraisal outcome confirms the teacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school**

## ALLOWANCES AND PAYMENTS FOR CLASSROOM TEACHERS

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### Teaching and Learning responsibility (TLR) payments

TLR payments are awarded at the discretion of the Governing Board. TLR1 and TLR2 payments will be awarded to the holders of the posts indicated in the attached staffing structure. A TLR1 or TLR2 payment when assigned will last for the duration of the post.

The Governing Board will 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 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. The relevant body will not award consecutive TLR3s for the same responsibility, unless that responsibility relates to tutoring, to deliver catch-up support to pupils on learning lost during the pandemic. TLR3s are not subject to safeguarding.

The annual values of a TLR payment for the academic year 2024-2025 must fall within the following ranges in accordance with the current STPCD:

- the annual value of a TLR1 must be no less than £9,782 and no greater than £16,553;
- the annual value of a TLR2 must be no less than £3,391 and no greater than £8,279; and
- the annual value of a TLR3 must be no less than £675 and no greater than £3,344.

The values of the TLRs to be awarded at this school are set out below:

**TLR2s** will be awarded to the following values:

**£ 3,391** per annum to the holder of **Key stage 1 and 2 lead (including curriculum, behaviour and assessment)**.

## OTHER PAYMENTS TO TEACHERS

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### Acting allowance

Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher, or assistant headteacher, but has not been appointed as an acting head teacher, deputy headteacher or assistant headteacher, the Governing Board will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the Governing Board determines that an acting allowance will not be paid but the relevant duties continue, then the Governing Board may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher or assistant headteacher in relation to where a pay range has been determined, remuneration must not be lower than the minimum of that range.

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

### **Recruitment and retention incentive and benefits**

The Governing Board may make such payments or provide such other financial assistance, support or benefits, to a teacher as it considers being necessary as an incentive for the recruitment of new teachers and retention in their service of existing teachers. Where the Governing Board is making one or more such payments, the Governing Board must conduct a regular formal review of all such awards.

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment and retention payment be made to a headteacher, deputy or assistant headteacher other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a member of the leadership group including non monetary benefits must be taken into account when determining the pay range and is subject to the overall 25% limit on salary and payments as contained in the current STPCD.

Where the Governing Board already pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous document, subject to review, it may continue to make that payment at its existing value until such time as the respective Pay Range is determined under the current STPCD.

In the case of retention, a recommendation to offer incentives or benefits would be made by the **Headteacher to the pay committee.**

In the case of recruitment difficulties, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the **pay committee** unless authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment and retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the headteacher , or the selection panel, for consideration by the **pay committee**. Recommendations and authorisations must be recorded.

### **APPEALS - Managing appeals against pay determination**

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

- incorrectly applied the school's pay policy
- incorrectly applied any provision of the STPCD
- failed to have proper regard to statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased or,
- unlawfully discriminated against the teacher

See appendix X for a suggested appeal process.

This appeals procedure also applies where, under the school's Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on teachers' pay and appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

## **SALARY SAFEGUARDING**

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Safeguarding of Teachers Salaries will apply where the Governing Board decide to:

- Reduce the number of leadership posts
- Lower the pay range for members of the leadership team
- Delete a TLR post
- Reduce the value of a TLR payment
- Delete or reduce an SEN payment

\*NB: Safeguarding is not applicable at the end of the fixed term period where TLR 3 has been awarded NB: Any annual pay award does not apply to that proportion of a teachers salary which comprises a safeguarded sum

Further guidance on when and how salary safeguarding arrangements come into effect, as set out in Part 5 of the STPCD, and when the safeguarded salary amounts are reduced or ended can be found in Appendix X

## **PART-TIME TEACHERS**

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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 governance board 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 teaching week for a fulltime teacher in an equivalent post.

Teachers' employed part-time will not be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment.

Part time teachers who wish to attend (by mutual agreement) more INSET days than they are required to do under their contract will be paid for these extra days work

## **SHORT NOTICE/SUPPLY TEACHERS**

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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.



## OVERPAYMENTS

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Your employer is entitled to make deductions from an employee's salary for any sums (properly) owed to the school pursuant to section 14 of the Employment Rights Act 1996 (as amended).

Deductions will be made at a rate **a rate equivalent to the time period of the overpayment**. Where an employee is repaying an overpayment but leaves the school before the full overpayment is recovered, the balance will be deducted from the final salary payment. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

## MONITORING THE IMPACT OF THE POLICY

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The governance board will monitor the outcomes and impact of this policy on a regular basis, **annually**, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

## EQUALITY

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**Pott Shrigley Church School** will ensure that, when implementing the Pay Policy for Teaching Staff, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

## REVIEW

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The policy will be reviewed in the light of operating experience and/or changes in legislation.

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|--------------|---|
| Prepared by: | Education HR Consultancy                                  |
| Date:        | November 2024   |
| Review date: | October/November 2025                                     |
| Adopted by:  | The Governing Board of <b>Pott Shrigley Church School</b> |
| Date:        | <b>17<sup>th</sup> December 2024</b>                      |

## Staffing structure 2024 - 2025

|   |  |
|---|--|
| <p style="text-align: center;"><b>Headteacher</b><br/>Anne-Marie Willis</p> <p style="text-align: center; color: red;"><b>Roles</b></p> <p style="text-align: center;">Headteacher and 0.2 class 1 teacher<br/>SENCo<br/>Health and safety officer<br/>Line manager for all teaching staff, teaching assistants and bursar<br/>Behaviour lead<br/>Safeguarding lead<br/>RE lead<br/>PE lead</p> |  |
| <b>SLT team – AMW, LP and ES</b>  |  |
| <p style="text-align: center; color: green;"><b>Key stage 1 and 2 lead</b><br/><b>Class 2 teacher</b><br/>Emma Slater</p> <p style="text-align: center; color: red;"><b>Roles</b></p> <p style="text-align: center;">Class teacher 0.9<br/>Curriculum lead<br/>History lead<br/>Geography lead<br/>English lead<br/>Early reading lead</p>  | <p style="text-align: center;"><b>Bursar</b><br/>Lisa Paton</p> <p style="text-align: center; color: red;"><b>Roles</b></p> <p style="text-align: center;">Bursar<br/>Mental health lead</p>   |
| <b>Class teachers not on SLT</b>  |  |
| <p style="text-align: center;"><b>Class 3 teacher</b><br/>Helen Kennedy</p> <p style="text-align: center; color: red;"><b>Roles</b></p> <p style="text-align: center;">Class teacher 0.9<br/>Maths lead<br/>Art and design lead<br/>Design and technology lead<br/>Languages lead</p>   | <p style="text-align: center;"><b>Class 1 teacher</b><br/>Kara Williams</p> <p style="text-align: center; color: red;"><b>Roles</b></p> <p style="text-align: center;">Class teacher 0.9<br/>EYFS lead<br/>Science lead<br/>Computing lead<br/>PSHE lead</p> |

|   |   |
|---|---|
| <b>Class 1 teaching assistants</b><br>8 children<br>1 EHCP child (complex needs)  |   |
| <b>1:1 TA for children with complex needs and self care needs</b><br>Full time  | <b>TA funded by PP to bridge the gaps for disadvantaged and poor teaching in Y1/2</b>         |
| <b>Class 2 teaching assistants</b><br>8 children<br>1 EHCP child – 1 gathering evidence (MLD child)<br>3 significantly behind due to SEND needs, missed referrals and poor teaching |   |
|   | <b>1:1 TA mornings and 2 afternoons (selective mute/Autism)</b><br>Judith Bardsley            |
| <b>Class 3 teaching assistants</b><br>14 children<br>3 EHCP children – 1 gathering evidence   |   |
| <b>1:1 TA 18 hours (MLD child)</b><br>Kirsty Pearson  | <b>1:1 TA 4 mornings</b><br>Mandy Novacki<br>HLTA every afternoon for PPA and management time |
| <b>1:1 mornings and afternoons (Reactive detachment LAC)</b><br>Lydia Davis   |   |

Structure is now in place in all classes to ensure high quality education is delivered, targeted intervention can be delivered and all needs met in an inclusive classroom.

1:1 TAs work across the needs of the class and across classes to ensure we are creative with our SEND support and provision.

## **Appendix B - Managing appeals against pay determination**

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

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

The above list is not exhaustive

What follows is intended as a guide as there is no statutory process for schools to follow in terms of hearing pay appeals. A key aspect of the process is the opportunity for a teacher to discuss a pay recommendation prior to it being confirmed by the governance board. This stage in the process will help to ensure that pay decisions and pay policies are seen as transparent and fair. The opportunity to discuss a pay decision before it is made may also mitigate the need for the more formal stages two and three.

### **Stage one – informal discussion with the appraiser or headteacher prior to confirmation of pay recommendation**

A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or headteacher before the recommendation is actioned and confirmation of the pay decision is made by the school.

### **Stage two – a formal representation to the person or governors' committee making the pay determination**

If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made, he/she may make representation to the person (or governors' committee) making the decision. To begin the process the teacher should submit a formal written statement to the person (or governors' committee) making the determination, setting down in writing the grounds of their disagreement with the pay recommendation.

A meeting to hear the formal representation will be set up wherever possible within 10 working days.

The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses, and the opportunity to ask questions at a formal meeting with the person (or governors' committee) who will make the pay determination. Following this meeting the person (or governors' committee) will make a pay determination that will be communicated to the teacher in writing.

### **Stage three – a formal appeal hearing with an appeals panel of governors**

Should the teacher not agree with the pay determination, the teacher may appeal the decision and have an appeal hearing before an appeals panel of governors. In the hearing before governors, both the teacher and the management representative will have the opportunity to present their evidence and call witnesses; the parties will also be able to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing, including their rationale for reaching the decision. The appeal panel's decision is final and, as set out in Section 3 of the STPCD, there is no recourse to the general staff grievance procedure.

### **Appeal hearing panels**

It is recommended that the panel which hears pay appeals should comprise three governors who were not involved in previous discussions regarding the teacher's pay determination. Governors on appeals panels should be familiar with the school's pay and appraisal policies. To ensure that appeals are properly considered, governance boards should consider any training needs that their members have, including duties placed on the school by the Equality Act 2010 and the ACAS Code of Practice (Disciplinary and Grievance Procedures).

Teachers making representation at stage two and making an appeal at stage three may be accompanied by a colleague or representative from a professional organisation or trade union.

Pay appeals should be formally clerked and a note of proceedings should be produced.

### **Appeal panel hearing procedure**

A suggested procedure for the conduct of formal hearings:

#### **Introductions**

- Chair introduces everyone and explains what their role is, then outlines the order of the hearing.

Clerk takes notes of the hearing.

#### **The employee case**

- Employee or their representative presents employee case providing any evidence to support their case, including from witnesses (if any).
- Management representative has the opportunity to question the employee.
- Chair asks questions and subsequently opens the discussion to the panel.

#### **The management case**

- Management representative presents management case, providing any evidence to support their case, including any witnesses.
- Employee or their representative has the opportunity to question the management representative.
- Chair asks questions and subsequently opens the discussion to the panel.

#### **Summarising and end of hearing**

- Employee or their representative sums up the employee case.

- Management representative sums up the management case.
- If appropriate, the Chair can sum up the key points on both sides. Chair will then end the hearing, advising the employee that they will receive the panel's decision in writing within a given timescale.

#### **Decision-making**

- Panel meet to reach their decision.

Clerk notes main points of panel discussion and their decision.

- Panel obtains HR advice, if required, to inform their decision-making.

#### **Communication of decision**

- Employee is notified of decision. Decision and reason for the decision confirmed in writing