



School's pay policy

Head of HR
Jo Larkin

Operations Lead
Lolita Brown

Hackney Education
1 Reading Lane
London E8 1GQ
T. 020 8820 7000
E. info@hackney.gov.uk

education.hackney.gov.uk
hackneyservicesforschools.co.uk

About this policy

Purpose

This document describes the Schools' Pay Policy. Refer to the table of contents, below, for a full list of topics covered.

Contents

This document covers the following topics:

About this policy	1
Purpose	1
Contents	1
Version control	3
Distribution	5
Introduction	6
Policy Statement	6
Considerations during the coronavirus pandemic	6
Equal Opportunities	7
Access to Salary Records	8
Key Legislation	8
School Pay Policy	9
Principles – All School Staff	10
1.1 The Relevant Pay Committee	10
1.1.1. Terms of Reference	10
1.2 The Headteacher	11
1.3 Pay Appeals Procedure	11
1.3.1 Procedures	11
2. Basic Pay Determination – All School Staff	12
2.1 Performance Management	12
2.2 Job Descriptions	12
2.3 Training and Development	13
2.4 Capability or Disciplinary Action	13
3. Teaching Staff	13
3.1 Pay Reviews	13
3.2 Classroom Teachers on the Main Pay Range	14
3.2.1 Pay Determination for existing main scale teachers effective from September 2020	14
3.3 Moving to the upper pay range	16

The application process	17
Criteria	17
Definitions	17
3.3 Moving up the Upper Pay Range	18
The application process	18
3.5 Short Notice Teachers	19
3.6 Part-Time Teachers	19
3.7 Supply Teachers	20
3.8 Leading Practitioner Posts	20
3.9 Special Educational Needs Allowances	21
4. Unqualified Teachers	22
4.1 Qualifications	22
4.2 Experience	23
4.3 Unqualified Teachers' Allowance	23
4.4 An unqualified teacher who becomes qualified	23
5. Leadership Group	24
5.1 Determination of the school's headteacher group	24
5.1.1 Executive Headteachers	24
5.2 Determination of leadership pay ranges	24
5.3 New appointments - the three stage process	25
5.3 Performance Management Reviews	25
5.3.1 Executive Headteachers and Headteachers	25
5.3.2 Associate Headteachers and Heads of School	26
5.3.3 Deputy Headteachers and Assistant Headteachers	26
5.4 Pay Progression on the Leadership Group	26
5.5 Acting (Leadership) Allowances	27
6. Discretionary Allowances and Payment	27
6.1 Additional Payments	27
6.1.1 Teaching and Learning Responsibility Payments (TLRs)	28
6.1.2 Criterion and Factors for Award of TLRs	28
Factors	28
Values	29
6.2 Continuing Professional Development (CPD)	29
6.3 Recruitment and Retention Incentives and Benefits	29
6.4 Initial Teacher Training Activities (ITT)	30
6.5 Safeguarding	31
7. Support Staff	31
7.1 Pay and Conditions	31
7.2 Criteria for Determining Pay	31
8. Pay Reviews	31

8.1 Honoraria Payments	32
9. Other Payments – All School Staff	32
9.1 Out-of-School Learning Activities	32
9.2 Residential duties	33
10. Salary Sacrifice Arrangements	33
11. Part-Time, Job Share and Supply Staff	33
12. Further Information	33

Version control

The table below shows the history of the document and the changes that were made at each version:

Version	Date	Summary of changes
Final	2 March 2007	First published version.
	6 August 2007	5.1 & 5.2: Clarification of pay determination for Headteachers, Deputy Headteachers and Assistant Headteachers.
2.0	August 2009	3.6 to 3.11: Clarification on Short Notice Teachers pay determination, Part-Time Teachers pay calculation, assessments of ASTs, ETs and Chartered London Teachers. 3.13: Clarification on SEN allowances. 6.1: Deletion of Management Allowances section as this ceased in December 2008 and is no longer applicable. The following safeguarding arrangements came to an end on 31 December 2008; Management allowances, Assimilation safeguarding, Social priority allowance and Inner London Area Supplement. Any such payments should have ended on that date.
3.0	August 2010	<ul style="list-style-type: none"> Pay scales bringing in a 2.3% pay award from 1st September 2009 have been incorporated into the <i>School Teachers' Pay and Conditions Document (STPCD)</i> 2009, Paras 6.4, 17.3, 19.2, 27.1 & 35.3. An increase of 2.3% in the value of the TLR1 & TLR2 ranges (Para 21.2 STPCD) from 01st September 2009; a requirement to increase all TLR's in payment by 2.3 % from 01st September 2009 (STPCD Para 22). An increase of 2.3% in the value of SEN allowances (STPCD Para 25.1). Additional increases for some main & Upper Pay Scale teachers in inner London. New arrangements for calculating the remuneration of Headteachers when they are appointed as a Headteacher of more than one school either in a temporary (STPCD Para 12.2.9) or permanent (STPCD Para 12.2.7) capacity. Consideration needs to be given to the pay of other teachers as well if Heads take on extra responsibility. Changes to the threshold application arrangements in England (STPCD Paras 19 & 20).

		<ul style="list-style-type: none"> Revised arrangements for excellent Teachers' pay, with the introduction of a separate range for each of the four geographical areas (STPCD Para 33.3). A provision for the relevant body to make additional payments for the cost of services provided by the Headteacher of one school to another and to decide what payment, if any, should be made to the Headteacher and other Teachers as a result. The annual limit of 38 hours on the amount of cover (STPCD Para 72.9.1 to 72.9.3) that can be carried out by Teachers is removed and, instead, Teachers will be required to cover only rarely.
4.0	November 2010	Corrected a typographical error in section 7.4 (on page 30).
5.0	September 2013	<ul style="list-style-type: none"> Taken from Section 1, which does not form of the statutory guidance. The ending of annual incremental pay progression for all pay progression after the 2013 pay award. Pay awards made in September 2013 will be based on the 2012 pay system of incremental pay. (STPCD 2013 para 14). The introduction of pay progression linked to performance for all pay from September 2013 onwards. This will be become apparent from September 2014. (STPCD 2013 para21). The removal of Advance Skills Teachers (ASTs) and Excellent Teachers pay scales and assessment arrangements. The introduction of a new pay range for leading practitioners whose primary purpose is to model and lead the improvement of teaching skills (STPCD 2013 para 18). A new simpler criteria of the current threshold progression from the main to the Upper Pay Range (STPCD 2013 para 17). The introduction of TLR3 – a fixed term teaching and learning responsibility (STPCD 2013 para 25). The removal of the three year limit on recruitment and retention allowances (STPCD 2013 para 47). Section 3 – Guidance for Local Authorities, School Leaders, School Teachers and Governing Bodies of Maintained Schools is significantly shorter than the 2012 version and only contains guidance that is essential to retain in statutory form. Guidance on salaries of Executives Headteachers.
6.0	November 2014	<ul style="list-style-type: none"> Removal of pay reference points, however the DfE has provided as guidance. 1% uplift to the minimum and maximum of all pay ranges (uplift to be included for all pay ranges). The introduction of a three-stage process for determining leadership pay. Changes to the pay provision of the leadership group for those starting in post on or after 1st September 2014. Replaced by a leadership scale with minimum and maximum levels only. An introduction of eight pays bands for Headteachers, also with minimum and maximum levels. The abolition of the previous £1500 differential between different levels of TLRs. In relation to conditions of service the removal of the specific list of 21 administrative/clerical tasks and the removal of the non-statutory section 4 guidance.

7.0	October 2015	<ul style="list-style-type: none"> 1% uplift to the minimum and maximum of all pay ranges in the national pay framework, including allowances, with two exceptions – a 2% increase to the maximum of the main pay range and no increase to the maximum of the eight Headteacher pay group ranges. The STPCD 2015 reflects these new ranges.
8.0	September 2016	<ul style="list-style-type: none"> 1% uplift to the minimum and maximum of all pay ranges in the national pay framework, including allowances. The STPCD 2016 reflects these new ranges. Clarity over use of Threshold application document. Update to Teachers standards.
9.0	September 2017	<ul style="list-style-type: none"> 2% uplift to the minimum and maximum of Main Pay Ranges and a 1% increase to the minima and maxima of other pay and allowance ranges. Clarity on review time for performance threshold assessment.
10.0	October 2018	<ul style="list-style-type: none"> 3.5% uplift to the pay range 1 – 6 and main pay range 2% increase to the upper pay range 1 – 3, leading practitioner pay range and all allowances. 1.5% of the leadership pay range 1 – 43 All other allowances 2%
11.0	October 2019	<ul style="list-style-type: none"> 2.75% uplift to all pay ranges in the national pay framework, including allowances. Clarification on targets for application to the upper pay range. Section 3.4 added – when an unqualified teacher becomes qualified. Addition of the pro rata principle for part time teachers.
12.0	October 2020	<ul style="list-style-type: none"> Addition of consideration during the coronavirus pandemic 5.5 % uplift to the minimum and a 2.75% uplift to the maximum of the main pay scale in the national pay framework, including allowances. 2.75% uplift to all other pay ranges in the national pay framework, including allowances. Addition of the advisory points to the main and upper pay scales

Distribution

Distribution is:

- HR Team.
- Governing Bodies.
- Headteachers
- Recognised Trades Unions.

The following model Pay Policy may be adapted as necessary by the Governing Body and adopted for use by the school. Any adaptations by the Governing Body should be made with regard to its discretionary powers and will not affect the mandatory elements as determined by the *School Teachers' Pay and Conditions Document*. Care should be taken to ensure a relevant and applicable version is adopted by the Governing Body.

Introduction

This document sets out the basis on which the Governing Body will determine all school employees' pay. It also establishes the procedures for determining appeals.

When taking pay decisions, Governing Bodies, schools and the local authority must have regard to both the Pay Policy and to the particular post within the staffing structure.

[A copy of the current staffing structure must be attached to this Pay Policy]

This document should be published to all staff.

The school's Pay Policy and the staffing and pay structure should be reviewed annually and in consultation with staff and their representatives, or whenever significant changes in national and local agreements on pay and conditions necessitate a review.

Policy Statement

The Governing Body will adopt a 'whole school' approach to pay issues. Pay decisions will be taken in the context of full consideration of the resources available to the school. This means that pay decisions relating to any given group of staff will not be taken in isolation, and that all pay decisions will be taken in the context of the school as a whole.

This policy aims to ensure fair and equitable treatment for both teaching and support staff. These procedures for determining pay are consistent with the principles of public life and will ensure objectivity, openness and accountability.

The overall objective of this policy is to ensure that all teaching and support staff are valued, treated fairly and receive recognition for their work and their contribution to school life.

When advertising all posts the school will provide job applicants with the appropriate salary details.

All information on which pay decisions are based will be treated with strict confidentiality.

Considerations during the coronavirus pandemic

The Covid-19 crisis, and partial closure of schools during the summer term 2020 has meant that some teaching staff have been unable to complete Performance Management reviews for the academic year 2019/20 and due to this annual pay reviews cannot be carried out in the normal way.

Headteachers must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to fully meet their objectives.

Therefore a principal of no detriment should apply, when considering pay progression of teachers across all scales. This means that there is an expectation for appraisers to assess the teacher's performance prior to the school closure/partial closure, adjusting if necessary, for expected trajectory had there been no closures. In addition to that, for those teachers wishing to progress to

the upper pay range, appraisers must also factor in a minimum of 'good' teaching practice from the previous year.

The only exceptions to this is where teachers who, prior to "lockdown", had significant concerns about standards of performance raised in writing as outlined in Section 10 of the Appraisal Policy during the annual appraisal cycle which have not been sufficiently addressed, or were subject to a formal capability proceedings (section 5 of Capability Policy) or undergoing a disciplinary process.

Where a decision is made to withhold pay progression the normal entitlements to appeal will apply.

Equal Opportunities

The school is committed to promoting equality in all areas of employment and to challenging discrimination and stereotyping.

The school seeks to use this Pay Policy to maintain and promote equal opportunities within the school and ensure that no member of staff is discriminated against for any reason.

The school will provide appropriate support to all staff and will give them sufficient opportunity to have their training and development needs reviewed regularly as part of the performance management review arrangements.

The school will make every effort to address the needs of those with disabilities or physical or mental health conditions, and will make any reasonable adjustments necessary in order to overcome any barriers to access.

All schools are expected to give Hackney Learning Trust equalities monitoring data, including related to pay, on their staff returns.

Access to Salary Records

The school holds personal files for all staff. Staff may have access to their salary records by making a written request to the Senior Administrative Officer or the School Business Manager.

The member of staff should make an appointment two days in advance with the Senior Administrative Officer or the School Business Manager. Two days written notice, using the Request to Access Employee's Personnel File Form, should be given by anyone who is authorised to consult a specific personal file. (See the Human Resources Record Policy.)

When the Pay Committee makes a reasonable request for salary information this should be extracted from the employee's personal file and supplied. All salary information is held and processed in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

Key Legislation

This Pay Policy ensures the schools compliance with The Employment Rights Act 1996, The Working Time Regulations 1998, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Employment Act 2002, The Employment Act 2008, The Agency Workers Regulations 2010, The Equality Act 2010 The Education (School Teachers' Appraisal) (England) Regulations 2012, The School Teacher Appraisal (Wales) Regulations 2011, The Flexible Working Regulations 2014 which cover the following:

- Age discrimination.
- Disability discrimination.
- Equal pay.
- Fixed-term employees.
- Gender reassignment.
- Rehabilitation of offenders.
- Marriage and civil partnership.
- Part-time employees.
- Pregnancy and maternity.
- Race discrimination.
- Religion or belief.
- Sex discrimination.
- Sexual orientation.
- Trade union membership.

In implementing this policy the Governing Body will work within the national and local agreements on pay and conditions of service and the accompanying statutory and non-statutory guidance.

Staff and union representatives will be consulted on any changes to this document. It will be reviewed each year, or when other changes occur to the *School Teachers' Pay and Conditions Document*/Burgundy Book and/or changes to support staff pay and conditions of employment.

School Pay Policy

This policy has been formally adopted by the Governing Body of

_____ (school)

on _____ (date).

1. Principles – All School Staff

1.1 The Relevant Pay Committee

Only the Governing Body has the power to agree the Pay Policy and to approve the membership and the terms of reference for committees. The membership of committees may change from time to time subject to full Governing Body approval. A Personnel/Pay Committee may include staff Governors but such membership should be excluded where a personal interest exists.

It is recommended that membership of the Relevant Pay Committee consists of a quorum of at least three Governors, to include a non-staff Governor and the Headteacher or their substitute. The Governing Body should insert its own arrangements for making pay decisions if these differ from those set out above.

Note: Additional advice on committee structures and terms of reference can also be provided by Hackney School Governors' Association (HASGA) or by Hackney Learning Trust's Governors' Support Services.

1.1.1. Terms of Reference

- To implement the Pay Policy with reference to staffing and financial budget plans.
- To achieve the aims of the Pay Policy in a fair and equitable manner and within statutory and contractual obligations.
- To apply the criteria of the Pay Policy consistently in determining the pay for each member of staff in the annual review.
- To determine the size of the leadership group; and set an Indicative Pay Range (IPR) for the Headteacher Leadership Pay Range and for other staff on the Leadership Pay Spine and decide where leadership group members should be placed on these.
- To consider difficult and discretionary pay issues, such as the use of recruitment and retention incentives.

The Relevant Pay Committee shall also be required to:

- Minute all decisions taken and submit these minutes to the Governing Body as required.
- Keep abreast of any relevant developments and advise the Governing Body when the Pay Policy needs updating.
- Observe all statutory, non-statutory and contractual conditions in respect of pay matters.
- Maintain the strictest confidentiality.
- Recommend to the Finance Committee any budget adjustments needed for annual pay reviews.
- Work with the Headteacher to ensure that the Governing Body complies with the The Education (School Teachers' Appraisal) (England) Regulations 2012.

1.2 The Headteacher

Although the Relevant Pay Committee has overall responsibility for the management of the Pay Policy, it is not always practical for every single pay decision to be referred to it. Therefore the Headteacher has delegated responsibility for the following:

- Setting performance objectives and carrying out performance development reviews as required.
- Ensuring effective appraisal arrangements are in place and that appraisers have the knowledge and skills to apply procedures fairly.
- Approving salary assessments for all staff (except the Headteacher).
- Ensuring that when pay recommendations are made to the Governing Body that they are provided with sufficient and appropriate evidence and information to make pay decisions.
- Applying pay discretions where these are clear and non-contentious within the scope of the policy.
- Overseeing temporary and supply staff appointments.
- Reviewing, drafting and finalising job descriptions for all staff.
- Ensuring teachers are informed about pay decisions reached, and that records are kept of recommendations and decisions made.

1.3 Pay Appeals Procedure

An employee may seek a review of any decision taken in relation to their pay.

The following list includes the usual reasons for seeking a review of a pay determination.

The person or committee by whom the decision was made:

- incorrectly applied any provision of this document;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased, or
- otherwise unlawfully discriminated against the employee.

1.3.1 Procedures

The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the employee is not satisfied, they should seek to resolve this by discussing the matter informally (normally with the Headteacher) within 10 working days of the decision.
3. Where this is not possible or where the employee continues to be dissatisfied, they may follow a formal appeal process.

4. The employee should set down their grounds of appeal in writing for questioning the pay decision and send it to the Chair of Governors within 10 working days of being notified of the decision, or, of the outcome of the informal discussion referred to above. This time limit may be extended by either side if good and sufficient reason is given.
5. Any appeal should be heard by a panel of (preferably) three non-staff Governors. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification and giving the employee at least 10 working days' notice of the date of the appeal hearing.
6. For any hearing the employee is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable and must allow both parties to attend and explain their case.
7. This procedure performs the function of the grievance procedure and therefore pay decisions should not be reopened under the general grievance procedures.
8. In the event of a complaint by the Headteacher, the Chair of Governors will act as the Review Officer, unless the Chair has been previously involved in the performance review proceedings. In this case another non-staff Governor should act as the Review Officer.

2. Basic Pay Determination – All School Staff

2.1 Performance Management

All members of school staff are required to participate in arrangements made for the annual review of their performance. This will be managed in accordance with the Appraisal Policy, which is based on the national revised appraisal arrangements which came into force from 1st September 2012 and revised in March 2019.

Relevant information from performance management reviews will be taken into account when taking pay decisions or when advising those responsible for taking pay decisions in relation to the annual pay review process.

The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels.

2.2 Job Descriptions

All members of school staff will be provided with a job description. The task of reviewing, drafting and finalising job descriptions is delegated to the Headteacher.

Job descriptions may be periodically reviewed, in consultation with the employee concerned, in order to make reasonable changes. Any member of staff is entitled to request a review of their existing job description. Any such request will be considered first by the Headteacher and then by the Personnel Committee where requested.

2.3 Training and Development

All employees will be encouraged and supported in their development through appropriate training. The opportunity will be made available to review their needs with their line manager.

2.4 Capability or Disciplinary Action

Being subject to capability or disciplinary action which is proven may have an impact on the pay review for that or the following academic year.

However, the incremental point may be considered following a further pay review retrospectively if the capability or disciplinary process is discontinued or if the employee makes sufficient progress to reach a satisfactory level of performance.

The employee concerned should be formally notified of the possibility of not being awarded the forthcoming incremental point as soon as possible. Every effort should be made to provide the employee with the appropriate support and training to help them improve their performance within the context of the capability framework.

3. Teaching Staff

3.1 Pay Reviews

The Relevant Pay Committee will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the Headteacher for whom the deadline is 31 December) each year and give them 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 within one month after any review and where applicable will give information about the basis on which it was made.

Individual teachers may make a written submission to the Relevant Pay Committee for particular consideration of their salary assessment.

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

Where a teacher is absent from work for a significant period of time, for example due to maternity or long term sickness absence, the Pay Committee will still undertake performance and pay reviews for that member of staff.

Where a teacher is on secondment or is acting up, the Relevant Pay Committee will still undertake performance and pay reviews for that member of staff.

3.2 Classroom Teachers on the Main Pay Range

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.

The Governing Body will, if necessary, use its discretion to award a recruitment and incentive benefit to secure the candidate of its choice (this must be time framed). Very clear and specific criteria should be adopted if doing so and documented evidence may be required to verify any experience claimed.

The Governing Body undertakes that it will not restrict the pay range advertised for the 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 school is committed to the principle of pay portability. On appointment Classroom Teachers moving from one school to another will be placed on the same or higher pay point to ensure their current salary is not reduced.

* In determining the pay range the Governing Body may take into account a range of factors, including:

(insert as applicable – these options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments).

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

3.2.1 Pay Determination for existing main scale teachers effective from September 2020

The [School Teachers' Pay and Conditions Document 2020](#) requires the Pay Committee to set their pay structures within the minimum and maximum of the main pay range for teachers.

The September 2020 pay award has applied a 5.5% uplift to the statutory minimum and a 2.75% uplift to and maximum of the main pay range:

Minimum: £32,157

Maximum: £42,624

All pay uplifts will be back dated to 1 September 2020.

The Pay Committee must determine, in accordance with their own pay policy and funding, how to implement pay awards within the main pay range for teachers.

From 1st September 2020, the School Teachers Review Body has recommended the following advisory pay points within the main pay range.

		Pay	Percentage increase
Minimum:	1	£32,157	5.50%
	2	£33,658	4.95%
	3	£35,226	4.40%
	4	£36,866	3.85%
	5	£39,492	3.30%
Maximum:	6	£42,624	2.75%

These advisory points are not mandatory and schools can choose a different approach.

Further guidance can be found in the Department for Education's document: [Implementing your school's approach to pay](#).

If a school chooses to use a different approach to the advisory points on the main scales, we recommend that the schools inform their HR and Payroll provider of the school's pay approach for the main scale for September 2020, so HR/Payroll can support the school on pay related employment matters.

Classroom teachers will be awarded pay progression on the Main Pay Range and the Relevant Pay Committee will follow these provisions and award a point following each successful performance management/appraisal review, until the maximum point, provided that the teacher's performance in the previous year was at the very minimum good. If however, capability or disciplinary proceedings are underway Section 2.4 (Capability or Disciplinary Action) of this policy will apply.

Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher as outlined in Section 10 of the Appraisal Policy 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.

Progress will be awarded and backdated provided the required Teachers' Standards are maintained.

Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

Please see the Teacher Standards: Guidance for school leaders, school staff and Governing Bodies -

<https://www.gov.uk/government/publications/teachers-standards>

