# BJS Federation of Schools

# Pay Policy

Policy Adopted by Executive Headteacher in: Autumn 24/25
Policy Due for Review: Autumn 2026

**Signed** 

**Ms. A. Parker, Executive Headteacher**

**Signed** 

**Mrs F. Morris, Chair of Full Governing Board**

# Whole School Pay Policy

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# Introduction

## 1 Whole School Model Pay Policy

1.1 This model pay policy provides a framework to be adapted by individual schools to suit their own circumstances. It is therefore set out as a school pay policy and refers to the "Governing Body", rather than the "relevant body". The policy is intended to be easily amended to cover circumstances where the relevant body is the LA.

## 2 Purpose

2.1 School Governing Bodies are required by law to adopt a pay policy which sets out the basis on which they will determine teachers' pay in their school. The policy should include an appeal procedure for dealing with grievances arising from the application of this pay policy. The policy is also intended to support the prime statutory duty of the Governing Body which is to conduct the school with a view to promoting high standards of educational achievement.

2.2 The Policy has been developed by Lambeth Schools Human Resources to help governors and other school leaders understand how teachers are paid under the terms of the School Teachers' Pay and Conditions Document.

2.3 The Governing Body of **BJS Federation of Schools** will act in accordance with the Nolan principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership. With due respect for the confidentiality of the process, decisions will be made in the best interests of the school; governors 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 these principles.

## 3 Equalities Legislation and Policies

3.1 This Pay Policy will be applied as supplemented by specific provisions outlined in the relevant legislation and contained within various other policies and guidance which the Governing Body are required to comply with:-

- The current School Teachers Pay & Conditions Document and the Guidance on School Teachers' Pay and Conditions issued by the Secretary of State
- The School's Reorganisation, Redeployment and Redundancy Policy
- The Teachers' Pension
- The Education (School Teachers Appraisal) (England) Regulations 2012
- The Teachers Appraisal Policy
- The Teachers Capability procedure
- The Schools Appraisal Policy
- Conditions of Service for School Teachers in England and Wales (The 'Burgundy Book')
- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996 (as amended)
- 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
- Localism Act 2011
- Transfer of Undertakings (Protection of Employment) Regulations 2006
- The NJC National Agreement ("Green Book") which applies to support staff

- The Data Protection Act 2018
- General Data Protection Regulation.

3.2 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.

3.3 The Governing Body will ensure that its processes are open, transparent and fair. All pay decisions must be made using objective criteria so that there is no discriminatory effect on any teacher or group of teachers with a protected characteristic under the Equality Act 2010. Adjustments will be made to take account of special circumstances, e.g. an absence or maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis and will be legally compliant. The Governing Body will monitor the equalities implications of decisions taken in the operation of this policy and will provide an annual Equalities Assessment and forward to Lambeth Schools HR Services to enable a borough-wide Equalities Impact Assessment to be produced, which will be shared with the Trade Unions.

3.4 Equalities impact assessments to be produced by school by 31st January. Refer to attached model document for teachers and support staff at Appendix 7

3.5 Refer to 'Governing Body obligations' (Paragraph 17 of this policy) in relation to monitoring the impact of this policy.

## 4 London Living Wage

4.1 The Council has made a commitment to work with the Living Wage Foundation and Citizens UK to be a fully accredited London Living Wage employer. In particular this also applies to procurement and the contracting and sub-contracting of services, not just for the Council but also for schools within the borough.

This school supports the Council policy to pay employees an hourly rate no lower than the London Living Wage as defined by the Mayor of London.

*Please note that all hourly rates on the Greater London Provincial Council (GLPC) Pay Scale for support staff on job evaluated grades are above the LLW.*

4.2 The school supports the Council's commitment to pay staff an hourly rate no lower than the London Living Wage as defined by the Mayor of London

- Ensure that all directly employed staff over the age of 18 (other than apprentices or interns) are paid no less than the Living Wage.
- Increase the amount paid to employees by the same amount as any increase to the Living Wage, within 6 months of the date on which any increase in the Living Wage is officially announced.
- Notify all affected employees of the date of the next increase within one month of the official announcement.

4.3 For staff employed by contractors and sub-contractors, whichever body procured the contract (Council/School) will need to ensure that the measures in 4.2 above are implemented within an agreed period of time after the formal signing of the Accreditation Licence. Employees of contractors and sub-contractors are defined as staff who provide a service to or on behalf of the Council/School and involving 2 or more hours of work in any given day in a week, for 8 or more consecutive weeks in a year.

# 5 Principles – All School Staff

## Principles and Objectives

5.1 This model pay policy is not intended to duplicate either the School Teachers' Pay and Conditions Document ("STPCD") or the Green Book; however, there are some sections within the STPCD which are discretionary. This Policy will indicate how Governing Bodies will apply this.

5.2 The school recognises the need to manage pay equitably and will ensure through this policy that pay has a positive influence by undertaking to:

5.2.1 support the school's development including current priorities and ensure a high quality of teaching and learning.

5.2.2 demonstrate that all pay decisions are made consistently and fairly, in compliance with anti-discrimination legislation;

5.2.3 ensure that appropriate arrangements are made for staff to appeal against any pay decision affecting them personally, and for such appeals to be heard by a panel of governors whose members have not been involved previously in the decision against which an appeal is made;

5.2.4 to use the locally agreed pay scales, together with any discretions agreed at a school level available to them, to best advantage in order to recruit and retain the highest quality staff at the appropriate rate of pay;

5.2.5 all staff will be given reasonable access to their employment records;

5.2.6 to ensure that all staff have confidence that they are receiving fair and equal treatment;

5.2.7 each support member of staff is provided with a job description in accordance with the structure agreed by the Governing Body which will be reviewed in light of the changing needs of the school. 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. Best practice is to review all job descriptions annually as part of the appraisal process;

5.2.8 to inform staff of changes to their pay;

5.2.9 to ensure that staff are aware of the procedures within which pay decisions are made and that any appeals arising from decisions on remuneration are addressed objectively, fairly and within agreed timescales.

5.2.10 The school should develop robust appraisal documents that reflect the requirement of the policy and show clearly how decisions and support have been provided and applied.

5.3 All appointed teachers are paid in accordance with the STPCD as updated from time to time. A copy of the latest version may be found at the school or on-line at: https://www.gov.uk/government/publications/school-teachers-pay-and-conditions

# 6 Long Service Awards for Teaching and Support Staff

6.1 The governing board has agreed to grant a long service award up to the value of £250 for staff who are eligible. Please refer to the Long Service Award guidance for further information and eligibility criteria.

# 7 First Aid Allowance for staff

7.1 Staff are entitled to a first Aid Allowance provided they are qualified first aiders are required to carry out first aid duties.

## 8 Working days for 2024/25

8.1 A teacher employed full-time must be available for work for 195 days of which:

a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and

b) 5 days must be days on which the teacher may only be required to perform other duties; and

those 195 days must be specified by the employer or, if the employer so directs, by the headteacher. In the current academic year, a part time teacher's availability to work should be pro-rated to 1265 hours.

## 9 Staffing Structure

9.1 The school has agreed a staffing structure for all staff working at the school and this is attached at Appendix 5 (to be added by each individual school). The structure ensures that there is appropriate line management of all staff.

9.2 The work to be undertaken by each post holder and the outcomes to be achieved will be set out in a role profile, along with a person specification setting out the criteria for each post. Generic role profiles are available from Schools HR.

## 10 Appraisal (Teachers)

10.1 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 (refer to the school's appraisal policy). Although the school will establish a firm evidence base there is a responsibility on individual teachers and appraisers to work together. Teachers may also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range)

10.2 The Executive Head/Head Teacher will moderate objectives to ensure consistency and fairness; the Executive Head/Head Teacher will also moderate appraisal assessment and to ensure consistency and fairness.

## 11 Annual Determination of Pay (Teachers)

11.1 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 should complete teachers' annual pay reviews by 31 October and the Head Teacher's annual pay review by 31 December. There may be exceptional circumstances where these dates cannot be complied with and in such circumstances the process will be completed without undue delay.

## 12 Notification of Pay Determination (Teachers)

12.1 Decisions will be communicated to each member of staff by the Head Teacher/Line manager in writing in accordance with Part 1, paragraph 3.4 **(P1.para 3.4)** of the STPCD and will set out the reasons why decisions have been taken. The current STPCD 2024 indicates this should be no later than one month after the pay determination. Decisions on the pay of the Head will be communicated by the Pay Committee, in writing, in accordance with **P1.para 3.4**. 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. (see section 57 of this document for appeals)

## 13 Appraisal (Support Staff)

Standards in schools are raised through the effective development of all staff. Unlike the appraisal process for teachers and headteachers, which is a statutory requirement, there is no nationally agreed process governing the appraisal process of school support staff who are supporting teaching staff. However, the Lambeth Appraisal scheme which may be adopted by schools provides a framework that reflects good practice.

13.1 The scheme is a cyclical process taking place over 12 months and commencing each academic year or following the school planning process. It is open to all non-teaching employees in a Lambeth school and is separate from the probation process outlined in support staff statements of particulars

## 14 Grading of Support Staff Posts

14.1 This pay policy does not apply to the grading of the posts of support staff. The school will consult the Council about the grading of all support staff posts in accordance with the requirements of the School Standards and Framework Act 1998. The school recognises for collective bargaining purposes the support staff trade unions which are represented on the trade union side of the National Joint Council for Local Government Services (NJC). Support staff are employed under the terms of the NJC National Agreement ("the Green Book") and associated London and Lambeth agreements.

14.2 The school will be mindful of their obligations under equal pay legislation when making recommendations about support staff pay and grading. In putting together the role profile for a post, the school will refer to the Council's job evaluated role profiles and associated guidance. Where the school wishes to employ support staff to take on a new kind of role that does not have a direct comparator within the Council, it will consult the Council at the point of determining the role profile to carry out a job evaluation. Grades will be set in accordance with job evaluations in order to comply with the school's equal pay obligations.

14.3 The school will cooperate with the Council's job evaluation appeal procedure as this is a requirement of the nationally agreed conditions of service for support staff

## 15 Notification of Pay Determination (Support Staff)

15.1 There is no statutory requirement for a written annual pay determination for support staff. Employees on former APT&C scales shall be entitled to progress to the top of their pay scale in accordance with existing arrangements for incremental progression. (See Support Staff Section, starting p27 of this document)

## 16 Procedures

16.1 The Governing Body will determine the annual pay budget on the recommendations of the Pay Committee.

16.2 The Governing Body has delegated its pay powers to the Pay Committee. The Pay Committee will comprise at least three governors.

16.3 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 Teacher 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 their ability to act impartially.

16.4 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 the external adviser to attend and offer advice on the determination of the Head Teacher's pay, that person will withdraw at the same time as the Head Teacher while the committee reaches its decision. Any member of the committee required to withdraw will do so.

16.5 The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- 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;
- 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 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;
- 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 Head in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).
- To have a secure evidence base for any pay decisions and that all record retention arrangements are robust and compliant with the Data Protection Act 2018 and the principles of the General Data Protection Regulation.

16.6 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.

## 17 Governing Body Obligations

17.1 The Governing Body will fulfil its obligations to:

- **Teachers:** as set out in the STPCD and the Conditions of Service for School Teachers in England (commonly known as the 'Burgundy Book').
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) (subject to any local variations) or any LA pay/grading Policy.

17.2 The Governing Body will need to consider any updated pay policy to ensure it , can be applied consistently and that their pay decisions can be objectively justified.

17.3 The school's budget setting process will not be used to restrict decisions about an individual's pay decision. Schools in financial difficulty in awarding pay should alert the appropriate person at the LA.

17.4 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. The findings will be shared and discussed with Lambeth Schools HR and the trade unions.

17.5 The Governing Body will ensure that the process of determining the remuneration of the Headteacher, Deputies and Assistant Headteachers is fair and transparent. A written record

will be made which will set out the rationale of the reasoning behind the determination of the pay range and any discretionary payments made to those in Leadership Posts.

17.6 The Governing Body will follow statutory guidance on determining the Headteacher group size and consequential pay range, where a Headteacher is permanently responsible and accountable for more than one school and on determining the pay of a Headteacher temporarily accountable for more than one school.

17.7 The individual pay range for Headteachers will be set within the overall leadership pay range and within one of the eight school groups. The individual pay range for Deputy and Assistant Headteachers may be located anywhere within the overall leadership pay range.

17.8 The Governing Body will need to determine the pay range for their school

17.9 The Governing Body is responsible for formal approval of the pay policy.

## 18 Reassessing the pay of the leadership team

18.1 Where the Governing Body re-assesses a pay range of a Leadership Post, it will ensure that the process of determining the new remuneration is fair and transparent. There will be a written record made of the reasoning behind the determination.

18.2 Where a Leadership Post vacancy arises, the Governing Body will use the new provisions to determine the pay range for the post and consider whether it is appropriate to re-assess the pay of others in the Leadership Team. Similarly, pay ranges for existing post holders should be reviewed whenever a significant change in responsibilities occurs.

## 19 Executive Head/Head Teacher/Head of School's Obligations

19.1 The Head Teacher will:

- develop clear arrangements for the appraisal process and consult with staff and school union representatives on the appraisal and pay policies;
- ensure that the school's Senior Leadership Team (SLT) as appropriate are briefed on the application of the Governing Body's approach to ensure consistency of approach to the appraisal process and annual cycle of pay progression.
- 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;
- Staff should be informed promptly of any concerns about performance at an early stage and providing support to achieve an improvement
- 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;
- keep records of all staffs objectives and review them throughout the appraisal process;
- ensure annual appraisals are carried out for staff in accordance with the Schools adopted Appraisal Policy/policies..

## 20 Teacher's Obligations

20.1 A teacher will:

- engage with appraisal; this includes working with your appraiser to ensure that there is a secure evidence base
- keep records of your objectives and review them throughout the appraisal process;
- share any evidence you consider relevant with your appraiser;

- ensure that you actively participate in your annual appraisal

## 21 Support Staff Obligations

21.1 Support staff will:

- engage with the appraisal process; this includes working with their appraiser to ensure that there is a secure evidence base in order to support end of year rating;
- keep records of their objectives and review them throughout the appraisal process;
- have any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance;
  engage in regular supervision;
- engage in continuous development opportunities;
- share knowledge/skills with their peers.

## 22 LA Support Obligations

22.1 The Local Authority will:

- provide expert advice and guidance on all model policies;
- support schools where there are significant difficulties;
- support the determination of pay awards where required;
- ensure there is consistency and fairness regarding the determination of pay within Community Schools;
- support schools where equal pay issues arise;
- support pay appeals where required.

## 23 Differentials

23.1 Appropriate differentials will be created and maintained between teaching posts within the school, recognising accountability, job role and its complexity, and the Governing Body's need to recruit, retain and motivate sufficient employees of the required quality at all levels. However, it would be in exceptional circumstances only that a deputy/assistant head's pay range would overlap with the Head's.

23.2 Support staff's jobs are subject to the GLPC job evaluation scheme where adopted.

## 24 Discretionary Pay Awards

24.1 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.

## 25 Safeguarding

25.1 Salary safeguarding will be paid to eligible teachers in line with the provisions of the STPCD **(P5).** Salary safeguarding can be complex, additional guidance can be found in Implementing your school approach to pay DFE document October 2023. Implementing Your School's Approach to Pay: October 2023 (publishing.service.gov.uk)

## 26 Leadership Group

26.1 Executive Head Teachers, Head Teachers, Deputy Head Teachers, Heads of School (locally named) and Assistant Head Teachers employed at the school shall be paid on the salary ranges determined in accordance with the provisions of the STPCD.

26.2 Where consideration is given to the Head Teacher being appointed to as a Head Teacher of more than one school, either on a temporary or permanent basis then the provisions of the STPCD will apply.

26.3 A School Improvement Adviser (SIA) will support the reviewer governors in carrying out the annual review of the Executive Head Teacher/Head Teacher. The review will be conducted in accordance with the School's appraisal policy.

26.4 Pay progression after an appraisal is automatic for all staff within their pay range, including Early Career Teachers (ECTs), until they reach the top of their range, and will be awarded on an annual basis. Appendix 6 Template form for determination of Head Teachers Pay Range.

## 27 Teaching staff

**Pay Increases Arising from Changes to the School Teachers Pay and Conditions Document**

27.1 All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

27.2 In line with the recommendations in the STRB's 34th Report, from 1 September 2024 a 5.5% increase will be applied to all pay and allowance ranges and advisory points. All pay uplifts will be back dated to 1 September 2024.

27.3 The removal of performance related pay as a requirement from September 2024.

27.4 All pay uplifts will be back dated to 1 September 2024.

27.5 In addition to the pay award, the STPCD 2024 and accompanying guidance includes the following:

- the removal of performance-related pay as a requirement in the document from September 2024
- changes relating to planning, preparation and assessment time
- the annex five administrative task list is moved from section three to section two
- ongoing flexibility in the consecutive use of TLR3 payments as the pay mechanism for tutoring (by main pay range teachers/upper pay range teachers) in addressing learning disruption caused by the pandemic.

## 28 Leadership

**Headteachers pay Pay on appointment**

28.1 The pay committee will review the school's head teacher group and the head's pay range in accordance with **P2.paras 4, 5, 6 and 8** (ordinary school), or **P2.paras 4, 5, 7 and 8** (special schools).

28.2 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 **P2.paras 6.6 or 7.9**, as the case may be.

28.3 For appointments on or after 1 September 2024, the pay committee will determine a pay range, taking account of the full role of the head teacher **(P2.paras 6 and 7)**, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations **(P2.para 9.2),** including recruitment issues. The pay committee will take into account the factors set out in Appendix 6 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.

28.4 The pay committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group range when setting the pay range for the head teacher, as set out in **P2.para 9.3**. However, before doing so, it will make a fully-documented business case and seek external independent advice.

28.5 The pay committee will use reference points within the pay range.

28.6 At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of 7 reference points, for pay progression.

28.7 The pay committee will have regard to the provisions of **P2.para 9.4** in particular and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances, eg where there has been historic determinations to a deputy or assistant headteacher's pay range made under a previous STPCD.

28.8 The pay committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with **P2.para 10**.

28.9 The total sum of the temporary payments made to a head will not exceed 25 per cent 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 per cent above the maximum of the head teacher group, except in wholly exceptional circumstances.

28.10 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 headteachers

28.11 The pay committee will only re-determine the pay range of a serving head teacher, in accordance with **P2.paras 4.1, 4.2 & 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 made on or after 1 September 2024, or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2024.

28.12 It will also re-determine the pay range if the group size of the school increases, or if the head takes on permanent accountability for an additional school(s) (**S3.para 8**, with reference to **P2.paras 4-11).**

28.13 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 all these factors 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.

28.14 The pay committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in **P2.para 9.3**. However, before agreeing to do so, it will make a fully-documented business case and will seek external independent advice.

28.15 The pay committee will use reference points within the pay range and will leave at least 3 reference points for pay progression.

The pay committee will review the head teacher's pay in accordance with **P2.para 11** of the Document **(and S3.para 27)** whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and if it determines to do so to what salary within the relevant pay range determine in accordance with **P2. para 4.4** and where applicable 5.3 and 9.1 having regard to the results of the most recent appraisal report carried out in accordance with the appraisal regulations 2012 .

28.16 If the pay committee decides to re-determine the pay range, it will only determine the head's pay range in accordance with **P2.para 9; and S3.para 8**.

28.17 The pay committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with **P2.para 10**.

28.18 The total sum of temporary payments made to a head must not exceed 25 per cent 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 per cent above the maximum of the head teacher group, except in wholly exceptional circumstances.

28.19 The pay committee may determine that additional/temporary 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.

### Executive Headteachers

28.20 The Headteacher group for permanent Executive Headteachers is determined by calculating the total unit score for all the pupils across all schools in accordance with **P2.paras 6.6, 7.9, 8 and 9; and S3.paras 8, 9 and 11.**

## 29 Head of School / Deputy / Assistant headteacher pay

### Pay on appointment

29.1 For appointments on or after 1 September 2024, the pay committee will determine a pay range, taking account of the full role of the deputy/assistant head teacher **(S3.para 10),** all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (**P2.para 9.4),** including recruitment issues **(P4.para 27.3).**

29.2 The pay committee will use reference points within the pay range.

29.3 At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of 5 reference points, for pay progression.

29.4 The pay committee will consider whether the award of any additional payments are relevant, as set out in **P4.para 26** of the Document and **S3.paras 60 to 69**.

29.5 The pay committee will exercise its discretion under **P4.para 27** of the Document to award payments for reimbursement of reasonably incurred housing or relocation costs.

### Serving deputy/assistant headteachers

29.6 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 **(S3.para 10),** or to maintain consistency with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or to maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2014.

29.7 As under previous STPCDs, the pay range of a deputy or assistant head teacher is not linked to the group size of the school other than a deputy/assistant head teacher's pay range can't exceed the group range for the school.

29.8 You can only review the pay range for a serving deputy or assistant head teacher in the following circumstances:

- When there is a significant change to the responsibilities of the serving deputy/assistant head teacher
- When there's a need to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014
- When a member(s) of the leadership group whose responsibilities significantly change on or after that date.

29.9 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 **(P2.para 9.4),** including recruitment and retention issues **(P4.para 27).**

29.10 The pay committee will consider whether the award of any additional payments is relevant, as set out in **P4.para 26** of the Document and **S3.paras 60 to 69.**

29.11 Where there are recruitment issues, the pay committee will exercise its discretion under **P4.para 27** of the Document to award payments for reimbursement of reasonably incurred housing or relocation costs.

29.12 The pay committee will use reference points within the pay range and will leave at least 2 reference points for pay progression;

29.13 In accordance with **P2.para 11** of the Document **(and S3.para 27)** whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and if it determines to do so to what salary within the relevant pay range determine in accordance with **P2. para 4.4** and where applicable 5.3 and 9.1 having regard to the results of the most recent appraisal report carried out in accordance with the appraisal regulations 2012 .

## 30 Acting allowances

30.1 Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with **P4.para 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 post holder 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, deputy head range or assistant head range, as the case may be and as determined by the pay committee. Payment will be backdated to the commencement of the duties.

## 31 Pay Progression

31.1 This is applicable to all Teaching Staff including those on Leadership Scales.

31.2 As of September 24, Performance is no longer related to pay outcomes/progression for teachers and leaders however, the statutory requirements to make a pay decision following the completion of the appraisal process remains. Therefore, pay progression after an appraisal review will be automatic. Reviews should be deemed to be successful unless significant concerns about a teacher's performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process. Pay progression may only be withheld for the time the teacher is on capability.

31.3 Pay decisions for the 2023/24 academic year, which will be taken in September/October 2024, will continue to be based on the requirements for performance-related progression as set out in the September 2023 STPCD

31.4 In this school all teachers can expect to receive regular, constructive feedback on their annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the School's Appraisal Policy. There will be meetings throughout the appraisal process so that all teachers are aware of their performance

31.5 In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

31.6 In the case of early career teachers (ECTs), the school must determine pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012(8). The school must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year. (As set out in **Part 3, Paragraphs 13 of the STPCD).**

31.7 ECTs should expect to progress at the end of the first year unless significant concerns have been raised in line with the ECT framework.

31.8 To be fair and transparent, assessments will be properly rooted in evidence. In this school we will ensure fairness by quality assurance and moderation by the Governing Body.

31.9 Final ratification of pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

## 32 Lead Practitioners

### Leading Practitioner Posts

32.1 Teachers are entitled to be paid on the pay range for leading practitioners if they are in a post whose primary purpose is to model and lead improvement of teaching skills.

32.2 Teachers on the pay range for leading practitioners must be an exemplar of teaching skills, lead the improvement of teaching skills in their school and carry out the professional responsibilities of a teacher other than a Head Teacher, including those responsibilities delegated by the Head Teacher.

32.3 A teacher on the pay range for leading practitioners must take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement. This might include:

a) coaching, mentoring and induction of teachers, including trainees and newly qualified teachers;

b) disseminating materials and advising on practice, research and continuing professional development provision;

c) assessment and impact evaluation, including through demonstration lessons and classroom observation;

d) helping teachers who are experiencing difficulties.

32.4 They may also be required to undertake this role in other schools or in relation to teachers from other schools.

## Pay on appointment

32.5 The Pay Committee will determine a pay range of **£59,478** from minimum to £85,509 maximum for each leading practitioner post in accordance **with P3.para 16 and S3.para 33 - 37** of the STPCD**.**

## Pay determinations effective from 1 September 2024

32.6 The Head Teacher will agree appraisal objectives for the leading practitioner.

32.7 The Pay Committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with **P3.para 19** of the STPCD.

32.8 The Pay Committee will take account of other evidence. The evidence should show the leading practitioner:

- has made good progress towards their objectives;
- is an example of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

32.9 "Highly competent", "substantial" are defined in the section entitled, "Applications to be paid on the Lambeth Upper Pay Range".

33 The Pay Committee will determine pay progression in line with the appraisal report of the leading practitioner.

33.1 Where it is clear from the evidence that the teacher's appraisal is exceptional, the Pay Committee will award enhanced pay progression of 1 additional point.

33.2 Lead Practitioners are not required to apply to move up the pay scales

33.3 Further information, including sources of evidence is contained within the School's Appraisal Policy

33.4 Further information, including sources of evidence is contained within the School's Appraisal

33.5 The Pay Committee will be advised by the Head Teacher in making all such decisions.

## 33 Classroom Teachers' Pay

### Pay on appointment – mains, upper and unqualified pay scales

34.1 Although governing bodies are no longer required to match a teacher's existing salary on either the main, upper or the unqualified pay scales, governors will seek to match the existing salary of teachers applying for posts in the school. In exceptional circumstances the governing body reserves the right to consider offering an equivalent or higher alternative salary level by using its discretion to offer a recruitment and incentive benefit to secure the candidate of its choice. Before making such a decision, the Governing Body will have taken due regard to:

- the nature/requirements of the post;
- the level of qualifications, skills, experience and specialist knowledge;
- the Equality Act 2010;
- market conditions;
- recognising other teaching or non-teaching experience;
- the wider school context.

**Unqualified Teachers pay range**

34.2 The Pay Committee will use the Lambeth recommended reference points as shown below and in Appendix 1.

| | |
|---|---|
| **UQ1 (minimum)** | £27,252 |
| Reference point UQ2 | £29,745 |
| Reference point UQ3 | £32,238 |
| Reference point UQ4 | £34,435 |
| Reference point UQ5 | £36,925 |
| **UQ6 (maximum)** | £39,417 |

## 34 Classroom Teachers pay – Main Pay Range

### Pay determinations effective from 1 September 2024

35.1 The Pay Committee will use the Lambeth recommended reference points as shown below and in Appendix 1.

| | |
|---|---|
| **Minimum** | £38,766 |
| Reference point 2 | £40,608 |
| Reference point 3 | £42,535 |
| Reference point 4 | £44,556 |
| Reference point 5 | £47,069 |
| **Maximum** | £50,288 |

35.2 Where the teacher is subject to the Appraisal Regulations 2012, the Pay Committee will award one additional point l (**paragraph 18.2.1** (c), the STPCD 2012).

35.3 Appraisal objectives will be commensurate with the level of a teacher's experience.

35.4 Teachers who are not present at the time of the annual appraisal, for example, due to maternity

or adoption leave or long-term sickness absence, will have their appraisal undertaken on their return to work based on evidence of their appraisal prior to their absence.

35.5 It should be noted that such absences could result in teachers being away from work for an entire academic year, however targets should have been set at some point prior to the absence and it will be these targets that will be assessed.

35.6 If absence is planned then as set out below, targets should be re-assessed in order to make them realistic and achievable, and assessed at the appraisal meeting following the return to work. If absence is unplanned, then the targets set should be assessed at the appraisal meeting following the return to work, based on evidence of their appraisal prior to the absence.

35.7 Teachers who, for reasons of maternity or other leave miss significant periods during the cycle, should have their targets reassessed in order to make them more realistic and achievable, while still rigorous, bringing them in line with the school's appraisal cycle.

35.8 For all those teaching staff (on the Lambeth recommended pay scales/reference points and Lambeth upper scales) reviews will be deemed to be successful unless significant concerns about standards of performance have been raised with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process and capability proceedings have commenced.

35.9 While a teacher is subject to capability proceedings, pay progression will be withheld in accordance with paragraph 19.2(b)(ii) of the STPCD.

## 35 Classroom Teachers pay - Lambeth Upper Pay Range

### Pay determinations effective from 1 September 2024

35.1 The Pay Committee will use the Lambeth recommended reference points as shown below and in Appendix 1.

| | £ |
|---|---|
| **Minimum 1** | £55,415 |
| Reference Point 2 | £58,138 |
| **Maximum 3** | £60,092 |

35.2 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:

- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives as monitored through the appraisal process;
- evidence that the teacher has maintained the criteria set out in **P3.para 15.2**, STCPD 2024 namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to an educational setting or settings 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".

35.3 Pay progression after an appraisal review will be automatic. Pay progression may only be withheld for the period that a teacher is on capability

35.4 Where it is clear from the evidence that the teacher's appraisal 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 can use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR.

35.5 Further information, including sources of evidence is contained within the School's Appraisal Policy.

35.6 The Pay Committee will be advised by the Head Teacher in making all such decisions.

## 36 Applications to be paid on the Lambeth Upper Pay Range (LUPR)

36.1 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 LUPR in that school(s).

36.2 All applications should be based solely on the results of appraisals under the Appraisal Regulations 2012 (as per **P3.para 15.2** of the STPCD), including any recommendation on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

36.3 Appraisers will be aware of whether a teacher has reached M6 and will encourage them to apply for progression to the Upper Pay Range so long as they are deemed to have met the criteria set out in the STPCD

36.4 In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers should ensure that they have their last two academic appraisal reviews as evidence to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application, from their school and other schools, in support of their application

## 37 Process

37.1 One application may be submitted annually to apply to enter the upper threshold pay scale. The closing date for applications is normally 31st October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. Headteachers should speak to employees who have returned from maternity/sickness and provide them with a new closing date, recommend 30 working days from date of return.

37.2 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 upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

**37.3 The process for applications for UPS is:**

Model UPS application form can be found at Appendix 8.

a) Teacher to complete the UPS application form;
b) Teacher to submit the UPS application form and supporting evidence to the line manager or Head Teacher by the cut-off date of **31st Oct**;
c) The teacher will receive confirmation of receipt of their application within 5 working days and advised who will complete the assessment; the assessor is usually the direct line manager of the teacher
d) The assessor will assess the application, which will include making a recommendation
e) The assessor will notify the teacher of their initial recommendation within 5 school working days. If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 5 school working days of the request. Feedback will be given in a positive and encouraging context /environment and will include advice and support on areas for improvement in order to meet the relevant criteria. The teacher will be offered the

opportunity to provide additional evidence. The assessor may change the recommendation

in light of the evidence before passing onto the moderator. The assessor will update the teacher about their recommendation and will advise the teacher that all evidence will be passed on to a moderator who will make their final recommendation to the pay committee.

f) The application, evidence and recommendation will be passed to the Head Teacher for moderation purposes, if the Head Teacher is not the assessor; If the headteacher is the assessor, this will be passed on to the Executive Headteacher or the Chair of the Governing Board or the School Improvement Advisor for moderation purposes.
g) The Pay Committee will make the final decision, based on the advice by the moderator;
h) Teachers will receive written notification of the outcome of their application, as decided by the pay committee, within 21 school working days of the original submission or by 30th November (if application submitted by 31st October). Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's assessment did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
i) Successful applicants will move to the minimum of the LUPR from the start of that academic year.
j) Where an application is unsuccessful the teacher will be given feedback, support and professional development opportunities to help them address any criteria they are not considered to have met so they can make a successful application in the future.
k) Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy at appendix 3

Please note that the above process is for applications for UPS only. Thereafter, increases within the range are annual. The Pay Review and Appeals for Teachers, Section 57, does not apply for UPS applications and is for pay determination only within mainscale.

## 38 Assessment

38.1 The teacher will be required to meet the criteria set out in **P3.para 15.2** of the STPCD, namely that:

- the teacher is highly competent in all elements of the relevant standards; and;
- the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

**In this school, this means:**

38.2 "highly competent": the teacher is assessed as having 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.

38.3 "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 in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period.

38.4 Further information, including information on sources of evidence is contained within the school's appraisal policy. Please see Implementing Your School's Approach to Pay: October 2023 (publishing.service.gov.uk) for further guidance

## 39 Allowances for classroom teachers

### Teaching and Learning Responsibility Payments (TLR1 & 2)

39.1 The Pay Committee will use the Lambeth recommended reference points as shown below and in Appendix 1.

| | | £ | | | £ |
|---|---|---|---|---|---|
| **TLR1** | a | 9,782 | **TLR2** | **a** | 3,391 |
| | b | 12,038 | | b | 5,832 |
| | c | 14,292 | | c | 8,279 |
| | d | 16,553 | | | |

39.2 The Pay Committee may award a TLR to a classroom teacher in accordance with **P4.para 20** of the STPCD and **S3.paras 47 – 54**. 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 at **P4.para 20.4**.

39.3 TLRs will be awarded to classroom teachers undertaking a sustained responsibility in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within the school's staffing structure.

39.4 In awarding a TLR 2 payment, the school is satisfied that the teacher's duties include a significant responsibility for which they are accountable, not required of all classroom teachers, and that-

a) is focused on teaching and learning;

b) requires the exercise of a teacher's professional skills and judgment;

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;

e) involves leading, developing and enhancing the teaching practice of other staff.

39.5 In awarding a TLR 1 payment, the school is satisfied that in addition to the criteria detailed above the teacher will also carry line management responsibility for a significant number of people.

## 40 Teaching and Learning Responsibility Payments (TLR3)

40.1 The Pay Committee may award a TLR3 of between **£**675 to **£**3,344 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in **P4.para 20.3.** 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. No safeguarding will apply in relation to an award of a TLR3.

40.2 The Governing Body should not award consecutive TLR3s for the same responsibility.

40.3 All TLR3s will be advertised internally, and all qualified teachers employed in the school will have an opportunity to apply for them. The schools will share and discuss with the trade unions the creation of TLR3 posts.

40.4 Teachers should not be expected to undertake permanent additional responsibilities without the payment of a TLR 1 or 2.

40.5 The values of TLRs have been set by the Governing Body and are shown in the school's staffing structure Appendix 5 and their values in the attached pay scales at Appendix 1. The school will review the cash value of the TLRs annually in the light of pay awards made under the STPCD.

## 41 Special Needs Allowance

41.1 The Pay Committee will award an SEN spot value allowance on a range of between **£2,679** and **£5,285** to any classroom teacher who meets the criteria as set out in **P4.para 21** of the STPCD.

41.2 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 (**P4.para 21.2** of the STPCD). 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 **S3.paras 55-59.**

## 42 Special Educational Needs Allowances

42.1 An SEN allowance will be paid to eligible classroom teachers under the provisions of the STPCD. The STPCD sets maximum and minimum values for such payments.

42.2 Where an SEN allowance is paid the spot value will be determined by taking account of the school's SEN provision and:

a) whether any mandatory qualifications are required for the post;
b) the qualifications or expertise of the teacher relevant to the post; and
c) the relative demands of the post.

## 43 Unqualified Teachers

### Unqualified Teachers Pay on appointment

43.1 The Pay Committee will pay any unqualified teacher in accordance with **P3.para 17.1** of the STPCD. The Pay Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value.

43.2 The school will only employ unqualified teachers where they are:

- giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) and have special qualifications and/or experience and where no suitable qualified teacher, graduate teacher, registered teacher or teacher on an employment-based teacher training scheme is available;
- overseas trained teachers;
- persons granted a licence under the provisions of Part II of Schedule 2 to the Education (Teachers) Regulations 1993;
- student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS; or
- assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (Teachers) Regulations 1982 before 1 September 1989.
- teachers in Early Years who hold Early Years Teacher Status

43.3 Those beginning work as unqualified teachers will be placed on the minimum of the new pay range, unless the Governing Body determines that they have other relevant experience, in which case the salary will be reviewed in light of that experience.

43.4 The Pay Committee will consider whether it wishes to pay an additional allowance when they consider the basic salary is not adequate, having regard to their responsibilities, qualifications and experience in accordance with **P4.para 22** of the STPCD. It may be determined that an additional allowance is payable where it is considered that the unqualified teacher has:

- sustained additional responsibility that is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement ; or
- qualifications or experience which bring added value to the role they are undertaking.

43.5 Unqualified teachers will not hold TLRs or SEN allowances.

43.6 Progress up the unqualified teachers range will be automatic.

43.7 If the evidence shows that a teacher has exceptional performance, the Governing Body will award enhanced pay progression of 1 additional point.

## 44 An unqualified teacher who becomes qualified

44.1 Upon obtaining qualified teacher status an unqualified teacher will be transferred to a salary within the Main Pay Range for Teachers.

44.2 Where the teacher continues to be employed by the same school within which they were employed before they obtained qualified teacher status the teacher will be paid a salary which is the same as, or higher than, the sum of the salary and any other allowance they were receiving (including any safeguarded sum), as the Governing Body considers to be appropriate.

44.3 A teacher who obtains qualified teacher status retrospectively under the regulations will be paid a lump sum by the relevant body responsible for the payment of remuneration at the time when qualified teacher status was effectively obtained.

44.4 The aforementioned lump sum will be the difference (if any) between the remuneration the teacher was actually paid as an unqualified teacher and the salary (not including any allowances) the teacher would have been paid as a qualified teacher, from the date qualified teacher status was effectively obtained to the date when the lump sum is paid.

## 45 All Teachers

### Part-Time Teachers

45.1 Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

45.2 Teachers: The Governing Body will apply the provisions of the STPCD in relation to part-time teachers' pay and working time, in accordance with **P6.paras 40-42 and P7. Para 51.5**, and **S3.paras 39-44 & 79- 86** of the STPCD.

45.3 All staff: The Head and Governing Body will seek to ensure that all part-time employees are

treated no less favourably than a full-time comparator.

## 46 Short Notice/Supply Teachers

46.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; For this academic 2024/2024 please refer to paragraph 8.1 of this policy. Periods of employment for less than a day being calculated pro-rata in accordance with **P6.para 42** of the STPCD. Temporary and fixed term contracts will only be used where the school can justify a genuine requirement e.g. maternity or long term sickness cover.

46.2 When a relevant body is required to determine the salary of a part-time teacher in accordance with the pro rata principle it must do so not only in relation to those hours that a part-time teacher normally works under the contract of employment but also in relation to any additional hours the teacher may agree to work from time to time at the request of the headteacher or, in a case where the part-time teacher is a headteacher, the Chair of Governors.

## 47 Residential Duties

47.1 The Pay Committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

## 48 Additional Payment

48.1 In accordance with **P4.para 26** and **S3.para 60-69** of the STPCD, 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.

48.2 The Pay Committee will make additional payments to teachers in accordance with the provisions of **P4.para 26** of the STPCD where advised by the Head Teacher.

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

## 49 Recruitment and Retention Incentive Benefits

### Non-leadership

49.1 The payment of recruitment and retention incentives and benefits may be considered in respect of individual non-leadership posts for which specific recruitment/retention difficulties have been identified. Any use of such payments will be applied on a non-discriminatory basis and on the basis of clearly defined criteria determined by the Governing Body from time to time. Please refer to current criteria in Appendix 4 to this policy.

49.2 The Pay Committee will consider exercising its powers under **P4.para 27** of the STPCD where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

49.3 Where it is determined to pay such an incentive/benefit, the amount will be determined to meet the circumstances of the case. The level of payment and any required qualifying period of service will be set out in writing to the teacher concerned.

49.4 Where the Governing Body makes one or more such payments, or provides such financial assistance, support or benefits in one or more cases, the Governing Body will conduct a regular formal review of all such awards. The expected duration of any such incentives and benefits will be made clear at the outset, including the review date after which they may be withdrawn. The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (**P4.para 27 and S3.paras 70-72** of the STPCD).

### Leadership

49.5 No new awards of recruitment and retention incentive benefits will be made to a head teacher, deputy head teacher, or assistant head teacher [effective from 1 September 2014], other than as reimbursement of reasonably incurred housing or relocation costs. However, where the governing body is already paying such an incentive or benefit, determined under a previous Document, subject to review, it may continue with it, at its existing value, until such time as the leadership group member moves to the new leadership group pay arrangements, as set out in the Document 2014. **(See also para 24.1 of this document)**

49.6 The Governing Body will, nevertheless, conduct an annual formal review of all such awards.

## 50 Support Staff

### Support Staff Pay

50.1 The Pay Committee notes its powers to determine the pay of support staff in accordance with **paragraph 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 but will not consider itself bound by that advice. The appeals process is set out in the Appendix 3 to this policy. Please refer also to paragraph 13 of this document.

50.2 The Council/School's current policy is to apply the nationally negotiated NJC pay award for Greater London Provincial Council (GLPC) graded employees which takes effect from 1st April each year.

50.3 The following increases to pay scales will be effective from 1 April 2024:

- An increase of £1,575 on all NJC pay points up to spine point 50
- An increase of 2.5 per cent on all pay points above the maximum of the national pay spine (spine point 51 on the NJC pay scale) and above

50.4 The pay award covers the period from 1 April 2024 to 31 March 2025.

### Pay on appointment

50.5 The starting point within the Grade' salary range for all newly appointed employees will be at the minimum point of the scale at which the job is graded. Exceptions may be made:

a) where the candidate is currently in receipt of a higher salary, (excluding bonuses or benefits) in their current paid employment and would therefore be disadvantaged if

placed on the minimum. In such circumstances the Council/School will consider matching their current salary providing it does not exceed the grade of the post.

b) for applicants who are currently unemployed; the Council/School will consider matching their last paid employment.

### Pay progression

50.6 Employees who are appointed (or re-graded) between 1 April and 30 September will, subject to satisfactory performance receive their first increment on 1 April of the following year. Employees appointed between 1 October and 31 March will receive their first increment six months after the appointment (or re-grading). Progression will then be annually on 1 April till the top of the scale is reached. If you are appointed to the maximum of the scale, you will not receive further increments

## 51 Probation

51.1 All new employees are required to complete a six-month (22 working weeks for term time only staff) probationary period (even if the employee is joining the school from another local authority). During this period, three formal reviews will be undertaken. Existing employees moving to other jobs within the School / Council will be subject to a review period in line with the principles of the probationary procedure.

## 52 Additional Payments –Support Staff

### Overtime / Additional hours

52.1 Additional hours and overtime will be paid in accordance with your National Scheme of Conditions of Service ('Green Book') only where appropriate and agreed with management. Overtime is defined as hours worked in excess of 35 hours per week. Additional hours are those in addition to the employee's contracted hours and 35 hours per week. **See Appendix 2** for overtime rates payable.

52.2 Employees, in receipt of basic pay at or below spine point 20, who are required to work beyond the full-time equivalent hours for the week in question or on Saturday or Sunday or on public holidays are entitled to compensation as set out below.

**(a) Additional Hours**

Employees who are required to work additional hours beyond their working week are entitled to receive enhancements on the following basis:

| | |
|---|---|
| Monday to Saturday | Time and a half |
| Sundays and Public and Extra Statutory holidays | Double time (min 2 hours) |

(Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise, a full working week for full-time employees shall be worked by a part-time employee before these enhancements apply).

**(b) Saturday and Sunday Working for employees on Scale 1 to Scale 6**

Employees who are required to work on Saturday and/or Sunday are entitled to an enhancement.

| | |
|---|---|
| Saturday | Time and a half |
| Sunday | Double time |

SO1 and above - planned overtime – please refer to support staff pay scale for further information

**(c) Leave applicable on additional hours/overtime**

The additional percentage cost applied in respect of holiday pay/annual leave on additional hours and overtime using the Lambeth local leave factors have been i.e. (35, 40 and 43 days inclusive of public holidays) as below;

52 weeks – 7.0 weeks = 45.0 therefore 7.0/45.0 = 15.56%

52 weeks – 8.0 weeks = 44.0 therefore 8.0/44.0 = 18.18%

52 weeks - 8.6 weeks = 43.4 therefore 8.6/43.4 = 19.82%

**(d) Zero Hour contracts**

The hourly rate plus 15.56% paid separately to account for annual leave

## 53 Acting Allowances and Honoraria

### Definitions

53.1 An Acting allowance is payable to an employee who is covering a higher grade post for 100% of the duties, for a temporary period. (Paid as a monthly allowance).

53.2 An Honorarium is payable as recognition for covering less than 100% of the duties of another post which are outside of the scope of the employee's current job description, or for a specific piece of project work. (Paid as a monthly allowance or a single retrospective lump sum).

### Payments

53.3 Acting Up allowances and Honoraria payments will only be made in the following circumstances:

a) covering a vacancy where recruitment to fill the post permanently is underway
b) covering a vacancy pending the completion of a restructuring exercise
c) cover for maternity leave
d) cover for long term sickness absence
e) taking on additional responsibility for a particular time limited project.

53.4 Payment will not start until the post being covered has been vacant for a minimum of 1 month. Payment will initially be for a maximum period of 3 months and must be reviewed.

53.5 An honorarium payment is a fixed rate of pay, with reference to the employee's current rate of pay and the scope of additional duties undertaken.

53.6 An employee undertaking the full duties of a post (acting allowance) is entitled to receive a salary in accordance with the grade of the post temporarily occupied.

## 54 Calculation of a day's pay for pay in lieu of annual leave, strike and unpaid leave

54.1 **Teachers' calculations for deduction of pay and additional hours**

Where authorised unpaid leave of absence or unauthorised absence (e.g. strike action) occurs deductions of salary shall be calculated at a daily or part-daily rate based on the day's salary being 1/365th of a year for each day of the period of absence.

Payment for additional hours are based on 1/365$^{th}$ for fulltime staff or on an hourly rate however, for part time staff it will be 1/195. In order to obtain the hourly rate, use the annual salary x 7/365/27.50

When advising payroll of a teacher's part time hours, please ensure you stipulate the hours and times of days worked as this may have an effect on the calculation. E.g. a calculation for a

teacher who works just mornings, may be different to a teacher that works 0.4 over 2 full days. **See S3, para 39-44**

54.2 **Support staff calculations for deduction of pay**

Where authorised unpaid leave of absence or unauthorised absence (e.g. strike action) occurs deductions of salary shall be calculated at 1/365th of a year for each day of the period of absence.

Full time Hourly Rate x number of contractual hours worked in a day

Eg: £26,193 ÷ 365 x 7/35 = Full time Hourly rate = £14.3523

Using 5 hrs a day = 5 x £14.3523 = £71.76

## 55 Other Pay arrangements – All School Staff

**Out-Of-School Learning Activities ('OOSLA') S3.para 69**

55.1 The school acknowledge that some teachers and support staff supervise out of school activities i.e. sports club, drama and music productions, revision classes and other events purely on a voluntary basis. The school is extremely grateful to teachers and support staff who support pupils in this way. The school acknowledges that these activities are entirely voluntary and that teacher and support staff should not feel under any obligation (moral or contractual) to provide these services. The school also acknowledge that many other teachers support pupils in other ways.

55.2 There may be times where the governors feel that it is in the best interest of the school to provide certain out of school learning activities on a more formal basis. In these cases, the school may offer a payment to a teacher who undertakes such activities. No teacher will be compelled to offer such an activity but, where they do, the governors will expect a more formal commitment from the teacher and that the Head Teacher may direct the place, timing, frequency of the activity as well as which pupils take part and the content.

55.3 Payments to classroom teachers should only be made in respect of those activities undertaken outside of either the 1265 hours of directed time for full-time teachers or the appropriate proportion of the 1265 hours of directed time for part-time teachers. All agreements and payments to be made should be documented. All such activities should require the exercise of the teacher's professional skills or judgement.

52.1 Support staff and One-to-One Tutors will be paid in accordance with the national framework for pay. Rates paid for this work should be known and clear from the outset of taking on the duties. Schools may choose to pay additional hours at the grade for which the employee is already contracted, or at an evaluated grade under a separate contract. See support staff pay rates at Appendix 2

## 56 Salary Sacrifice Arrangements

56.1 Where the employer operates a salary sacrifice arrangement, such as childcare vouchers for existing members of the scheme, or cycle scheme, a teacher may participate in any arrangement and the gross salary shall be reduced accordingly, in accordance with the provisions of **P4.para 28** of the STPCD, similarly, for support staff, HMRC approved salary sacrifice arrangements such as the ones noted gross salary shall be reduced accordingly, but the unreduced gross pay will remain pensionable under the 2014 Scheme.

## 57 Pay Review and Appeals – Teachers

This process performs the function of the grievance procedure on pay matters and determinations cannot therefore be reopened under general grievance procedures

For Pay Reviews for UPS please see section 37.3

## Pay Determinations and Informal Review

57.1 The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedure for handling appeals.

57.2 As part of the overall appraisal process, a pay determination is completed by the Reviewer (normally the line manager). Written details of and the reasons for the pay determination should be given to the teacher before the determination is passed to the school's Pay Committee or relevant determination making body (this may be the Headteacher). The teacher should also be informed of their right to have a review of the determination.

57.3 At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay determination or if the teacher is not satisfied with the pay determination, they should write to the Reviewer within 5 working days of receiving the determination. The request for an informal review of the determination should set out the reasons for the request. The Reviewer will arrange a meeting with the teacher.

57.4 The teacher may bring any further evidence to the attention of the Reviewer at this meeting. At the conclusion of any further discussion, the pay determination may be adjusted, or it may remain the same; A note of the discussion and decision will be retained. Written details of and the reasons for the final pay determination will be given to the teacher.

57.5 There is no right for the employee to be accompanied at this stage of the procedure.

57.6 If a teacher believes that the final pay determination falls short of their expectations and they wish to seek a Formal Review of the information that affects their pay, they should send a request to the Headteacher, outlining their reasons.

## 58 Formal Review meeting

58.1 A Formal Review against a pay determination must be lodged with the Headteacher within 5 working days of the date when the teacher receives written confirmation from the Reviewer of the final pay determination or of the date when the teacher receives the outcome of the pay review. It must clearly state the grounds for the appeal.

58.2 A Formal Review will be arranged and the panel will normally consist of the Headteacher and another senior leader in school (who is not the Reviewer). Where this is not possible, it may be necessary for a governor to sit on the panel. Should the Headteacher be the Reviewer, then two non-staff governors who are not on the Pay Committee would make up the panel. The outcome of the meeting will be conveyed to the teacher in writing within 5 working days. The Formal Review procedure would follow the appeal procedure at **Appendix 3.**

58.3 There is a right to appeal against this decision.

## 59 Right to be accompanied

59.1 The teacher has the right to be accompanied by a work colleague or trade union representative at the Formal Review meeting and the Appeal Hearing. If the employee's representative is not available at the time fixed for the meeting, it must be rescheduled to accommodate the availability of the companion, so long as a reasonable alternative date is proposed which is within 5 working days of the originally proposed date.

## 60 Appeal

60.1 An appeal against a pay determination can be lodged within 5 working days of the date when the teacher receives written confirmation of the outcome of the Formal Review. It must clearly

state the grounds for the appeal. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice. A model procedure for an appeal hearing can be found at **Appendix 3.**

## 61 Grounds for Appeal

61.1 The only grounds which will be accepted as the basis of an appeal are that the person by whom the determination was made are claimed to have: -

(a) Incorrectly applied any provision in the School Teachers' Pay & Conditions Document;
(b) Incorrect application of the pay policy;
(c) Failed to have proper regard to statutory guidance;
(d) Failed to take proper account of relevant evidence;
(e) Taken account of irrelevant or inaccurate evidence;
(f) Been biased and/or unlawfully discriminated against the teacher.

61.2 The appeal will be heard by a committee of the Governing Body and their decision will be final.

61.3 The outcome of the appeal will be conveyed to the teacher in writing within 5 working days of the hearing and the final pay determination passed to the Pay Committee.

# 62 Appendices

## Appendix 1: Teacher Pay Rates

Lambeth Schools HR

### Teachers Pay Rates 1 September 2024

#### Qualified Teachers

**Main Pay Scale**

| Scale point | Salary |
|---|---|
| | £ |
| Minimum 1 | 38766 |
| 2 | 40608 |
| 3 | 42535 |
| 4 | 44556 |
| 5 | 47069 |
| Maximum 6 | 50288 |

**Upper Pay Scale**

| Scale point | Salary |
|---|---|
| | £ |
| Minimum 1 | 55415 |
| 2 | 58138 |
| Maximum 3 | 60092 |

#### Allowances for Qualified Teachers

**Special educational needs allowance**

From 1 September 2024 the SEN allowance should be no less than **£2,679** and no more than **£5,285** per annum and is payable according to the criteria set out in the STPCD.

**Teaching and Learning Responsibility Allowance**

From 1 September 2024

(a) The annual value of a TLR1 must be no less than **£9,782** and no greater than **£16,553**.

(b) The annual value of a TLR2 must be no less than **£3,391** and no greater than **£8,279**.

(c) The relevant body may award a fixed-term third TLR (TLR3) for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 must be no less than **£675** and no greater than **£3,344**. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

***Please note, The TLR3 payment is not pro-rated for part time staff, unlike the TLR1 and TLR2.***

**Lambeth Rates**

| | | £ | | | £ | | | £ |
|---|---|---|---|---|---|---|---|---|
| TLR1 | a | 9,782 | TLR2 | a | 3,391 | TLR3 | Minimum | 675 |
| | b | 12,038 | | b | 5,832 | | Maximum | 3,344 |
| | c | 14,292 | | c | 8,279 | | | |
| | d | 16,553 | | | | | | |

#### Unqualified Teachers

| Scale point | Salary |
|---|---|
| | £ |
| Minimum 1 | 27,252 |
| 2 | 29,745 |
| 3 | 32,238 |
| 4 | 34,435 |
| 5 | 36,925 |
| Maximum 6 | 39,417 |

# Appendix 2: Support Staff Pay Rates 01/04/2024

**Greater London Provincial Council salary rates with effect 1.4.2024**

| | Annual Basic | Monthly Basic | Daily 30 days | Daily 31 days | Addt'l Hours at 1.0 | Overtime at 1.0 | Overtime M - F > 35 hrs at 1.5 | Overtime Sun/BH > 35 hrs at 2.0 |
|---|---|---|---|---|---|---|---|---|
| **SCALE 1/2** | | | | | | | | |
| 1 | Deleted | Deleted | Deleted | Deleted | Deleted | Deleted | Deleted | Deleted |
| 2 | £28,881 | 2406.75 | 80.23 | 77.64 | 15.8252 | 13.6110 | 20.4164 | 27.2219 |
| 3 | £29,286 | 2440.50 | 81.35 | 78.73 | 16.0471 | 13.8329 | 20.7493 | 27.6658 |
| 4 | £29,703 | 2475.25 | 82.51 | 79.85 | 16.2756 | 14.0614 | 21.0921 | 28.1227 |
| **SCALE 3** | | | | | | | | |
| 5 | £30,120 | 2510.00 | 83.67 | 80.97 | 16.5041 | 14.2899 | 21.4348 | 28.5797 |
| 6 | £30,552 | 2546.00 | 84.87 | 82.13 | 16.7408 | 14.5266 | 21.7899 | 29.0532 |
| **SCALE 4** | | | | | | | | |
| 7 | £30,987 | 2582.25 | 86.08 | 83.30 | 16.9792 | 14.7649 | 22.1474 | 29.5299 |
| 8 | £31,434 | 2619.50 | 87.32 | 84.50 | 17.2241 | 15.0099 | 22.5148 | 30.0197 |
| 9 | £31,884 | 2657.00 | 88.57 | 85.71 | 17.4707 | 15.2564 | 22.8847 | 30.5129 |
| 10 | £32,346 | 2695.50 | 89.85 | 86.95 | 17.7238 | 15.5096 | 23.2644 | 31.0192 |
| **Not in use** | | | | | | | | |
| 11 | £32,817 | 2734.75 | 91.16 | 88.22 | 17.9819 | 15.7677 | 23.6515 | 31.5353 |
| **SCALE 5** | | | | | | | | |
| 12 | £33,291 | 2774.25 | 92.48 | 89.49 | 18.2416 | 16.0274 | 24.0411 | 32.0548 |
| 13 | £33,780 | 2815.00 | 93.83 | 90.81 | 18.5096 | 16.2953 | 24.4430 | 32.5907 |
| 14 | £34,275 | 2856.25 | 95.21 | 92.14 | 18.7808 | 16.5666 | 24.8499 | 33.1332 |
| 15 | £34,779 | 2898.25 | 96.61 | 93.49 | 19.0570 | 16.8427 | 25.2641 | 33.6855 |
| **Not in use** | | | | | | | | |
| 16 | £35,292 | 2941.00 | 98.03 | 94.87 | 19.3381 | 17.1238 | 25.6858 | 34.2477 |
| **Not in use** | | | | | | | | |
| 17 | £35,814 | 2984.50 | 99.48 | 96.27 | 19.6241 | 17.4099 | 26.1148 | 34.8197 |
| **SCALE 6** | | | | | | | | |
| 18 | £36,345 | 3028.75 | 100.96 | 97.70 | 19.9151 | 17.7008 | 26.5512 | 35.4016 |
| 19 | £36,888 | 3074.00 | 102.47 | 99.16 | 20.2126 | 17.9984 | 26.9975 | 35.9967 |
| 20 | £37,437 | 3119.75 | 103.99 | 100.64 | 20.5134 | 18.2992 | 27.4488 | 36.5984 |
| **Not in use** | | | | | | | | |
| 21 | £37,998 | 3166.50 | 105.55 | 102.15 | 20.8208 | 18.6066 | 27.9099 | 37.2132 |
| **Not in use** | | | | | | | | |
| 22 | £38,571 | 3214.25 | 107.14 | 103.69 | 21.1348 | 18.9205 | 28.3808 | 37.8411 |

| | Annual Basic | Monthly Basic | Daily 30 days | Daily 31 days | Addt'l Hours at 1.0 | Overtime |
|---|---|---|---|---|---|---|
| **SO1** | | | | | | Overtime |
| 23 | £39,150 | 3262.50 | 108.75 | 105.24 | 21.4521 | |
| 24 | £39,741 | 3311.75 | 110.39 | 106.83 | 21.7759 | 24.34 |
| 25 | £40,344 | 3362.00 | 112.07 | 108.45 | 22.1063 | |
| **Not in use** | | | | | | Overtime |
| 26 | £40,953 | 3412.75 | 113.76 | 110.09 | 22.44 | 24.34 |
| **SO2** | | | | | | Overtime |
| 27 | £41,580 | 3465.00 | 115.50 | 111.77 | 22.7836 | |
| 28 | £41,964 | 3497.00 | 116.57 | 112.81 | 22.9940 | 24.34 |
| 29 | £42,861 | 3571.75 | 119.06 | 115.22 | 23.4855 | |
| **PO1** | | | | | | Overtime |
| 28 | £41,964 | 3497.00 | 116.57 | 112.81 | 22.9940 | |
| 29 | £42,861 | 3571.75 | 119.06 | 115.22 | 23.4855 | 26.06 |
| 30 | £43,542 | 3628.50 | 120.95 | 117.05 | 23.8586 | |
| 31 | £44,430 | 3702.50 | 123.42 | 119.44 | 24.3452 | |
| **PO2** | | | | | | Overtime |
| 30 | £43,542 | 3628.50 | 120.95 | 117.05 | 23.8586 | |
| 31 | £44,430 | 3702.50 | 123.42 | 119.44 | 24.3452 | 26.06 |
| 32 | £45,399 | 3783.25 | 126.11 | 122.04 | 24.8762 | |
| 33 | £46,437 | 3869.75 | 128.99 | 124.83 | 25.4449 | |

**Inner London Weighting Allowance: £4,185 p/a**

| | Annual Basic | Monthly Basic | Daily 30 days | Daily 31 days | Addt'l Hours at 1.0 | |
|---|---|---|---|---|---|---|
| **PO3** | | | | | | OT |
| 33 | £46,437 | 3869.75 | 128.99 | 124.83 | 25.4449 | |
| 34 | £47,628 | 3969.00 | 132.30 | 128.03 | 26.0975 | 26.06 |
| 35 | £48,618 | 4051.50 | 135.05 | 130.69 | 26.6400 | |
| 36 | £49,638 | 4136.50 | 137.88 | 133.44 | 27.1989 | |
| **PO4** | | | | | | OT |
| 36 | £49,638 | 4136.50 | 137.88 | 133.44 | 27.1989 | |
| 37 | £50,646 | 4220.50 | 140.68 | 136.15 | 27.7512 | 28.28 |
| 38 | £51,663 | 4305.25 | 143.51 | 138.88 | 28.3085 | |
| 39 | £52,674 | 4389.50 | 146.32 | 141.60 | 28.8625 | |
| **PO5** | | | | | | OT |
| 39 | £52,674 | 4389.50 | 146.32 | 141.60 | 28.8625 | |
| 40 | £53,634 | 4469.50 | 148.98 | 144.18 | 29.3885 | 28.28 |
| 41 | £54,684 | 4557.00 | 151.90 | 147.00 | 29.9638 | |
| 42 | £55,710 | 4642.50 | 154.75 | 149.76 | 30.5260 | |
| **PO6** | | | | | | OT |
| 41 | £54,684 | 4557.00 | 151.90 | 147.00 | 29.9638 | |
| 42 | £55,710 | 4642.50 | 154.75 | 149.76 | 30.5260 | 28.28 |
| 43 | £56,733 | 4727.75 | 157.59 | 152.51 | 31.0866 | |
| 44 | £57,726 | 4810.50 | 160.35 | 155.18 | 31.6307 | |
| **Not in use** | | | | | | OT |
| 45 | £58,752 | 4896.00 | 163.20 | 157.94 | 32.19288 | 28.28 |
| **PO7** | | | | | | OT |
| 46 | £59,772 | 4981.00 | 166.03 | 160.68 | 32.7518 | |
| 47 | £60,795 | 5066.25 | 168.88 | 163.43 | 33.3123 | 28.28 |
| 48 | £61,836 | 5153.00 | 171.77 | 166.23 | 33.8827 | |
| 49 | £62,922 | 5243.50 | 174.78 | 169.15 | 34.4778 | |
| **Not in use** | | | | | | OT |
| 50 | £64,032 | 5336.00 | 177.87 | 172.13 | 35.08603 | 28.28 |
| **PO8** | | | | | | OT |
| 51 | £65,172 | 5431.00 | 181.03 | 175.19 | 35.7107 | |
| 52 | £66,336 | 5528.00 | 184.27 | 178.32 | 36.3485 | |
| 53 | £67,500 | 5625.00 | 187.50 | 181.45 | 36.9863 | 28.28 |
| 54 | £68,661 | 5721.75 | 190.73 | 184.57 | 37.6225 | |
| 55 | £69,840 | 5820.00 | 194.00 | 187.74 | 38.2685 | |
| **PO9** | | | | | | OT |
| 56 | £70,992 | 5916.00 | 197.20 | 190.84 | 38.8997 | |
| 57 | £72,162 | 6013.50 | 200.45 | 193.98 | 39.5408 | |
| 58 | £73,347 | 6112.25 | 203.74 | 197.17 | 40.1901 | 28.28 |
| 59 | £74,487 | 6207.25 | 206.91 | 200.23 | 40.8148 | |
| 60 | £75,666 | 6305.50 | 210.18 | 203.40 | 41.4608 | |

**Teaching Assistants (Schools HR JDs)**

| | |
|---|---|
| Generic TA | SP10-14 (New spine point 3-5) |
| Level 1 | Scale 3 |
| Level 2 | Scale 4 |
| Level 3 | Scale 5 |
| HLTA | Scale 6 |

**Early Years Educators**

| | |
|---|---|
| Level 1 | Scale 4 |
| Level 2 | Scale 5 |
| Level 3 | Scale 6 |

## Appendix 3: Procedure for an Appeal against a Salary Determination or Unsuccessful at UPS

This procedure complies with the statutory guidance of the Secretary of State.
(For the Formal Review stage, please read titles in italics.)

**1. The Appeal of the employee**

The employee, or representative,

a) introduces the employee's written reasons for the appeal.
   - The Formal Reviewer *(Reviewer or Moderator)* may ask questions of the employee.
   - The Members of the Appeal Committee *(Formal Reviewer)* may ask questions of the employee.

b) may call witnesses, each of whom will have provided a written statement of the information they wish to give.
   - The Formal Reviewer *(Reviewer or Moderator)* may ask questions of each witness.
   - The Members of the Appeal Committee *(Formal Reviewer)* may ask questions of each witness.

**2. The response of the Formal Reviewer *(Reviewer or Moderator)***

The Formal Reviewer *(Reviewer)*,

a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Formal Reviewer or Moderator *(Reviewer)* previously provided to the employee
   - The employee or representative may ask questions of the Formal Reviewer or Moderator *(Reviewer)*.
   - The Members of the Appeal Committee *(Formal Reviewer)* may ask questions of the Formal Reviewer or Moderator *(Reviewer)*.

b) may call witnesses, who will have provided a written statement of the information they wish to give
   - The employee or representative may ask questions of each Witness.
   - The Members of the Appeal Committee *(Formal Reviewer)* may ask questions of each Witness

**3. Summing up and withdrawal**

a) the employee, or representative, has the opportunity to sum up their case if they so wish.

b) the Formal Reviewer or Moderator *(Reviewer)* has the opportunity to sum up if they so wish.

c) all persons other than the Appeal committee and its adviser are then required to withdraw.

**4. Appeal committee decision**

a) the Appeal committee and the person who is advising on law, procedure, and merits of the case are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.

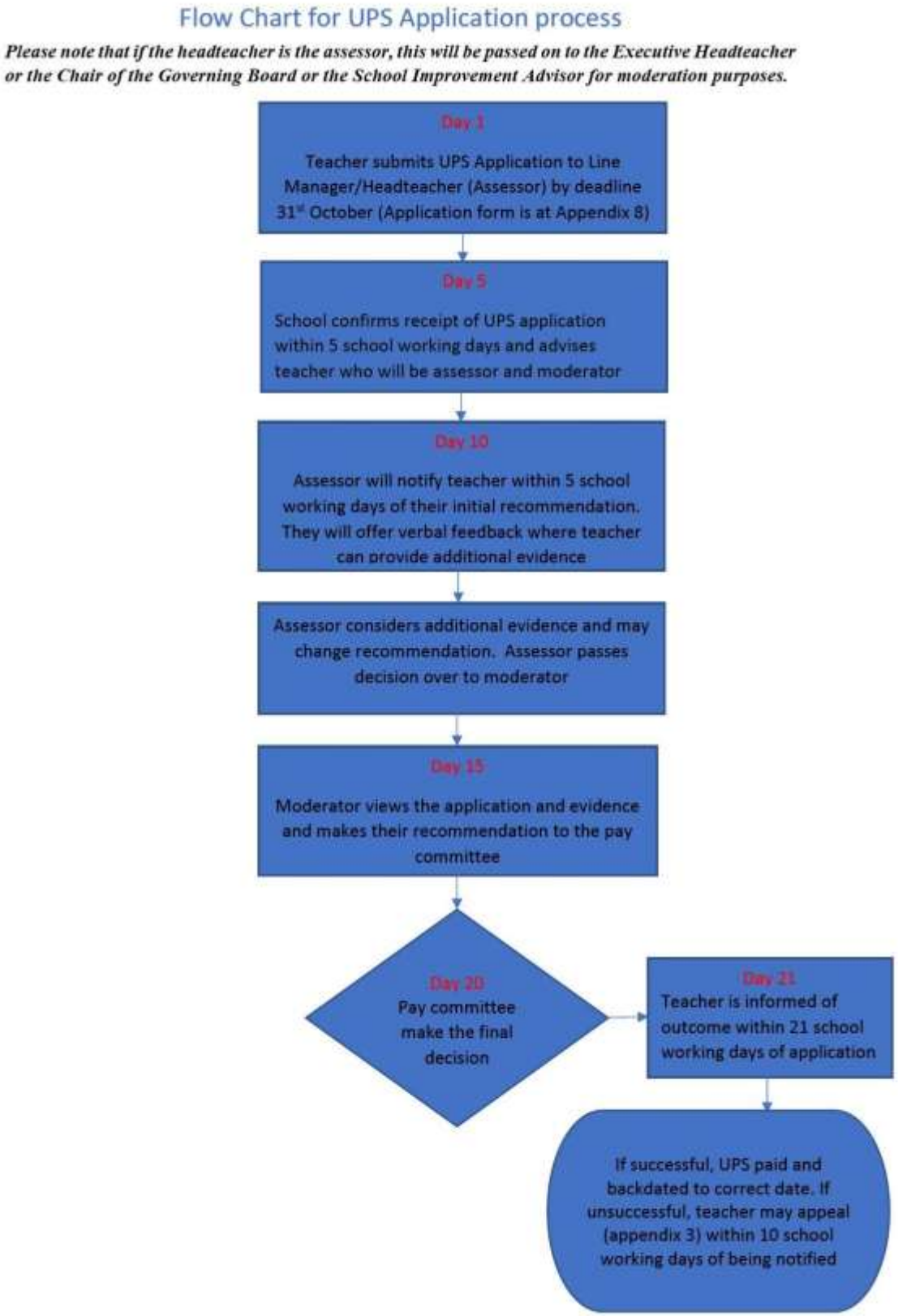
b) the Chair of the Appeal committee will announce the decision (if possible) to the employee and will also confirm the decision in writing within 5 school working days.

*<u>Notes</u>:*

*For the purposes of the appeal, the Appeal committee will have the following documents;-*

a) *the written statement of reasons for the decisions previously provided to the employee*
b) *the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph (check part of policy refers to) of the pay policy).*
c) *any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*
d) *The Appeal Committee may appoint an adviser who may not be an employee of the school.*
e) *The employee may be represented by a representative of their trade union or a workplace colleague.*
f) *Where an employee is appealing against a determination of the Threshold Application or a management decision the same procedure will be used. The Head Teacher may have an adviser present who may not be an employee of the school.*

## Appendix 3a: UPS Application Process



## Appendix 4: Sample Criteria for Recruitment & Retention

**Philosophy**

We believe in the importance of having a school, which is a safe, secure and attractive place to work and where the staff feel valued, empowered and supported.

We believe that retaining, developing and motivating the school's workforce is a key to providing the best education for our pupils.

We believe in a consistent and equitable approach to the appointment of all staff.

The purpose of the allowance is for recruitment and retention, not for carrying out specific responsibilities or to supplement pay in other ways.

**Allowances**

The Governing Body will pay recruitment awards to [ ] of [£ amount] for a maximum of [three] years in the following circumstances to be discussed and REVISED

***Schools to insert reasons which could be***

- ***Teachers in shortage subjects***
- ***Poor response to adverts as evidenced by the need to re-advertise***

The Governing Body will pay retention awards to [ ] of [£ amount] for a maximum of [three] years. This may be extended.

The Governing Body will review the level of payment/benefits [annually].

The Governing Body will make clear at the outset the expected duration of the allowance and the review date after which it may be withdrawn.

A review of rates will be necessary if the Governing Body intends to increase the level of these awards in line with general increases to salaries, or in other circumstances which the Governing Body may determine.

The above will be kept under review and subject to change.

## Appendix 5: School Staffing Structure

MANAGEMENT TEAM

SENIOR LEADERSHIP TEAM

BONNEVILLE PRIMARY SCHOOL

Success for today, prepared for tomorrow

**EXECUTIVE HEADTEACHER** Andrea Parker

**ASSISTANT HEADTEACHER EYFS & KS1** Martine Auton

**ASSISTANT HEADTEACHER UKS2** Florence Kirk-Buaku

**ASSISTANT HEADTEACHER LKS2** Jacqui Napier

**FEDERATION SENCo** Kathryn Congdon

| English SL | Maths SL | Creative CU SL | Science SL | ICT SL | Spanish SL |
|---|---|---|---|---|---|
| Hannah Neat | Alice Wilden | Jacqui Napier | Leila Cramer | | Amanda Monet |

| | | | | | |
|---|---|---|---|---|---|
| **KS2** | YR 6 | Class Teacher<br>Florence Kirk - Buaku | Class Teacher<br>Alice Wilden | Additional Adult<br>Jacqui Napier | **HLTA Y5 & Y6**<br>Nicholas Braithwaite |
| | YR 5 | Class Teacher<br>Alice Fahey | Class Teacher<br>Lorna Hendricks | Additional Adult | |
| | YR 4 | Class Teacher<br>Marlesa Ford | Class Teacher<br>Hannah Neat | Additional Adult | **HLTA Y3 & Y4**<br>Sarah Keogh-Milne<br>(EAL/KS1) |
| | YR 3 | Class Teacher<br>Daisy Ines | Class Teacher<br>Sophie Gibbon | Additional Adult | |
| **KS1** | YR 2 | Class Teacher<br>Vanessa Flores | Class Teacher<br>Clare Lodge | Additional Adult<br>Martine Auton | **EYE**<br>Sehr Mamud |
| | YR 1 | Class Teacher<br>Rhianna Greenland | Class Teacher<br>Tatiana Linders | Additional Adult | |
| **EYFS** | REC | Class Teacher<br>Sonia Da Silva | Class Teacher<br>Georgia Bishop | Additional Adult<br>Leila Cramer | **EYE**<br>Beverly Leslie<br>Louise Davey |
| | N | Class Teacher<br>Florence McCarthy | | | |

ADMIN & PREMISES TEAM

| | |
|---|---|
| **EPA to Executive Headteacher** | Rebekah Lessey |
| **Business Contracts and Services Manager** | Vacant |
| **Finance Officer** | Charmaine Ingram |
| **Finance Officer** | Natasha Parker |
| **Admin Anrea Manager** | Shobnom Wahid |
| **Receptionist** | Jasmine Negorni |
| **Premise Officer** | Julio Cesar |

Whole School Support Staff

| | |
|---|---|
| **Resource Officer** | Anne Guessoum & Lynn Bennady-Manar |
| **Sports Coach** | Junior Wright |
| **Inclusion TA's** | Aaron Levy, Lisa Goodman, Zana Bajramaj Gjetaj, Magdalena Majkut, Sesi Thomas, Tanisha Edwards, Luis Dos Santos |
| **Spanish Tutor** | Christina Donoso |
| **Music Tutor** | Andrew Irvine |
| **Intervention Teacher** | Amanda Monet |

MANAGEMENT TEAM

SENIOR LEADERSHIP TEAM

**EXECUTIVE HEADTEACHER** Andrea Parker

**HEAD OF SCHOOL** Kenneth Baffoe

Jessop Primary & Children's Centre

**ASSISTANT HEADTEACHER PERSONAL DEVELOPMENT/ COMMUNITY & WELFARE**
Susan Banton

**ASSISTANT HEADTEACHER TEACHING & LEARNING**
Antonia Jenkins-Yusef

**ASSISTANT HEADTEACHER HEAD OF STANDARDS**
Martinet Ackermann

**FEDERATION SENCo**
Kathryn Congdon

## KS2

| | | |
|---|---|---|
| YR 6 | Class Teacher Claudia Manau | Class Teacher Ola Oyesanya |
| YR 5 | Class Teacher Guy Horseman | |
| YR 4 | Class Teacher Jamie Ufton | Class Teacher Hasan Akyol |
| YR 3 | Class Teacher A'isha Bounouar | Class Teacher Rebecca Pfrench |

**English SL** Hannah Neal (BPS)

**Maths SL** Martinet Ackerman

**Science SL** Ola Oyesanya

## KS1

| | | |
|---|---|---|
| YR 2 | Class Teacher Louise Brown | Class Teacher Nadine Jenoure |
| YR 1 | Class Teacher Oliva Emenyeonu | |

**CHILDREN CENTRE**

| | |
|---|---|
| **Better Start Manager** | Clare Hudson |
| **Better Start Deputy Manager** | Dominique Gordon |
| **Pre-School Worker** | Tia Sin-Sawyers |

## EYFS

| | |
|---|---|
| REC | Class Teacher Sylvyna David |
| N | Class Teacher Vanessa Ponce |

ADMIN & PREMISES TEAM

| | |
|---|---|
| **EPA to Executive Headteacher** | Rebekah Lessey |
| **Federation Bursar** | Dharmesh Dabhi |
| **Administration Officer** | Senel Anderson |
| **Administration Officer** | Tanice Sullivan |
| **Senior Personnel Officer** | Dennis O'Beirne |
| **Premises Assistant** | Vacant |

Whole School Support Staff

| | |
|---|---|
| **Sports Coach** | Darral Brown |
| **TA's** | Riyann Ali, Gene Kaminskiene, Venetia Campbell, Abdul Aromasodun, Ade Adenowo |
| **Federation Spanish Tutor** | Cristina Donoso |
| **Federation Music Teacher** | Andrew Irvine |
| **HLTA'S** | Rizwana Arif, Anne Anderson |
| **EYE'S** | Olubusola Delano, Felicia Okoye |
| **Family Link Worker** | Stephanie Serbis |

MANAGEMENT TEAM

SENIOR LEADERSHIP TEAM



Stockwell Primary School and Children's Centre
Achieving excellence together

**EXECTIVE HEADTEACHER** Andrea Parker

**HEAD OF SCHOOL** Zenia McIntosh

**ASSISTANT HEADTEACHER TEACHING & LEARNING/EYFS**
Alice Mansell

**FEDERATION SENCo**
Kathryn Congdon

**ASSISTANT HEADTEACHER INCLUSION MANAGER/EAL/LKS2**
Cidalia Fraga

**English SL**
Rachel Kelleher

**SCIENCE SL**
Vacant

**Maths SL**
Grace Thomas

## KS2

| | | |
|---|---|---|
| YR 6 | Class Teacher<br>Rahma Ali | Class Teacher<br>Rachel Kelleher |
| YR 5 | Class Teacher<br>Onyi Ogwe | Class Teacher<br>Emma Hancock |
| YR 4 | Class Teacher<br>Joe Hirsh | Class Teacher<br>Inga Bioksic |
| YR 3 | Class Teacher<br>Shakira Nahar | Class Teacher<br>Hayley Thomas |

Cover Teacher
Hakim Taylor

## KS1

| | | |
|---|---|---|
| YR 2 | Class Teacher<br>Kat Bowes | Class Teacher<br>Alice Mattey |
| YR 1 | Class Teacher<br>Nagiiba Abdullahi | Class Teacher<br>Eduardo Serra |

## EYFS

| | | |
|---|---|---|
| REC | Class Teacher<br>Ramnique Bhullar | Class Teacher<br>Hayley Holmes |
| N | Class Teacher<br>Patricia Pinto | |

## CHILDREN CENTRE

| | |
|---|---|
| **Better Start Manager** | Clare Hudson |
| **Better Start Deputy Manager** | Dominique Gordon |
| **Better Start Worker** | Tina Oduja, Leanne Harris, Mandeep Chera |
| **Pre-School Worker** | Sandra Martin, Meg Gashi, Iman Garshong |
| **Preschool Team Leader** | Rushna Begum |
| **Senior Early Years & Family Practitioner** | Gemma Allen, Vanessa Reid, Catia Silva |
| **Early Years and Family Practitioner** | Meg Gashi, Marilyn Cudjoe, April Nelson |
| **Admin** | Belinda King, Floreta Hamiti, |

## ADMIN & PREMISES TEAM

| | |
|---|---|
| **EPA to Headteacher** | Rebekah Lessey |
| **Federation Bursar** | Dharmesh Dabhi |
| **Senior Personnel Officer** | Dennis O'Beirne |
| **Administration Officer** | Priscilla Boateng<br>Rashida Ali |
| **Premises Officer** | Felipe Nunes |

## Whole School Support Staff

| | |
|---|---|
| **Resource Officer** | Helen Rattigan, Michelle Kingsbury |
| **Sports Coach** | Sengan Coker |
| **Spanish Tutor** | Cristina Donoso |
| **TA's** | Dina Dinis, Ngoc Yen Tu, Jean Howe, Victoria Letts, Faith Osaghae, Patricia Campbell, Ana Oliviera, Lucia Melo, Debra Moses, Michelle Kingsbury, Carmen Kennedy |
| **Federation Music Teacher** | Andrew Irvine |
| **HLTA'S** | Rose Philocles, Helia Leao Peres, Farheen Saloojee, |
| **EYE'S** | Teresa Ferreira, Adric Lutumba, Mariola Florek, Elesha Notice, Louise Barrett, Vanessa Dale |
| **Family Link Worker** | Thelma Bonsu |

## Appendix 6: Determination of a Headteacher ISR proforma

**School:** _____

**Current Headteacher salary and range**

| |
|---|
| |

**Reason for review:**

| |
|---|
| |

**Unit total calculation:**

| No. of pupils in school, ordinary, special particular circumstances calculated in accordance with STPCD 2024 | Unit total | School Group | Pay Range for school group as per STPCD 2024 |
|---|---|---|---|
| | | | Pay range<br>£…… to £……..<br>Lambeth reference points<br>L…..to L….. |
| Other schools if applicable | | | |
| Total | | | |

**Pay determination agreed**

| | | |
|---|---|---|
| Initial basic school pay range agreed with range calculated as above | | |
| Maximum possible pay range up to 25% above maximum of school group size | | |
| % Enhancement on basic pay range for permanent additional factors as per attached sheet and taking in account any benchmarking data available | | |
| **New appointments** | | |
| Anticipated pay band for appointment i.e. basic school ISR plus % enhancement for additional factors as per attached sheet and taking in account any benchmarking data available | | |
| Agreed pay band for advertisement/recruitment for an exceptional candidate | | |

**Temporary responsibilities**

| Temporary time limited responsibilities excluded above, paid as a separate allowance (maximum capped at 25% above maximum of anticipated band for appointment of 25% above maximum of school group size whichever is the lower) | |
|---|---|
| **Responsibility** | **Allowance paid** |
| | |
| | |
| | |

Signed: _____ Date:_____

Name in full: _____

(on behalf of the Governing Body)

**Permanent additional relevant factors (not included in basic ISR for school group size i.e. no double counting).**

The statutory provision of the Schools Teacher's Pay and Conditions document 2024 state that when determining the pay range of a leadership group member, the relevant body must take into account "all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

| **School Context/Challenge** | **Details** | **% increase (total of this column cannot be above 25% of top of pay range** |
|---|---|---|
| Number of pupils eligible for the pupil premium/free school meals (e.g. above national average) | | |
| Number of pupils with English as a second language | | |
| Number of children with special needs (pupils with statements of education /health and care plans are already taken into account when calculating the group size of the school) | | |
| Number of looked after children | | |
| Level of pupil mobility in the area | | |
| Other | | |
| **Complexity** | | |
| Special measures | | |
| Multi/split site (not in unit total) | | |
| Managing other stakeholders (e.g. private nursery, children's centre locality, specialist units), etc | | |
| Breadth of management (multi management teams) | | |
| Other | | |
| **Contribution to wider educational development** | | |
| Consortium lead | | |
| Initial Teacher Training | | |
| ECT lead | | |
| Teaching school status | | |
| NLE/SLE/LLE responsibilities (which are not time limited) | | |
| | | |
| **Total** | | % |

**Review against Bench marking data – relevant information**

## Appendix 7 School Pay Policy Equality Monitoring

**Name of School:** _____

In accordance with the Lambeth schools pay policy, governing bodies should carry out an annual analysis of the impact of pay decisions. This monitoring information may be requested by trade union representatives or Schools HR.

Governing Bodies are required to monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers/support staff to assess its effect and the school's continued compliance with equalities legislation.
Please add any mitigating circumstances under notes section on the form.
Please provide details of:

- Number of support staff: =
- Number of teaching staff: =

**Teaching Staff**

| As of Sept 2024 | Number on mainscale | Number on UPS | Number on Leadership | Number on Leading practitioner scale | Any other |
|---|---|---|---|---|---|
| Teaching staff | | | | | |

**Mainscale teachers**

| For year beginning Sept 2024 | Number moving up to next point on mainscale | Number applying for threshold | Number crossing threshold | Number NOT progressing |
|---|---|---|---|---|
| Teaching staff on mainscale | | | | |

**UPS 1 and 2 Teachers**

| For year beginning Sept 2024 | Number moving up to next point on UPS | Number NOT progressing |
|---|---|---|
| Teaching staff on UPS 1 and 2 | | |

**UPS3 Teachers**

| For year beginning Sept 2024 | |
|---|---|
| Teaching staff on UPS3 | |

**Leadership**

| For year beginning Sept 2024 | Number moving up to next point on scale | Number NOT progressing |
|---|---|---|
| Teaching staff on Leadership | | |

*Please make note of those at top of scale*

| For year beginning Sept 2024 | Number moving up to next point on scale | Number NOT progressing |
|---|---|---|
| Teaching staff<br>Leading practitioner | | |

*Please make note of those at top of scale*

Equality strands for all teaching grades **except UPS3 and top of leadership and advanced practitioner scale**

**Gender**

| | Progressed up pay scale | Did Not progress up pay scale | Total |
|---|---|---|---|
| Male | | | |
| Female | | | |

Notes:

**Ethnicity**

| | Progressed up pay scale | Did Not progress up pay scale | Total |
|---|---|---|---|
| BME | | | |
| Asian | | | |
| Black | | | |
| Mixed heritage | | | |
| White | | | |
| Other ethnicity | | | |
| Not Known | | | |

Notes:

**Age**

| | Progressed up pay scale | Did Not progress up pay scale | Total |
|---|---|---|---|
| 18-34 | | | |
| 35-49 | | | |
| 50-64 | | | |
| 65+ | | | |

Notes:

**Disability**

| | Progressed up pay scale | Did Not progress up pay scale | Total |
|---|---|---|---|
| Teachers declaring disability % | | | |
| | | | |

Notes:

**Teachers on top of UPS3 and top of leadership and leading practitioner – Gender**

| | |
|---|---|
| Male | |
| Female | |
| Total | |

**Teachers on top of UPS3 and top of leadership and leading practitioner – Ethnicity**

| | |
|---|---|
| BME | |
| Asian | |
| Black | |
| Mixed heritage | |
| White | |
| Other ethnicity | |
| Not Known | |

**Teachers on top of UPS3 and top of leadership and leading practitioner - Age**

| | |
|---|---|
| 18-34 | |
| 35-49 | |
| 50-64 | |
| 65+ | |

**Teachers on top of UPS3 and top of leadership and leading practitioner - disability**

| | |
|---|---|
| Teachers declaring disability % | |

**Head Teacher: Did Head teacher receive increment?**

Yes/No

Notes:

**Support Staff**

**Break down of number of staff under each pay band/grade.**

| | | | |
|---|---|---|---|
| Spine points 3-5 (old SP 10-14) | | PO1 | |
| Scale 3 | | PO2 | |
| Scale 4 | | PO3 | |
| Scale 5 | | PO4 | |
| Scale 6 | | PO5 | |
| SO1 | | PO6 | |
| SO2 | | P07 | |
| | | | |

Notes:- Please add any other grades in blank fields

**Gender**

| | Total |
|---|---|
| Male | |
| Female | |

Notes:

**Ethnicity**

| | Total |
|---|---|
| BME | |
| Asian | |
| Black | |
| Mixed heritage | |
| White | |
| Other ethnicity | |
| Not Known | |

Notes:

**Age**

| | Total |
|---|---|
| 18-34 | |
| 35-49 | |
| 50-64 | |
| 65+ | |

Notes:

**Disability**

| | Total |
|---|---|
| Support staff declaring disability % | |
| | |

Notes:

**Completed by**

Name Date

Signature

## Appendix 8: Model Threshold Application Guidance/Form

**SCHOOL:**_____

**(For teachers eligible to progress to point 1 of the Upper Pay Range (UPR) from 1 September**

All qualified classroom teachers employed in maintained schools can apply if the following criteria can be met.

- The teacher is highly competent in all elements of the relevant standards: and
- The teacher's achievements and contribution to an educational setting or settings are substantial and sustained.
- 2 successful academic appraisal reviews

**Applications to be paid on the Upper Pay Range**

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.

All applications should include the results of appraisals under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, 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 should ensure that they have their last two successful academic appraisal reviews as evidence to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application, from their school and other schools, in support of their application.

**Process:**

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

a) Teacher to complete the UPS application form;
b) Teacher to submit the UPS application form and supporting evidence to the line manager or head teacher by the cut-off date of *31st October.* For those employees returning from maternity or long term sick leave, the form should be submitted within 30 calendar days of the return to work date.
c) The teacher will receive confirmation of receipt of their application within 5 working days and be advised who will complete the assessment. The assessor is usually the direct line manager of the teacher.
d) The assessor will assess the application, which will include a recommendation
e) The assessor will notify the teacher of their initial recommendation within 5 school working days. If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 5 school working days of the request. Feedback will be given in a positive and encouraging context /environment and will include advice and support on areas for improvement in order to meet the relevant criteria. The teacher will be offered the opportunity to provide additional evidence. The assessor may change the recommendation in light of the evidence before passing onto the moderator. The assessor will update the teacher

about their recommendation and will advise the teacher that all evidence will be passed on to a moderator who will make their final recommendation to the pay committee.

f) The application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the assessor; If the headteacher is the assessor, this will be passed on to the Executive Headteacher or the Chair of the Governing Board or the School Improvement Advisor for moderation purposes.
g) The Pay Committee will make the final decision, based on the advice by the moderator;
h) Teachers will receive written notification of the outcome of their application as decided by the pay committee, within 21 school working days of the original submission or by 30th November (If application is submitted by 31st October) Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's assessment did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
i) Successful applicants will move to the minimum of the UPR from the start of that academic year.
j) Where an application is unsuccessful the teacher will be given feedback, support and professional development opportunities to help them address any criteria they are not considered to have met so they can make a successful application in the future.
k) Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy **in Appendix 3**.

Please note that the above process is for applications for UPS only. The Pay Review and Appeals for Teachers, Section 57, does not apply for UPS applications and is for pay determination only within mainscale.

**Assessment:**

The teacher will be required to meet the criteria set out in **S2 para 15.2** of the STPCD, namely that:

1. The teacher is highly competent in all elements of the relevant standards; and
2. The teacher's achievements and contribution to and educational setting or settings are substantial and sustained.

In this school, this means:

"highly competent": the teacher is assessed as having 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/Federation 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 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 in the introduction to this section. They will have been expected to have shown that their teaching expertise has grown over the relevant period.

Further information, including information on sources of evidence is contained within the School's Appraisal Policy.

**Teachers who have moved schools**

If you have recently moved schools, your upper pay range application will be assessed by your new school. You can use appraisal reports and reviews from your previous school as evidence to support your application.

If you successfully applied to be paid on the upper pay range at your previous school, you will not automatically be eligible to be paid on the upper pay range at your new school. Your new school may accept the previous school's assessment, but they may also want to assess you against their own criteria.

Paragraph 33.1 of the school's pay policy which states:-

Pay on appointment Although governing bodies are no longer required to match a teacher's existing salary on either the main, upper or the unqualified pay scales, governors will seek to match the existing salary of teachers applying for posts in the school. In exceptional circumstances the governing body reserves the right to consider offering an equivalent or higher alternative salary level by using its discretion to offer a recruitment and incentive benefit to secure the candidate of its choice. Before making such a decision, the Governing Body will have taken due regard to: the nature/requirements of the post;

- the level of qualifications, skills, experience and specialist knowledge;
- the Equality Act 2010;
- market conditions;
- recognising other teaching or non-teaching experience;
- the wider school context. "

**SCHOOL:** _____

**Application for Threshold (UPS1)**

**Personal Details**

**Surname**

**First Names**

**Teacher reference No**

**Career Details**

Please give details of all the teaching posts you have held during the period covered by your application. This will normally be the **2 year**, period leading up to the date of your application. If you have been absent from school during this period, please refer to the Threshold Assessment 2009/10 Round 10: Guidance**.**

| Name and address of School/LA | Date(s) of employment | Name of Headteacher |
|---|---|---|
| | | |

**Validity Check**

☐ 2 successful appraisal reviews enclosed
☐ additional evidence if applicable

I understand that the decision on my progression will be based on my assessment within the above Threshold Standards

**Teacher signature:**_____ **Date:** _____

**Full name:** _____

***TO BE RETURNED TO YOUR HEAD TEACHER AT THE SCHOOL BEFORE AND NO LATER THAN 31st OCTOBER*** .

**HEAD TEACHER'S ASSESSMENT**

"highly competent": the teacher is assessed as having 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.

| MET | ☐ | NOT YET MET | ☐ |
|---|---|---|---|
| HEAD TEACHER'S COMMENTS {IF CRITERIA NOT YET MET} | | | |
| | | | |

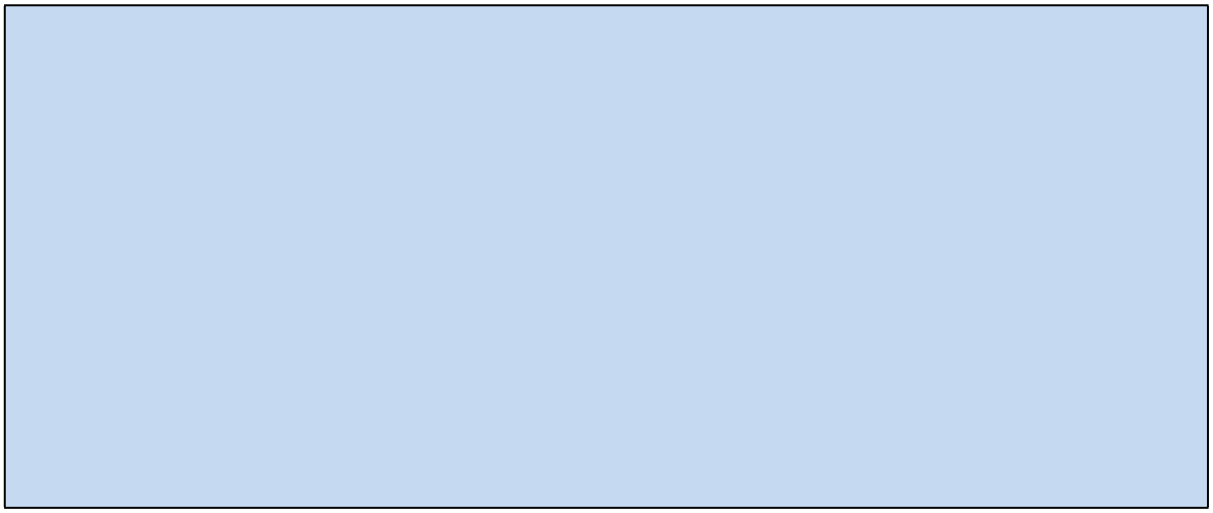
"substantial": the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to the School's improvement, which impacts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

| MET | ☐ | NOT YET MET | ☐ |
|---|---|---|---|
| HEAD TEACHER'S COMMENTS {IF CRITERIA NOT YET MET} | | | |
| | | | |

"sustained": the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period.

| MET | ☐ | NOT YET MET | ☐ |
|---|---|---|---|
| HEAD TEACHER'S COMMENTS {IF CRITERIA NOT YET MET} | | | |
| | | | |

| FURTHER NOTES TO INCLUDE AREAS FOR DEVELOPMENT |
|---|



**Head Teacher signature:** _____

**Print name:** _____

**Date:** _____

**Threshold application acknowledgement template letter**

Date dd/mm/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your request against the post-threshold standards.

You will be informed about the outcome of the assessment, where required, you will be provided with written feedback within 21 school working days.

Signed

**Head Teacher**

## Appendix 9: Model Annual Salary Statements

**Examples shown on next page.**

**NB: Please ensure contracts/variation to contract letters are issued and for TLRs there is a separate job description for the responsibility**

Lambeth Schools HR

# Annual Pay Statement 2024/25 – Executive Headteacher / Headteacher – Leadership Scale *(post September 2013 group size calculation)*

| | |
|---|---|
| **School:** | |
| **Name:** | |
| **Effective Date:** | |

## Individual School Range

School Group ____

L to L *(7 consecutive points)*

## Basic Salary

Reference Point on Leadership range from 1 September L____

Number of permanent points awarded ____

Reference Point on Leadership range from 1 September L____

Value of new salary point £____

## Additional Allowances

**Residential Duties** (P4.para 25) £

*Reason for Award*

**Discretionary Allowance above maximum of pay range** (para 9.3)

**Percentage awarded** % £

*Reason for Award*

Please attach criteria as set out in the 'Determination of a Headteacher ISR Proforma'

**Total Additional Allowances Payable** £

## Safeguarding (if applicable)

*Guidance on safeguarding can be found in Part 5 of the STPCD 2024 and paragraphs 74 to 78 of the Section 3 Guidance.*

Value of Safeguarded Sum £____

End date of safeguarded Sum

# Annual Pay Statement 2024/25– Assistant Headteacher / Deputy Headteacher – Leadership Scale

| | |
|---|---|
| **School:** | |
| **Name:** | |
| **Effective Date:** | |

**Assistant Head** ☐ **Deputy Head** ☐

## Individual School Range

L to L *(5 consecutive points)*

## Basic Salary

Reference Point on Qualified teachers' range from 1 September L____

Number of permanent points awarded ____

Reference Point on Qualified teachers' range from 1 September L____

Value of new salary point £____

## Additional Allowances

**Residential Duties** (P4.para 25) £____

*Reason for Award*

**Additional Payment** (P4.para 26) £____

*Reason for Award*

**Recruitment and Retention** (P4.para 27)

Please note that this section is only for an award made under a pre 2014 document

1. Whether a payment or other benefit has been awarded

Yes ☐ No ☐

2. Whether the payment or other benefit is for Recruitment and / or Retention purposes

Recruitment ☐ Retention ☐ £____

3. If a non-monetary benefit has been awarded, its notional value £____

4. When the award starts and ends

Start Date _____ End date _____

# Annual Pay Statement 2024/25 - Qualified Teacher: Upper Pay Scale

| | |
|---|---|
| **School:** | |

| | |
|---|---|
| **Name:** | |
| **Effective Date:** | |

## Basic Salary

Reference Point on Qualified teachers' range from 1 September **UPS** ____

Number of permanent points awarded ____

Reference Point on Qualified teachers' range from 1 September **UPS** ____

Value of new salary point **£** ____

## Additional Allowances

**Payment(s) to a Qualified Teacher under paragraphs 20, 21, 25, 26 and 27 of the STPCD 2024 -** *Please indicate value and reason for any award*

**Value of Payment / Benefit**

**Allowances payable to Qualified teachers.**

**TLR Allowance** (P4.para 20)

**TLR1a** ☐ **TLR2a** ☐

**TLR1b** ☐ **TLR2b** ☐

**TLR1c** ☐ **TLR2c** ☐

**TLR1d** ☐ £

*Reason for Award*

**TLR3** ☐ £

*Reason for Award*

Start Date End date

**SEN Allowance** (P4.para 21)

**SEN 1** ☐ **SEN 2** ☐ £

*Reason for Award*

# Annual Pay Statement 2024/25 - Unqualified Teacher

| | |
|---|---|
| **School:** | |

| | |
|---|---|
| **Name:** | |
| **Effective Date:** | |

## Basic Salary

| | |
|---|---|
| Reference Point on Unqualified teachers' range from 1 September | **UNQ** |
| Number of permanent points awarded | |
| Reference Point on Unqualified teachers' range from 1 September | **UNQ** |
| Value of new salary point | **£** |

## Additional Allowances

**Payment(s) to an Unqualified Teacher under paragraphs 22, 25, 26 and 27 of the STPCD 2024 -** *Please indicate value and reason for any award*

**Value of Payment / Benefit**

**Allowance payable to unqualified teachers.** (P4.para 22)

1. Whether the payment is for a sustained additional responsibility which
   i. is focused on teaching and learning; and
   ii. requires the exercise of a teacher's professional skills and judgment;

Yes ☐ No ☐ £

2. Whether a payment or other benefit has been awarded for qualifications or experience which bring added value to the role being undertaken

Yes ☐ No ☐ £

*Reason for Award*

**Residential Duties** (P4.para 25) £

*Reason for Award*

**Additional Payment** (P4.para 26) £

*Reason for Award*

## Appendix 10 Version History – Summary of Changes from 2023 version

| **Version date: December 2024** | | |
|---|---|---|
| **Section** | **Summary of changes from 2023 to 2024 version** | **Page** |
| All | Policy updated to reflect September 2024 STPCD | All |
| All | Updated legislation and policies | All |
| All | Performance related pay has been removed throughout the document | All |
| 29.7, 29.8 & 29.13 | Circumstances when to review serving deputy head and assistant headteachers pay range updated | 15 |
| 31.2 & 31.3 | Pay progression for teaching staff including those on the leadership scales has been updated | 16 |
| 32.5 | Leading practitioners - pay on appointment updated | 17 |
| 34.2 & 35.1 | Unqualified and qualified classroom teachers pay updated (incl. UPS) | 18 |
| 50.3 | Support staff pay increase | 26 |
| Appendix 1 | Teachers Pay Rates from 1st September 2024 – updated | 32-33 |
| Appendix 2 | Support staff pay rates from 1st April 2024 – updated | 34 |
| Appendix 8 | Model Threshold Application form amended – Performance related pay removed | 50-52 |
| | | |
| | **Summary of changes from 2022 to 2023 version** | |
| **Section** | Version date: October 2023 | **Page** |
| 3.3 | Paragraph updated on pay decisions regarding protected characteristics in line with the Equality Act 2010 | 5 |
| 8 | Working days for 2023/2024 | 6-7 |
| 25.1 | Salary safeguarding – Implementing Yours Schools Approach to Pay (October 2023) – link added | 11 |
| 27.2 | Teaching staff pay increase for 2023 - Pay Increases Arising from Changes to the School Teachers Pay and Conditions Document | 17 |
| 32.5 | Pay on appointment – Lead Practitioners – pay range updated | 16 |
| 33.2 | Unqualified Teachers salary table updated | 17-18 |
| 34.1 | Qualified teachers' salary table updated | 18 |
| 35.1 | UPR salary table updated | 19 |
| 37.1 | UPS Process paragraph updated | 20 |
| 37.2 | Paragraph added regarding UPS decision | 20 |
| 39 | Allowances for classroom teachers - TLR tables updated | 22 |
| 40.1 | TLR3 updated | 23 |
| 41.1 | SEN Allowance updated | 23 |
| 50.3 | Support staff pay updated | 27 |
| 52.2 | Overtime/Additional hours (updated to read 20 as opposed to 28 in line with the support staff pay scale) | 28 |
| 52.2 (d) | Zero Hour contract information added | 28 |
| Appendix 1 | Teachers Pay Rates from September 2023 - updated | 32-33 |
| Appendix 2 | Support staff pay rates from 1st April 2023 - updated | 34 |
| Appendix 8 | Model Threshold Application form amended to include the word 'academic' year | 47 |
| | Threshold application acknowledgement letter template update | 53 |
| Appendix 9 | Model Annual Salary Statements updated | 54-60 |
| | The references are checked throughout the Pay Policy to ensure they are corresponding with the STPCD references | |
| | Pronouns changed to gender neutral throughout the policy | |
| | Policy updated to reflect 2023 STPCD | |

This policy has been signed off by the branch secretaries of; GMB, NAHT, NASUWT, NEU, Unite and Unison in December 2024.

Date of agreement with trade unions: December

2024 Scheduled review date: Annual