

Chelwood Nursery School
Chelwood Walk
St Norbert Road, London, SE4 2QQ



Pay Policy

Policy Schedule	
Written	November 2021
Reviewed by Governors	9 December 2021
Agreed by Governors	9 December 2021
Chair's signature	<i>Mitchell</i>
Next review date	Autumn 2022

Table of Contents

1.	Statement of Intent.....	3
2.	Equalities legislation.....	3
3.	Equalities and performance related pay.....	3
4.	Job Descriptions	4
5.	Access to Records.....	4
6.	Appraisal (Performance Development)	4
7.	Governing body obligations	4
8.	Head teacher obligations	5
9.	Teachers' obligations	5
10.	Differentials.....	5
11.	Discretionary pay awards.....	5
12.	Safeguarding	5
13.	Procedures	5
	Membership	6
	Responsibilities:.....	6
14.	Annual determination of pay	7
15.	Notification of pay determination	7
16.	Appeals procedure	7
17.	Headteacher pay	7
	Pay on appointment	8
	Serving head teachers	9
18.	Deputy/Assistant Headteacher pay	10
	Pay on appointment	10
19.	Acting Allowances	11
20.	Classroom teachers.....	11
	Pay on appointment	11
21.	Applications to be paid on the upper pay scale.....	12
	Process:.....	13
	Assessment:.....	13
22.	Upper pay range.....	14
23.	Leading practitioner role.....	15
24.	Teaching and learning responsibility payments	15
25.	Special needs allowance	16
26.	Support staff	16
27.	Part-time employees.....	16
	Teachers:	16
28.	Teachers employed on a short notice period	16
29.	Additional payments	17
30.	Recruitment and retention benefits	17

Pay Policy

1. Statement of Intent

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to “...conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.

The governing body of Chelwood Nursery School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

In line with the School Teachers Pay and Conditions Document 2020, a 5.5% uplift has been applied to the statutory minima of the main pay range in the national pay framework. In addition, a 2.75% uplift has been applied to the maximum of the main scale and to the minima and maxima of all other pay and allowance ranges for teachers and school leaders. The 2020 School Teachers Pay and Conditions Document also introduces ‘advisory points’ within the main scale.

This school will also apply a percentage increase to the points as recommended by the School Teachers’ Review Body and the Employer’s Organisation.

2. Equalities legislation

The governing body will comply with relevant equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development. See ‘governing body obligations’ in relation to monitoring the impact of this policy.

3. Equalities and performance related pay

The governing body will ensure that its processes are open, transparent and fair.

All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, eg an absence on maternity or long-term sick leave.

The exact adjustments will be made on a case-by-case basis, depending on the individual teacher’s circumstances and the school’s circumstances and taking account of the Equality Act 2010 section in the latest DfE advice ‘Implementing your school’s approach to pay’ which can be found online.

4. Job Descriptions

The head teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body.

Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school.

Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

5. Access to Records

The head teacher will ensure reasonable access for individual members of staff to their own employment records.

6. Appraisal (Performance Development)

The governing body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers.

Assessment will be based on evidence from a range of sources.

Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (ie application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

Support staff appraisal will be carried out in line with the school's policy/procedures. The headteacher will moderate objectives to ensure consistency and fairness; the headteacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

7. Governing body obligations

The governing body will fulfil its obligations to:

- Teachers: as set out in the School Teachers' Pay and Conditions Document (the Document), the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book') and the Harmonisation of Conditions of Service for Lewisham Teachers document.
- Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system that applies e.g. the Single Status Agreement.

The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.

8. Head teacher obligations

The head teacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the governing body for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

9. Teachers' obligations

A teacher will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base as specified in the school's teacher appraisal policy in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

10. Differentials

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

11. Discretionary pay awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

12. Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of paragraphs 29 – 37 of the Document and will give the required notification as soon as possible and no later than one month after the determination.

13. Procedures

The governing body will determine the annual pay budget on the recommendation of the pay committee. The governing body has delegated its pay powers to the pay committee. Any person

employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the governing body who is employed to work in the school shall be eligible for membership of this committee. The pay committee will be attended by the head in an advisory capacity. Where the pay committee has invited either a representative of the LA or an external adviser* to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the pay committee will be determined from time to time by the governing body. The current model terms of reference are:

Membership

The Committee will comprise of 3 governors, one of which will be a finance governor and a governor with responsibility for the Performance Review of the Headteacher.

Quorum The quorum for meetings of the Committee is 3 governors.

Clerking The clerk to the committee is Gail Hutcheon The Committee will meet at least once a year during autumn term 1, with additional meetings as necessary.

Minutes from Pay Committee meetings will be restricted to the committee members, Chair of Governors and Headteacher.

Responsibilities:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion and pay progression for all eligible teachers;
- to receive reports from the Headteacher relating to the quality of teaching and appraisal outcomes from the previous academic year;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations including hearing representations from teachers regarding pay outcomes in the role of 'Decision Maker' and appearing as a 'witness' at formal pay appeal hearings to clarify earlier decisions made, if necessary;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to take account of the following documents when reviewing pay recommendations — Teachers Standards Guidance — School Teachers Pay & Conditions Document — School's Pay & Appraisal Policies
- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;

- to work with the Headteacher to ensure that the governing body complies with the Appraisal Regulations 2012 (teachers)
- To ensure confidentiality of all pay matters is maintained.
- To take appropriate action on any other relevant matter referred by the governing body.

The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

* Although the external adviser can give a professional judgement that, as a result of the appraisal, it might be appropriate for the governors to award performance points, it is the governing body's responsibility to decide on the pay of the head taking account of paragraphs 4 - 11 of the Document.

It is not within the external adviser's remit to advise the governing body on the determination of the head's pay range, nor to advise on the pay of any other leadership group member.

14. Annual determination of pay

All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September.

The governing body will complete teachers' annual pay reviews and notify teachers of the outcome by 31 October and the head teacher's annual pay review by 31 December, save in exceptional circumstances.

They will, however, complete the process without undue delay.

15. Notification of pay determination

Decisions will be communicated to each member of staff by the head in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken.

Decisions on the pay of the head will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the Document.

An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

16. Appeals procedure

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). It is set out as an Appendix to this pay policy.

17. Headteacher pay

The head teacher groups, and Inner London Area pay ranges in relation thereto, are as follows from 1 September 2020:-

Group 1 £55,715 - £71,411

Group 2 £58,132 - £76,249

Group 3 £62,066 - £81,461

Group 4 £66,114 - £87,062
Group 5 £72,125 - £95,216
Group 6 £77,011 - £104,211
Group 7 £82,277 - £114,074
Group 8 £89,919 - £125,098

The full list of Leadership Annual Salary Reference Points (L1 - L43) for 2020 are attached as Annex B of this policy.

Pay on appointment

- The pay committee will review the school's head teacher group and the head's pay range in accordance with paragraphs 4 - 9 of the Document
- If the head teacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of paragraphs 6.6 or 7.9 of the Document as the case may be
- The pay committee will determine a pay range, taking account of the full role of the headteacher (part seven of the Document), all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2 of the Document), including recruitment issues.

The pay committee will take into account the factors set out in Annex A of this policy when determining an appropriate pay range. It will also take into account any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

- **EITHER:** - The pay committee will consider using its discretion, in exceptional circumstances only, to exceed the 25% limit beyond the maximum of the group range when setting the pay range for the headteacher, as set out in paragraph 9.3 of the Document. However, before agreeing to do so, it will seek the agreement of the governing body which in turn will make a fully-documented business case and seek external independent advice before providing such agreement.
- **OR:** - The pay committee will not use at this time its discretion to exceed the 25% limit on discretionary payments.
- The pay committee will use (seven) reference points within the pay range.
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary whilst also ensuring that appropriate scope is provided within the range to allow for performance related pay progression.
- The pay committee will exercise its discretion under paragraph 27 of the Document where there are recruitment issues, provided it has not already taken such issues into account when setting the pay range.
- The pay committee will have regard to the provisions of paragraph 9.3 of the Document in particular and will also take account of any other permanent September 2020 8 payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- The pay committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with paragraph 10 of the Document.
- The total sum of the temporary payments made to a head will not exceed 25% of the annual salary which is otherwise payable to the head; and the total sum of salary and other

payments made to a head must not exceed 25% above the maximum of the headteacher group, except in wholly exceptional circumstances.

- The pay committee may determine that temporary and other payments be made to a head which exceeds the limit above in wholly exceptional circumstances and with the agreement of the governing body.

The governing body will seek external independent advice before providing agreement.

Serving head teachers

- The pay committee will only re-determine the pay range of a serving headteacher, in accordance with paragraph 9 of the Document, if the responsibilities of the post change significantly, or if the pay committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership team, or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change (paragraph 4 of the Document).
- It will also re-determine the pay range if the group size of the school increases or decreases (paragraph 8 of the Document), or if the head takes on permanent accountability for an additional schools(s) (paragraph 7.9 of the Document).
- If the pay committee re-determines the head teacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The pay committee will take into account the factors set out in annex A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
- The pay committee will use (seven) reference points within the pay range for performance related pay progression.
- The pay committee will review the head teacher's pay in accordance with paragraph 11 of the Document (and paragraph 27 of the Section 3 guidance) and award up to two reference points where there has been a sustained high quality of performance having regard to the results of the most recent September 2020 9 appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report.
- If the pay committee decides to re-determine the pay range, it will only determine the head's pay range in accordance with paragraph 9 of the Document and paragraph 9 of the Section 3 guidance.
- The pay committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10 of the Document
- The total sum of temporary payments made to a head must not exceed 25% of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25% above the maximum of the head teacher group, except in wholly exceptional circumstances, see below;
- The pay committee will not use at this time its discretion to exceed the 25% limit on discretionary payments.

18. Deputy/Assistant Headteacher pay

Pay on appointment

- The pay committee will determine a pay range, taking account of the full role of the deputy/assistant headteacher (Part 7 of the Document), all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9 of the Document), including recruitment issues.

The pay committee will take into account the factors set out in Annex A of this policy when determining an appropriate pay range. It will also take into account any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

- The pay committee will use (five) reference points within the pay range.
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary whilst ensuring appropriate scope is provided within the range to allow for performance related pay progression.
- The pay committee will exercise its discretion under paragraph 27 of the Document where there are recruitment issues, provided it has not already taken such issues into account when setting the pay range. September 2020 10
- The pay committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the Document and paragraphs 60-69 of the Section 3 guidance. Serving deputy/assistant head teachers
- The pay committee will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant head teacher (paragraph 10 of the Section 3 guidance), or to maintain consistency with pay arrangements for new appointments to the leadership team, or to maintain pay arrangements for a member (s) of the leadership group whose responsibilities significantly change (paragraph 4 of the Document).
- When determining the pay range of a serving deputy/assistant head, the pay committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2 of the Document and paragraph 10 of the Section 3 guidance) including recruitment issues. The pay committee will take into account the factors set out in annex A when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
- The pay committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure.
- The pay committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the Document and paragraphs 60-69 of the Section 3 guidance.
- The pay committee will use (five) reference points within the pay range for performance related pay progression.
- The pay committee will review pay in accordance with paragraph 11 of the Document and paragraph 27 of the Section 3 guidance and award up to two reference points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report;

19. Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with paragraph 23 of the Document.

The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid on the head's pay range, deputy head pay range or assistant head pay range, as the case may be and as determined by the pay committee.

Payment will be backdated to the commencement of the duties.

20. Classroom teachers

Pay on appointment

The governing body will determine the pay range for a vacancy prior to advertising it and undertakes that it will not restrict the pay range advertised other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

On appointment, the governing body will determine the starting salary within the advertised range to be offered to the successful candidate. In making such determinations the governing body may take into account a range of factors:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.

This school is committed to the principle of pay portability and will apply this principle in practice when making all new appointments. 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. If the governing body has decided to exercise the discretion to award recruitment and retention incentive benefits in accordance with paragraph 27 of this policy, the governing body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice in accordance with paragraph 27 of the Document and paragraphs 70 – 72 of the section 3 guidance Pay determinations for existing mainscale teachers

The pay committee will use six advisory reference points. Therefore the pay scale for main pay range teachers in this school £ (2020 Inner London Area salary including pay award)

Minimum 32,157

Reference point 1 33,658

Reference point 2 35,226

Reference point 3 36,866

Reference point 4 39,492

Maximum 42,624

Classroom teachers in their induction year will be awarded pay progression of one point on the successful completion of induction. To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards.

Teaching should be over time consistently 'good', as defined by the school. If the evidence shows that a teacher has exceptional performance, the governing body may consider the use of its flexibilities to award enhanced pay progression, up to a maximum of two reference points.

Teaching should be over time consistently 'outstanding', as defined by the school. Judgments will be properly rooted in evidence.

As a teacher moves up the main pay range, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, eg behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues Further information, including sources of evidence, is contained in the school's appraisal policy.

Classroom teachers will be awarded pay progression on the Main Pay Range following each successful appraisal review unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle.

A written cause for concern will also document the support to be provided by the school to address the area requiring improvement. The pay committee will be advised by the head teacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

21. Applications to be paid on the upper pay scale.

Since 1 September 2014, any qualified teacher can apply to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s).

This school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application.

Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application in support of their application.

Process:

One application may be submitted annually. The closing date for applications is normally 30th September each year; however, exceptions will be made in particular circumstances, eg those teachers who are on maternity leave or who are currently on sick leave.

The process for applications is:

- Complete the school's application form;
- Submit the application form and supporting evidence to the head teacher by the cut-off date of 30th September;
- The assessor (the head) will assess the application, which will include a recommendation to the pay committee of the relevant body;
- The pay committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application by 31st October.

Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below);

- If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- Successful applicants will move to the minimum point of the UPR on 1 September in the relevant academic year;
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.
-

Assessment:

The teacher will be required to meet the criteria set out in paragraph 15 of the Document, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained. In this school, this means that the teacher's performance is assessed as demonstrating consistently and over time:

"highly competent": the teacher's performance is assessed as demonstrating excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working;

"substantial": the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues;

"sustained": the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section).

They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding. For new appointees the teacher's performance appraisal reports from previous schools can be considered by the governing body as appropriate. Further information, including information on sources of evidence is contained within the school's appraisal policy.

22. Upper pay range

Pay determinations effective from 1 September. The pay committee will use three reference points. Therefore the pay scale for upper pay range teachers in this school is: £ (2021 Inner London Area) salary including 2.75% pay award

Minimum 46,971

Mid Point 49,279

Maximum 50,935

The pay committee will determine whether there should be any movement on the upper pay range. In making such a determination, it will take into account:

- paragraph 19 of the Document and the criteria set out in paragraph 15.2 of the Document;
- the evidence base, which should show that the teacher has had a successful appraisal during the relevant period and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 15.2 of the Document, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".

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

The pay committee will be able to objectively justify its decisions.

Where it is clear that the evidence shows the teacher has made good progress, ie they continue to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and have made good progress towards their objectives, the teacher will move to the mid point on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and where the teacher has met or exceeded their objectives, the pay committee may use its flexibility to decide on enhanced progression from the minimum to the maximum of the UPR. Teaching should be over time consistently 'outstanding', as defined by the school. For new appointees the teacher's performance appraisal reports from previous schools can be considered by the governing body as appropriate.

Decisions not to progress up the pay range will only be made in circumstances where significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle.

A written cause for concern will also document the support to be provided by the school to address the area requiring improvement. Further information, including sources of evidence, is contained within the school's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions.

23. Leading practitioner role

It is not the intention of the governing body to create a leading practitioner role at this time but the governing body will review its position from time to time.

24. Teaching and learning responsibility payments

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the Document and paragraphs 47 to 54 of the Section 3 guidance.

TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out in paragraph 20 of the Document.

The pay committee will ensure that sufficient differential exists between different levels of TLR, taking account of the responsibilities for which the TLR is awarded.

All decisions will be objectively justified. In this school, the Governing Body pays TLR1 and 2 payments to teachers as indicated in the staffing structure [attached as an addendum to this policy], and will consult with staff and trade unions within the school in the event of any change or review of those structures.

The TLR 1 and 2 payments for 2020 (Inner London Area) are:

TLR 2A - £2,873	TLR 1A - £8,291
TLR 2B - £4,781	TLR 1B - £10,206
TLR 2C - £6,846	TLR 1C - £12,060
TLR 2D - £7,017	TLR 1D - £14,029

The pay committee may award a TLR3 payment of between £570 to £2,833 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 of the Document.

The project/responsibility will be focused on teaching and learning; require the exercise of a teacher's professional skills and judgement and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. If a TLR3 is awarded to a part-time

teacher, the value should not be amended to reflect the part-time hours of the individual in receipt of the award; the pro rata principle does not apply to TLR3s in accordance with paragraph 54 of the Section 3 guidance. No safeguarding will apply in relation to an award of a TLR3.

25. Special needs allowance

The pay committee will award an SEN spot value allowance on a range of between £2,270 and £4,479 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.3 of the Document). The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 55 to 59 of the Section 3 guidance.

26. Support staff

The pay committee notes its powers to determine the pay of support staff in accordance with paragraphs 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance.

The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA and, where the school has signed up to this, take account of the LA Single Status Agreement.

Where posts are created that are covered by separate pay scales e.g. Educational Psychologist posts covered by Soulbury payscales, those payscales will apply.

The appeals process is set out in the Appendix to this policy.

27. Part-time employees

Teachers:

The governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 40 and 41 of the Document, and paragraphs 39-46 and 79-86 of the Section 3 guidance.

All staff: The head and governing body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

28. Teachers employed on a short notice period

Such teachers will be paid in accordance with paragraph 42 of the Document.

29. Additional payments

In accordance with paragraph 26 of the Document and paragraphs 60 - 69 of the Section 3 guidance, the relevant body may make payments as they see fit to a teacher, including a head teacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools*. The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26 of the Document where advised by the head.

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

* Payments to head teachers to reward the provisions of services may only be awarded to a head teacher for temporary or time-limited activities, under paragraph 10 of the Document. [Any indefinite, ie not time-limited responsibilities must be taken into account when determining the head teacher's pay range)

30. Recruitment and retention benefits

The pay committee will not use at this time its discretion to award such benefits.