

****

**PAY POLICY**

**2024**

**Copyright © 2024 Birmingham City Council**

This document is subject to Birmingham City Council copyright.

Birmingham City Council will allow use for personal, educational or non-commercial reasons without further permission being required. Any other use or re-use, for example commercial use, is expressly prohibited unless by prior agreement with Birmingham City Council. Any permitted reproduction of the document should include the statement “Copyright © 2024 Birmingham City Council”.

**Legal disclaimer**

Whilst every care has been taken to ensure the accuracy of this document and that the contents reflect the current state of the law as at the date of publication, the document is not intended to constitute legal advice and Birmingham City Council recommends that you should seek formal legal advice if required.

**Contents**

Page

**Introductory comments on the model pay policy**  4

Review and monitoring of the policy 4

Local authority advice 4

Staffing structure 4

Discretionary powers 4

Academies and Free Schools 4

The pay award 2024 5

The Schools Teachers’ Pay and Conditions Document 5

**Model pay policy**  6

Introduction 6

Pay reviews 6

**Basic pay determination on appointment** 7

Classroom teacher posts 7

Leading practitioner posts 8

Unqualified teacher posts 9

Postgraduate teaching apprentices 9

Leadership teachers 9

**Pay progression**  11

Pay progression for Early Career Teachers 11

Poor Performance 11

**Movement to the Upper Pay Range** 12

Assessment 12

Process and procedures 13

**Part time teachers**  13

**Short-notice or daily rate ‘relief’ teachers** 13

**Discretionary allowances**  13

Teaching and learning responsibility payments 13

Special educational needs allowances 15

Acting allowances 15

Allowances payable to unqualified teachers 16

**Additional payments**  16

Continuing professional development outside directed time 16

Initial teacher training 16

Out of school hours learning activities 16

Recruitment and retention incentives and benefits 17

Assistance with removal expenses 17

Salary advance scheme 18

Residential duties 18

Additional responsibilities in the provision of services to one or more

additional schools 18

**Safeguarding** 18

**Appeals** 18

**Grievances over pay** 19

**Support staff**  19

**Job descriptions**  20

**Appendix one** 21

Remit for the pay and appeals committee of the governing body 21

Establishment of the policy 21

Monitoring and reviewing the policy 21

Application of the policy 22

**Appendix two** 23

Pay appeals procedure 23

**Appendix three** 26

Upper pay range application form 26

**Appendix four** 27

School staffing structure and salary values 27

**Appendix five**

Discretionary Powers – a checklist 28

[**INTRODUCTORY**](https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2016INTRODUCTORY) **COMMENTS ON THE MODEL PAY POLICY**

**Review and Monitoring of the Policy**

The governing body will review its pay policy at least annually in order to ensure that it

continues to comply with the law and promotes good practice and in particular to take account

of pay awards, changes in national and local agreements governing pay, the school

development plan and the school’s budget. It will undertake such reviews in consultation with

staff, including school representatives of all the recognised unions and teachers’

associations.

The governing body will monitor the outcomes and impact of this policy on a regular basis.

It will monitor the outcomes of pay decisions, including the extent to which different employees

may progress at different rates to ensure the school’s compliance with equalities legislation.

**Local authority advice**

The governing body will take account of the Authority’s policies and advice on pay and remuneration.

**Staffing Structure**

The statutory guidance says that the school’s staffing structure and implementation plan should be attached to the pay policy. (Appendix Four) The school’s staffing structure will be reviewed annually in relation to the school’s development and improvement plans as well as equal pay legislation and any changes to the staffing structure will be subject to full consultation in accordance with the agreed procedures.

All opportunities for promotion, permanent or fixed term, will be advertised to all staff (other than in a re-organisation, when as part of the consultation it may be agreed that vacancies will be advertised to displaced employees only in the first instance).

**Discretionary Powers**

The governing body will exercise its discretionary powers in certain areas of this pay policy.

(Checklist Appendix Five). If it is proposed to vary the way in which these discretionary powers

are used from previous years, the pay committee will consult employees and school

representatives of the recognised unions and associations, giving them the opportunity to

make representations, before making recommendations to the governing body on such

changes.

**Academies & Free Schools**

References in this model policy to ‘the governing body’ should be read as meaning the relevant

body to which the power to review the pay policy and to take decisions on pay has been

delegated.

**The Pay Award 2024**

The School Teachers’ Pay and Conditions Document 2024 makes provision for the

September 2024 pay award.

A 5.5% increase will be applied to all pay and allowance ranges and advisory points.

All pay uplifts will be backdated to 1 September 2024

**The School Teachers’ Pay and Conditions Document 2024 is available at:**

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

**MODEL PAY POLICY**

**The Governing Body of World’s End Junior School adopted this policy on December 12 2024**

**Introduction**

1. 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 2024 and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.

2. In adopting this pay policy, the aim is to:

* + - * + assure the quality of teaching and learning at the school;
        + support recruitment and retention and reward teachers appropriately; and
        + ensure accountability, transparency, objectivity and equality of opportunity.**1**

1. The Governing Body will maintain teachers’ previous pay entitlements in accordance with the principle of pay portability.
2. Pay decisions at this school are made by the governing body which has delegated certain responsibilities and decision-making powers to the pay committee as set out in Appendix One. The pay committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the governing body, and shall have full authority to make pay decisions on behalf of the governing body in accordance with this policy. The head teacher/principal shall be responsible for advising the pay committee on its decisions.
3. The governing body recognises that it has no powers to remunerate teachers other than those specified in the School Teachers’ Pay and Conditions Document.

**Pay reviews**

1. The governing body will ensure that each teacher’s salary is reviewed annually with effect from 1 September, that each teacher is notified of the outcome by no later than 31 October (31st December for head teachers) 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.
2. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual’s pay. A written statement will be given after any review.
3. Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1** Including compliance with equalities legislation i.e. Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012, Data Protections Act 2018

**BASIC PAY DETERMINATION ON APPOINTMENT**

1. The governing body will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary, with reference to local authority advice, within that range to be offered to the successful candidate.
2. In making such determinations, the governing body will apply the following policy:

**Classroom teacher posts**

11. The governing body has established the following pay scales for classroom teacher posts paid on the main pay range and upper pay range for 2023/4:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Range** | **Level** | **FROM 01.09.2024 (Annual Value)** | **FROM 01.09.2023 (Annual Value)** | **FROM 01.09.2022 (Annual Value)** | **FROM 01.09.2021 (Annual Value)** | **FROM 01.09.2020 (Annual Value)** | **FROM 01.09.2019 (Annual Value)** |
|  |  |  |  |  |  |  |  |
| **MT** | 1 | **31,650** | **30,000** | **28,000** | **25,714** | **25,714** | **24,373** |
| **MT** | 2 | **33,483** | **31,737** | **29,800** | **27,600** | **27,600** | **26,298** |
| **MT** | 3 | **35,674** | **33,814** | **31,750** | **29,664** | **29,664** | **28,413** |
| **MT** | 4 | **38,034** | **36,051** | **33,850** | **31,778** | **31,778** | **30,599** |
| **MT** | 5 | **40,439** | **38,330** | **35,990** | **34,100** | **34,100** | **33,010** |
| **MT** | 6 | **43,607** | **41,333** | **38,810** | **36,961** | **36,961** | **35,971** |
|  |  |  |  |  |  |  |  |
| **UPS** | 1 | **45,646** | **43,266** | **40,625** | **38,690** | **38,690** | **37,654** |
| **UPS** | 2 | **47,338** | **44,870** | **42,131** | **40,124** | **40,124** | **39,050** |
| **UPS** | 3 | **49,084** | **46,525** | **43,685** | **41,604** | **41,604** | **40,490** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 112. The governing body undertakes that it will not restrict the pay range advertised for classroom teacher posts, other than the minimum of the main pay range and the maximum of the upper pay range.  13. The governing body will apply the principle of pay portability in making pay determinations for all new appointees as follows:  (a) When determining the starting pay for a classroom teacher who has previously worked for another LA or in a LA maintained school, academy or free school in England and Wales, the governing body will pay the teacher on the main pay range or upper pay range in such cases where the teacher meets the definition of a post threshold teacher, at a scale point which at least maintains the teacher’s previous pay entitlement, plus any pay progression which they would have received had they remained in their previous post.  (b) When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the governing body will pay the teacher on the main pay range and will allocate pay scale points, as a minimum, on the following basis:  **Teaching experience 2**   * one point for every year of employment (as defined in Annex 2 (6a) of STPCD 2024) as a qualified teacher or unqualified teacher in a maintained school, academy or free School   or other category of teaching employment specified in the 2012 School Teachers’ Pay and Conditions Document (e.g. teaching in a MOD school, or as a recognised qualified teacher in the European Economic Area.)  **Other experience**   * one point for every three years of other remunerated or unremunerated relevant experience, for example teaching outside of the categories listed under ‘Teaching Experience’, voluntary work and caring for children during a career break, up to a maximum of 1 point.   **Leading Practitioner teacher posts** | | | | | |  |  |  |  |  |
| 14. The governing body has established the following pay scales for leading practitioner teacher posts paid on the leading practitioner pay range:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Range** | **Level** | **FROM 01.09.2024 (Annual Value)** | **FROM 01.09.2023 (Annual Value)** | FROM 01.09.2022 (Annual Value) | FROM 01.09.2021 (Annual Value) | FROM 01.09.2020 (Annual Value) | FROM 01.09.2019 (Annual Value) | |  |  |  |  |  |  |  |  | | **LPRAC** | 1 | **50,025** | **47,417** | 44,523 | 42,402 | 42,402 | 41,267 | | **LPRAC** | 2 | **51,279** | **48,605** | 45,638 | 43,464 | 43,464 | 42,301 | | **LPRAC** | 3 | **52,558** | **49,818** | 46,777 | 44,549 | 44,549 | 43,357 | | **LPRAC** | 4 | **53,867** | **51,058** | 47,941 | 45,658 | 45,658 | 44,436 | | **LPRAC** | 5 | **55,208** | **52,329** | 49135\* | 46,795 | 46,795 | 45,543 | | **LPRAC** | 6 | **56,593** | **53,642** | 50,368 | 47,969 | 47,969 | 46,685 | | **LPRAC** | 7 | **58,115** | **55,085** | 51723\* | 49,260 | 49,260 | 47,942 | | **LPRAC** | 8 | **59,457** | **56,357** | 52,917 | 50,397 | 50,397 | 49,048 | | **LPRAC** | 9 | **60,943** | **57,765** | 54,239 | 51,656 | 51,656 | 50,273 | | **LPRAC** | 10 | **62,508** | **59,249** | 55,632 | 52,982 | 52,982 | 51,564 | | **LPRAC** | 11 | **64,129** | **60,785** | 57,075 | 54,357 | 54,357 | 52,902 | | **LPRAC** | 12 | **65,607** | **62,186** | 58,390 | 55,609 | 55,609 | 54,121 | | **LPRAC** | 13 | **67,247** | **63,741** | 59,850 | 57,000 | 57,000 | 55,474 | | **LPRAC** | 14 | **68,925** | **65,331** | 61343\* | 58,421 | 58,421 | 56,857 | | **LPRAC** | 15 | **70,638** | **66,955** | 62868\* | 59,874 | 59,874 | 58,272 | | **LPRAC** | 16 | **72,517** | **68,736** | 64,540 | 61,466 | 61,466 | 59,821 | | **LPRAC** | 17 | **74,182** | **70,314** | 66,022 | 62,878 | 62,878 | 61,195 | | **LPRAC** | 18 | **76,050** | **72,085** | 67,685 | 64,461 | 64,461 | 62,735 | | | | | | |  |  |  |  |  |
|  | | | | | |  |  |  |  |  |
| **2** Teaching as defined in paragraph 5 of The Education (Specified Work) (England) Regulations 2012  15. Such posts may be established for teachers whose primary purpose is modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the teaching and learning responsibility (TLR) payment structure.  16. When determining the pay scales for such posts, the governing body will do this by reference to the weight of the responsibilities of each post, while bearing in mind the need to ensure pay equality where posts are equally onerous or of equal value.  17. The policy of the governing body is to appoint any new leading practitioner teacher at the bottom point of the pay range (unless for pay parity a higher starting salary is required), which will consist of **five consecutive** points on the lead practitioner pay range.  **Unqualified teacher**  18. The governing body has established the following pay scales for unqualified teachers employed in classroom teacher posts:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Range** | **Level** | **FROM 01.09.2024 (Annual Value)** | **FROM 01.09.2023 (Annual Value)** | **FROM 01.09.2022 (Annual Value)** | FROM 01.09.2021 (Annual Value) | FROM 01.09.2020 (Annual Value) | FROM 01.09.2019 (Annual Value) | |  |  |  |  |  |  |  |  | | **UQN** | 1 | **21,731** | **20,598** | **19,340** | 18,419 | 18,169 | 17,682 | | **UQN** | 2 | **24,224** | **22,961** | **21,559** | 20,532 | 20,282 | 19,739 | | **UQN** | 3 | **26,716** | **25,323** | **23,777** | 22,644 | 22,394 | 21,794 | | **UQN** | 4 | **28,914** | **27,406** | **25,733** | 24,507 | 24,507 | 23,851 | | **UQN** | 5 | **31,410** | **29,772** | **27,954** | 26,622 | 26,622 | 25,909 | | **UQN** | 6 | **33,902** | **32,134** | **30,172** | 28,735 | 28,735 | 27,965 |   19. When determining the starting pay for an unqualified teacher taking up their first appointment, the governing body will pay the teacher on the unqualified pay range and will allocate pay scale points as it does for the starting salaries of a classroom teacher (see above).  20. The governing body will pay teachers on the employment-based teacher training scheme as an unqualified teacher. Postgraduate teaching apprentices 21. The governing body will pay postgraduate teacher apprentices on at least the first point of the unqualified teachers’ pay scale for the period of their training.  **Leadership teacher** | | | | | |  |  |  |  |  |

22. The governing body has established the following pay scales for leadership group teachers:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Range** | **Level** | **FROM**  **01.09.24**  **(Annual Value)** | **FROM**  **01.09.23**  **(Annual Value)** | **FROM 01.09.2022 (Annual Value)** | **FROM 01.09.2021 (Annual Value)** | **FROM 01.09.2020 (Annual Value)** | **FROM 01.09.2019 (Annual Value)** |
|  |  |  |  |  |  |  |  |
| **LAH/LDH** | 1 | **49,781** | **47,185** | **44,305** | 42,195 | 42,195 | 41,065 |
| **LAH/LDH** | 2 | **51,027** | **48,366** | **45,414** | 43,251 | 43,251 | 42,093 |
| **LAH/LDH** | 3 | **52,301** | **49,574** | **46,548** | 44,331 | 44,331 | 43,144 |
| **LAH/LDH** | 4 | **53,602** | **50,807** | **47,706** | 45,434 | 45,434 | 44,218 |
| **LAH/LDH** | 5 | **54,939** | **52,074** | **48,895** | 46,566 | 46,566 | 45,319 |
| **LAH/LDH** | 6 | **56,316** | **53,380** | **50,122** | 47,735 | 47,735 | 46,457 |
| **LAH/LDH** | 7 | **57,831** | **54,816** | **51,470** | 49,019 | 49,019 | 47,707 |
| **LAH/LDH** | 8 | **59,167** | **56,082** | **52,659** | 50,151 | 50,151 | 48,808 |
| **LAH/LDH** | 9 | **60,644** | **57,482** | **53,973** | 51,402 | 51,402 | 50,026 |
| **LAH/LDH** | 10 | **62,202** | **58,959** | **55,360** | 52,723 | 52,723 | 51,311 |
| **LAH/LDH** | 11 | **63,815** | **60,488** | **56,796** | 54,091 | 54,091 | 52,643 |
| **LAH/LDH** | 12 | **65,286** | **61,882** | **58,105** | 55,338 | 55,338 | 53,856 |
| **LAH/LDH** | 13 | **66,919** | **63,430** | **59,558** | 56,721 | 56,721 | 55,202 |
| **LAH/LDH** | 14 | **68,586** | **65,010** | **61,042** | 58,135 | 58,135 | 56,579 |
| **LAH/LDH** | 15 | **70,293** | **66,628** | **62,561** | 59,581 | 59,581 | 57,986 |
| **LAH/LDH** | 16 | **72,162** | **68,400** | **64,225** | 61,166 | 61,166 | 59,528 |
| **LAH/LDH** | 17 | **73,819** | **69,970** | **65,699** | 62,570 | 62,570 | 60,895 |
| **LAH/LDH** | 18 | **75,675** | **71,729** | **67,351** | 64,143 | 64,143 | 62,426 |
| **HPR** | 18\* | **74,926** | **71,019** | **66,684** | 63,508 | 63,508 | 61,808 |
| **LAH/LDH** | 19 | **77,552** | **73,509** | **69,022** | 65,735 | 65,735 | 63,975 |
| **LAH/LDH** | 20 | **79,474** | **75,331** | **70,733** | 67,364 | 67,364 | 65,561 |
| **LAH/LDH** | 21 | **81,441** | **77,195** | **72,483** | 69,031 | 69,031 | 67,183 |
| **HPR** | 21\* | **80,634** | **76,430** | **71,765** | 68,347 | 68,347 | 66,517 |
| **LAH/LDH** | 22 | **83,464** | **79,112** | **74,283** | 70,745 | 70,745 | 68,851 |
| **LAH/LDH** | 23 | **85,529** | **81,070** | **76,122** | 72,497 | 72,497 | 70,556 |
| **LAH/LDH** | 24 | **87,651** | **83,081** | **78,010** | 74,295 | 74,295 | 72,306 |
| **HPR** | 24\* | **86,783** | **82,258** | **77,237** | 73,559 | 73,559 | 71,590 |
| **LAH/LDH** | 25 | **89,830** | **85,146** | **79,949** | 76,141 | 76,141 | 74,103 |
| **LAH/LDH** | 26 | **92,052** | **57,253** | **81,927** | 78,025 | 78,025 | 75,936 |
| **LAH/LDH** | 27 | **94,332** | **89,414** | **83,956** | 79,958 | 79,958 | 77,818 |
| **HPR** | 27\* | **93,400** | **88,530** | **83,126** | 79,167 | 79,167 | 77,048 |
| **LAH/LDH** | 28 | **96,673** | **91,633** | **86,040** | 81,942 | 81,942 | 79,748 |
| **LAH/LDH** | 29 | **99,067** | **93,902** | **88,170** | 83,971 | 83,971 | 81,723 |
| **LAH/LDH** | 30 | **101,533** | **96,239** | **90,365** | 86,061 | 86,061 | 83,757 |
| **LAH/LDH** | 31 | **104,040** | **98,616** | **92,597** | 88,187 | 88,187 | 85,826 |
| **HPR** | 31\* | **103,010** | **97,639** | **91,679** | 87,313 | 87,313 | 84,976 |
| **LAH/LDH** | 32 | **106,626** | **101,067** | **94,898** | 90,379 | 90,379 | 87,960 |
| **LAH/LDH** | 33 | **109,275** | **103,578** | **97,256** | 92,624 | 92,624 | 90,145 |
| **LAH/LDH** | 34 | **111,976** | **106,138** | **99,660** | 94,914 | 94,914 | 92,373 |
| **LAH/LDH** | 35 | **114,759** | **108,776** | **102,137** | 97,273 | 97,273 | 94,669 |
| **HPR** | 35\* | **113,624** | **107,700** | **101,126** | 96,310 | 96,310 | 93,732 |
| **LAH/LDH** | 36 | **117,601** | **111,470** | **104,666** | 99,681 | 99,681 | 97,013 |
| **LAH/LDH** | 37 | **120,524** | **114,240** | **107,267** | 102,159 | 102,159 | 99,424 |
| **LAH/LDH** | 38 | **123,506** | **117,067** | **109,922** | 104,687 | 104,687 | 101,885 |
| **LAH/LDH** | 39 | **126,517** | **119,921** | **112,601** | 107,239 | 107,239 | 104,368 |
| **HPR** | 39\* | **125,263** | **118,732** | **111,485** | 106,176 | 106,176 | 103,334 |
| **LAH/LDH** | 40 | **129,673** | **122,912** | **115,410** | 109,914 | 109,914 | 106,972 |
| **LAH/LDH** | 41 | **132,913** | **125,983** | **118,293** | 112,660 | 112,660 | 109,644 |
| **LAH/LDH** | 42 | **136,243** | **129,140** | **121,258** | 115,483 | 115,483 | 112,392 |
| **LAH/LDH** | 43 | **138,265** | **131,056** | **123,057** | 117,197 | 117,197 | 114,060 |
| **HPR** | 43 | **138,26** | **131,056** | **123,057** | 117,197 | 117,197 | 114,060 |

\*Top of group range and did not attract the 1% uplift in 2015

23. The salaries of the head teacher, deputy head teacher and assistant head teacher, will be reviewed annually. There will be a procedure and timetable for the annual review giving the option of personal appearances before the committee, with the option to be accompanied by a representative if the teacher so chooses. For all members of the leadership group written notification will be given of the salary determined under the School Teachers’ Pay and Conditions Document

Pay progression will be awarded where the head teacher, deputy head teacher and/or assistant headteacher are not under capability procedures

24. The governing body has established the following pay ranges for head teacher, deputy head teacher and assistant head teacher posts, in line with STPC document:

Head teacher pay range: £**74,926 - £87,651**

Deputy head teacher pay range: £**63,815 - £70,293**

Assistant head teacher pay range: £**54,939 - £60,644**

The Governing Body will record the reasons for the levels of the pay ranges set.

25. Temporary payments to the head teacher will be determined in accordance with the provisions of the School Teachers’ Pay and Conditions Document and will be reviewed annually.

26. The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range (unless for pay parity a higher starting salary is required).

**PAY PROGRESSION**

BCC has removed the link between pay progression and performance.

Pay progression will be determined annually, within the relevant pay range.

Annual pay progression will be awarded, with the following exceptions:

**Early Career Teachers (ECTs)**

In the case of early career teachers (ECTs), performance and any pay recommendation will be determined by the statutory induction process as per the Education (Inductions Arrangements for Schools Teachers) (England) Regulations 2012. The two-year induction period does not prevent pay progression for ECTs at the end of the first year.

**Poor Performance**

In cases, where due to poor performance a teacher is in capability proceedings, pay progression can be withheld.

The Governing body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.

**NOTE:** Pay progression will not be withheld for reasons of Maternity leave, pregnancy related absence, long term sickness absence or disability related absence, such action would be unlawful.

**MOVEMENT TO THE UPPER PAY RANGE**

***Applications and evidence***

47. Any qualified teacher may apply to be paid on the upper pay range. The school will bring eligibility to the attention of the teacher. It is however, the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Progression will be approved, other than in cases where the teacher is subject to capability procedures.

48. Applications may be made at least once a year. Where teachers wish to apply, they should notify their line manager by **31st October 2024** in writing using the application form (Appendix Three),

50. If a teacher is simultaneously employed at another school/s, they must submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

**Assessment**

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

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

(c) the teacher’s achievements and contribution to the school are substantial and sustained.

The criterion of ‘highly competent in all elements of the relevant standards’ will be defined in the school as teaching performance which meets all elements of the teachers’ standards. This will be considered the case unless a teacher is in a capability process.

The criterion of ‘substantial’ will be a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring demonstrating and curriculum development activities. The purpose of this contribution is to help those teachers improve the outcomes for pupils, but the teacher providing the support cannot be accountable for the learning of pupils in classes taken by other teachers.

54. The school must ensure that, in circumstances where a teacher who is not at the maximum of the main pay range unsuccessfully applies for movement to the upper pay range, this does not automatically preclude movement to the next point on the main pay range.

**Process and procedures**

55. The assessment will be made within ten working days of receipt of the application. If successful, applicants will move to the upper pay range from the 1st September and will be placed on point 1 of that pay scale. If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within five working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school’s general appeals arrangements.

**PART-TIME TEACHERS**

56. The governing body acknowledges that part-time teachers are entitled to the appropriate

proportion of the remuneration (including allowances) which they would receive if full-time, that proportion corresponding to the proportion of the school’s timetabled teaching week for which the teacher is employed as a classroom teacher and for any additional hours which the teacher may agree to work from time to time at the request of the head teacher in accordance with the School Teachers’ Pay and Conditions Document and guidance for schools and LAs on Implementing their approach to pay. TLR 3 payments for part-time teachers must not be pro-rated; these should be paid in full.

**SHORT-NOTICE OR DAILY RATE ‘RELIEF’ TEACHERS**

57**.** Short-notice or daily rate relief teachers will be paid in accordance with the School

Teachers’ Pay and Conditions Document 2024. Salary will be assessed as for a

regular teacher.

**DISCRETIONARY ALLOWANCES**

**Teaching and learning responsibility (TLR) payments**

58. The governing body pays TLR 1, TLR 2 and TLR3 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the School Teachers’ Pay and Conditions Document as updated from time to time, and the following levels and values will apply:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description Wage Type** | **From 01.09.2024 (Annual Value)** | **From**  **01.09.2024 (Monthly Value)** |  |
|  |  |  |  |
| **TLR** | **Amount** | **Amount** | **[Insert value(s)]** |
| Minimum | 3,391 | 282.59 |  |
| Maximum | 8,279 | 689.92 |  |
|  |  |  |  |
| **TLR** | **Amount** | **Amount** | **[Insert value(s)]** |
| Minimum | 9,782 | 815.17 |  |
| Maximum | 16,553 | 1,379.42 |  |
|  |  |  |  |
| **TLR3** | **Amount** | **Amount** | **[Insert value(s)] OPTIONAL** |
| Minimum | 675.00 | 56.25 |  |
| Maximum | 3,344 | 278.67 |  |

59. The criteria for the award of TLR 1 and TLR 2 payments are as follows:

Before awarding any TLR 1 or TLR 2 payment, the governing body must be satisfied that the teacher’s duties include a significant responsibility that is not required of all classroom teachers and that:

1. is focused on teaching and learning;

b. requires the exercise of a teacher’s professional skills and judgement

c. requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| d. has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils; and  e. involves leading, developing and enhancing the teaching practice of other staff.  60. In addition, before awarding a TLR 1 payment, the governing body must be satisfied that  the sustained, additional responsibility referred to above includes line management responsibility for a significant number of people.  61. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.  62. Before making any TLR 3 payment, the governing body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time-limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.  63. Where the governing body wishes to make TLR 3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly and subject to consultation, the governing body will amend the staffing structure temporarily with the addition of the TLR3.  64. The governing body will ensure that the use of TLR 3 applies only to clearly time-limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The fixed-term for which they are to be awarded must be established at the outset of the award. The relevant body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above. TLR3s are not subject to safeguarding.  **Special educational needs (SEN) allowances**  65. The governing body will award SEN allowances in accordance with the criteria and provisions set out in the School Teachers’ Pay and Conditions Document and having regard to the Authority’s policy for centrally managed teachers.   |  |  |  | | --- | --- | --- | | **Description Wage Type** | **From 01.09.2024 (Annual Value)** | **From**  **01.09.2024 (Monthly Value)** | | **SEN** | **Amount** | **Amount** | | Minimum | 2,679 | 223.25 | | Maximum | 5,285 | 440.42 |   66. The value of SEN allowances to be paid at the school will be:   * For new appointments the minimum of the range * If the post requires a mandatory qualification which the teacher holds or if the teacher has obtained an additional qualification from a list approved as relevant to the post, the teacher will be awarded an allowance at the maximum of the range   **Acting allowances**  67. Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher or undertake a post of responsibility in an acting capacity for a period in excess of four weeks, they will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder.  68. Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up, as such acting up is voluntary on their part.  **Allowance payable to unqualified teachers**  69. Where appropriate, and on the recommendation of the head teacher, the governing body may decide to pay a special allowance in accordance with the criteria set out in the School Teachers’ Pay and Conditions Document. The value of such an allowance will be £**500 - £1000** per annum.  **ADDITIONAL PAYMENTS**  **Continuing professional development (CPD) outside directed time**  **(Excluding Head Teachers)**    70. Having regard to the workload of teachers and equal opportunities, the governing body will not encourage attendance at in-service training in evenings, at weekends or in holidays and will not therefore avail itself of the discretion to compensate teachers for such attendance  **Initial teacher training (ITT) activities (Excluding Head Teachers)**  71. The discretion to remunerate teachers for responsibilities in the initial training of teachers will be exercised, having taken account of the Government’s statutory guidance and in accordance with a list approved by the governing body annually.  **Out-of-school hours learning activities (Excluding Head Teachers)**  72. Having regard to the workload of teachers and equal opportunities, the governing body will decline to exercise its discretionary powers and not offer such activities  **Recruitment and retention incentives and benefits (Excluding Head Teachers, Assistant Head Teachers and Deputy Head Teachers)**  73. Where the governing body wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly in this policy. Such payments will be reviewed annually.  Therefore, the Governing Body will use its discretion to not award recruitment and retention payments  **Assistance with removal expenses**  74. The conditions of service for teachers in Birmingham include a scheme for assistance with removal expenses incurred by teachers new to the authority’s service, subject to a maximum of £400 including VAT.  If in addition to the £400 available as a condition of service to all newly appointed teachers for removal expenses, the governing body considers reimbursing reasonably incurred housing relocation costs to a new member of the leadership group, it will also consider under what circumstances such costs should be reimbursed to other teachers newly appointed to the school.  **Salary advance scheme**  75. The governing body may consider adopting a salary advance scheme as an incentive to recruitment and retention. The governing body will use its discretion in this matter to offer a salary advance scheme as an initiative for recruitment and retention, having regard to advice from government and the local authority on the arrangements for such a salary advance  **Residential Duties 3**  76. The governing body will make payments in respect of residential duties in accordance with the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.  **Additional responsibilities in the provision of services to one or more**  **additional educational establishment (Excluding Head Teachers)**  77. In the additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools, the governing body will exercise this discretionary power under the relevant paragraph of the School Teachers’ Pay and Conditions Document as appropriate.  **SAFEGUARDING**  78. The governing body will operate salary safeguarding arrangements in line with the provisions of the School Teachers’ Pay and Conditions Document.  **APPEALS**  79. The arrangements for considering appeals on pay determination are set out in Appendix Two of this policy.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3 This section only applies to schools covered by the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.  **Grievances over pay**  80. The School Teachers’ Pay and Conditions Document requires the governing body to establish procedures for addressing teachers’ grievances in relation to their pay in  accordance with the ACAS Code of Practice. The model procedure in the model pay policy therefore makes provision for representations, which may include a complaint or grievance, to be made before an appeal.  **SUPPORT STAFF**  81. Remuneration for the responsibilities of the job will be determined when selecting the salary grade for the job as part of the staffing structure for the school. The governing body recognises that community, community special, nursery and voluntary controlled schools are required to use a salary grade applicable in relation to employment with the authority and such as the governing body considers appropriate. In selecting the salary grade the governing body will have regard to the job description and to the advice of the local authority on the salary grades attached to the School Single Status Package.  The governing body will arrange for any new job not matching a generic post to be evaluated in accordance with the job evaluation scheme. The governing body notes that any deviation from the recommended grades may lead to equal pay claims.  82. The governing body will follow the recommended grades for generic jobs.  83. The governing body will determine the starting salary of new employees in accordance with the single status provisions. Subsequent incremental progression will also be in accordance with the single status provisions.  84. ‘Acting up’ on a temporary basis at the direction of the governing body (or of the head teacher acting on the governing body’s behalf) will be recognised where appropriate by the payment on a higher salary grade for the period in question. Additional responsibilities not equivalent to a higher graded post but nonetheless exceeding the role expected in the employee’s substantive grade may be recognised by an honorarium as specified in the single status package.  85. The governing body of a community, community special, nursery and voluntary controlled school as well as the City’s Pupil Referral Unit recognises that it has no powers to remunerate support staff outside the provisions of the local authority’s salary grades and conditions of service.  86. Support staff may make representations about individual salary grades at any time. The governing body expects representations to be made to the head teacher in the first instance, but subsequently representations may be made to the pay committee, with a right of appeal to the appeals committee as set out below. Grievances about equal pay are dealt with under the separate procedure recommended by the local authority.  **JOB DESCRIPTIONS**  87. Deploying and managing all teachers and support staff and allocating particular duties to them is the responsibility of the head teacher.  88. Every member of staff will be provided with an appropriate job description. The head teacher will ensure that all job descriptions are reviewed annually. Job descriptions will be revised as and when necessary through consultation. Where there are any significant changes to the job description the implications for the grading of the job will be considered.  89. Where a standard local authority job description is used the recommended local authority salary grade will be attached to the job. |

**APPENDIX ONE**

**REMIT FOR THE PAY AND APPEALS COMMITTEE OF THE GOVERNING BODY**

The constitution, membership and proceedings of the pay and appeals committee must be subject to the requirements of the current school governance regulations. No-one who has been involved in prior decisions about pay should be involved in hearing an appeal and recommends that the appeals committee should consist of **three** governors. However, it is for the governing body to decide whether to specify a quorum for its pay and appeals committee. If a quorum is not specified all members of the pay or appeals committee will have to meet in order for either committee’s decisions to take effect. The governing body must also decide who will act as clerk to the committees (subject to the provisions of the School Governance Regulations) and who will ensure that reports from the committees are made to the governing body.

The committee must also follow the requirement of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) that any person employed to work at a school, other than the head teacher, and including the clerk to the governing body, if that person has other employment at the school, shall withdraw from a meeting during discussion of the pay of a particular employee and that the head teacher and the clerk shall also withdraw when theirown pay is discussed. As changes to the salaries of other members of the leadership team could have implications for the salary of the head teacher, the head teacher, having reported on their performance and given advice, should also withdraw whilst the committee discusses the pay of the teacher concerned.

**Establishment of the policy**

The pay committee is responsible for:

* establishing the policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the Governing Body for approval

The governing body is responsible for:

* formal approval of the policy

**Monitoring and review of the policy**

The pay committee is responsible for:

* reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives, and submitting it to the governing body for approval

The governing body is responsible for:

* Reviewing an annual report, compiled by the head or chair of the pay committee, including statistical information, on decisions taken in accordance with the terms of the policy

**Application of the policy**

The head teacher is responsible for:

* ensuring that pay recommendations for the deputy and assistant head teacher/s, classroom teachers and support staff are made and submitted to the pay committee in accordance with the terms of the policy
* advising the pay committee on its decisions; and
* ensuring that staff are informed of the outcome of decisions of the pay committee and of the right of appeal

The pay committee is responsible for:

* taking decisions regarding the pay of the deputy and assistant head teacher/s, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher
* taking decisions regarding the pay of the head teacher
* submitting reports of these decisions to the governing body; and
* ensuring that the head teacher is informed of the outcome of the decision of the pay committee and of the right of appeal
* where the committee’s terms of reference include general staffing or personnel matters, making recommendations to the governing body on the staffing structure of the school as appropriate and in the light of the school’s development plan and budget

The appeals committee of the governing body is responsible for:

* taking decisions on appeals against the decisions of the pay committee in accordance with the terms of the appeals procedure of the policy

**APPENDIX TWO**

**PAY APPEALS PROCEDURE**

**Rights of employees who are dissatisfied with a decision taken about pay**

The governing body, in determining and publishing its pay policy, aims to ensure that all

decisions taken on pay and remuneration are justifiable, fair, consistent with equalities and other legislation as well as School Teachers’ Pay and Conditions Document.

The governing body will provide for:

* all school-based representatives of any recognised union or teachers’ association to make representations about the contents of its pay policy to the governing body before the adoption or annual review of that policy

1. any employee to be able to approach the head teacher informally if he/she has any concerns about his/her salary
2. the head teacher or any other employee to make representations, which must be in writing although they may also be made orally, to the pay committee on his or her individual salary and with the employee having the statutory right to be accompanied on request. The governing body’s arrangements must provide for the pay committee to invite the employee to attend a meeting to discuss the complaint or grievance, for the committee, after the meeting, to inform the employee of the decision in response to the complaint or grievance
3. the employee’s right to appeal to an appeals committee against the decision if dissatisfied with it, the employee being required to notify any appeal within twenty working days of being notified in writing of the decision against which the appeal is lodged. Grounds for appeal may be, but not limited to, one of the following reasons:   
     
   That the person or committee making the decision:  
   1. incorrectly applied any provision of the School Teachers’ Pay and Conditions Document
   2. failed to have regard for statutory guidance
   3. failed to take account of relevant evidence or took account of irrelevant or inaccurate evidence
   4. was biased
   5. discriminated against the individual
   6. failed to take advice from the Local Authority
4. use of the local authority’s recommended procedure for equal pay grievances raised by support staff
5. collective grievances against the governing body to be considered in accordance with the governing body’s grievance procedure

* Employees may wish to seek the advice of their union/professional association in

making representations, submitting a grievance or making an appeal.

The appeals committee will hear an appeal as follows:

* The employee and his/her representative and the head teacher shall attend the meeting simultaneously to present their cases.
* The chairperson will perform the necessary introductions.
* The head teacher or the chairperson of the pay committee will describe the policy of the governing body and present the management case by explaining how the salary determination for the employee fits within that policy. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.
* The employee and his/her representative may question the head teacher or chairperson of the pay committee
* The chairperson of the appeals committee, members of the committee and technical adviser may question the head teacher or chairperson of the pay committee
* The employee and his/her representative will present his/her case. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.
* The head teacher or chairperson of the pay committee may question the employee and his/her representative.
* The chairperson of the appeals committee, members of the committee and technical adviser may question the employee and his/her representative.
* The head teacher will sum up his/her case (no new evidence shall be introduced at this stage).
* The employee and/or his/her representative will sum up their case (no new evidence shall be introduced at this stage).
* The head teacher and the employee and his/her representative will withdraw.
* The committee will consider the material and evidence presented at the hearing, decide the outcome and notify its decision in writing to the appellant, normally within seven working days of the hearing. Where the appeal concerns a decision by the full governing body on the exercise of its discretionary powers, the committee may decide to make recommendations to the governing body to amend the policy in such a way as will meet the employee’s concern.

**NB The questioning of any witnesses called will follow the procedure outlined above.**

The School Teachers’ Pay and Conditions Document provides that the outcome of a teacher’s appeal shall not be subject to any further review under the governing body’s staff grievance procedure. However, the governing body may decide to accept a recommendation from its appeals committee to amend its pay policy in response to an individual appeal or collective grievance.

Where several employees wish to appeal on the same grounds, they may ask the officers of the recognised unions or associations to submit a collective grievance on their behalf to be considered in accordance with arrangements made by the governing body.

**APPENDIX THREE**

****

**UPPER PAY RANGE APPLICATION FORM**

**Teacher’s Details:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schools covered by planning/review statements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration:**

I confirm that at the date of this request for assessment to cross the upper pay range

**Applicant’s signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX FOUR**



**STAFFING STRUCTURE AND SALARY VALUES**

**Headteacher L18-24**

**DHT/ English Lead/ DSL L11-15                   DHT/ Maths Lead L11-15**

**AHT/Senco and Pastoral Lead L5-9                           SSB Manager/DSL G6**

**Upper School Phase Leader TLR2B\*           Lower School Phase Leader TLR2B\***

**Deputy English Leader TLR2B\*              Deputy Mathematics Leader TLR2B\***

**Class Teachers – M1 – U3**

**Pastoral Manager - Grade 4**

**Teaching Assistants – Grade 3**

**Learning Mentors – Grade 2 & Grade 3**

**Building Site Supervisor – Grade 3**

**Lunchtime Supervisors – Grade 2 Level 3—8**

**Cleaners – Grade 1 Level 1-3**

**APPENDIX FIVE**

**Discretionary Powers – a checklist**

|  |  |  |
| --- | --- | --- |
| **Number** | **Discretionary power** | **Page number in this document** |
| 1 | The recognition of ‘other experience’ for salaries on the main pay range | 9 |
| 2 | Whether to pay teachers on the employment-based teacher training scheme as qualified or unqualified teachers | 10 |
| 3 | Pay ranges for members of the leadership team | 11 |
| 4 | Whether to award two points for excellence on the main pay range | 13 |
| 5 | Whether to award two points for excellence on the upper pay range | 13 |
| 6 | The date by which applications to the upper pay range must be received | 14 |
| 7 | The value of TLR 1 payment | 16 |
| 8 | The value of TLR2 payment | 16 |
| 9 | Whether to award TLR 3 payments and the value | 16 |
| 10 | The value of any special allowance paid to unqualified teachers | 18 |
| 11 | Whether to compensate teachers for undertaking CPD outside directed time | 18 |
| 12 | Whether to compensate teachers for out-of-school hours learning activities | 19 |
| 13 | Whether to use recruitment and retention incentives and benefits and the basis for any such awards | 19 |
| 14 | Whether to offer a salary advance scheme | 20 |