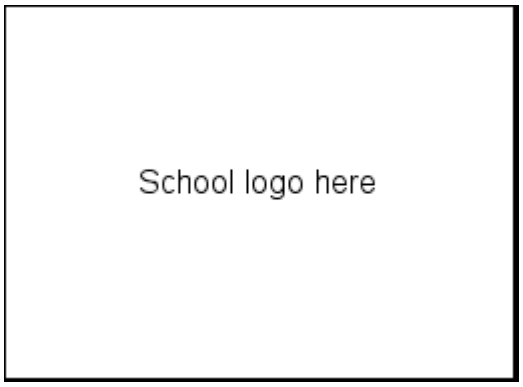


Model
Teachers' Pay Policy

2025/2026
(Revised March 2026)

DOCUMENT CONTROL	
Policy Name	Teachers' Pay Policy 2025/2026 (Revised March 2026)

CONSULTATION PROCESS
The following Trade Unions have been consulted in respect of this Policy: • ASCL • NAHT • NASUWT • NEU • UCAC

1.	Introduction	4
2.	Statement of Intent	4
3.	Equalities	4
4.	Job Descriptions	5
5.	Appraisal	5
6.	Governing Body's Obligations	5
7.	Headteacher's Obligations	5
8.	Teachers' Obligations	6
9.	Differentials	6
10.	Safeguarding	6
11.	Capability and Pay Progression	7
12.	Pay Determination	7
13.	Headteacher Pay	8
14.	Deputy / Assistant Headteacher/ Additional Learning Needs Coordinator (ALNCo) Pay	9
15.	Pay Progression for Leadership Group Members	9
16.	Classroom Teacher Pay	10
17.	Leading Practitioner Role	13
18.	Unqualified Teachers	13
19.	Allowances and Other Payments	14
20.	Part-Time Teachers' Pay and Time Calculations	17
21.	Teachers Employed on a Short Notice Basis (Supply)	17
22.	Salary Sacrifice	18

Appendix 1:	2025/26 Pay & Allowance Ranges	19
Appendix 2:	Annual Teachers' Pay Review Statement	23
Appendix 3:	Flowchart of Pay Review Process	24
Appendix 4:	Leadership Group Salaries Guidance	25
Appendix 5:	Leadership Group Annual Review Form	33
Appendix 6:	Pay Appeals Process	34
Appendix 7:	Part-Time Teachers' Pay and Time Calculations	37
Appendix 8:	School Staffing Structure	38

1. INTRODUCTION

1.1. This Pay Policy provides a framework for making decisions on Teachers' pay. It has been developed to comply with the requirements of the School Teachers Pay and Conditions (Wales) Document (STPC(W)D) and has been subject to consultation with all recognised Teaching Associations.

1.2. This pay policy only applies to those directly employed by Local Authorities and does not apply to anyone employed via an agency.

1.2.1. This policy does not apply to support staff. However, the Governing Body will be responsible for setting the pay of support staff (as per the Staffing of Maintained Schools (Wales) Regulations in accordance with the Local Authority's Pay Policy and their job evaluation scheme.

2. STATEMENT OF INTENT

2.1. The primary statutory duty of Governing Bodies in Wales, as set out in paragraph 21(2) of the Education Act 2002 is to '…conduct the school with a view to promoting high standards of educational achievement at the school'. This Policy intends to support that statutory duty.

2.2. The procedures for determining pay in this School will be consistent with the principles of public life: objectivity, openness and accountability.

2.3. The Governing Body will act with integrity, confidentiality, objectivity and honesty in the best interest of the school in relation to the operation of this Policy.

2.4. The Governing Body will be open about pay decisions made and actions taken and will be prepared to explain decisions and actions to the interested persons.

2.5. Any future revisions to this policy will comply with the STPC(W)D and will be subject to consultation with relevant parties, including recognised trade unions.

3. EQUALITIES

3.1. The school is committed to ensuring equality in everything that we do. The Equality Act 2010 has replaced and strengthened previous equality legislation. The Governing Body will comply with all relevant equalities legislation.

3.2. This Policy will be applied consistently to all employees irrespective of age, disability, race, gender (sex), gender reassignment, marriage / civil partnership, pregnancy / maternity, religion, belief and sexual orientation.

3.3. The Governing Body will promote equality in all aspects of school life, particularly in relation to all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.

3.4. The Governing Body will ensure that pay processes are transparent and fair. All decisions made will be objectively justified and recorded. Reasonable adjustments

will be made on a case-by-case basis to take account of individuals' circumstances such as long-term absence on the grounds of maternity or ill-health.

4. JOB DESCRIPTIONS

4.1. The Headteacher will ensure that each member of staff is provided with a job description in accordance with the school's staffing structure (**Appendix 8**), as agreed by the Governing Body.

5. APPRAISALS

5.1. The Governing Body will comply with the School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of Headteachers and Teachers through the application of the School's Professional Development Review (PDR) policy.

6. GOVERNING BODY'S OBLIGATIONS

6.1. The Governing Body will:

- fulfil its obligations as set out in the STPC(W)D and the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');
- establish a Pay Committee and Pay Appeals Committee;
- determine relevant pay decisions, taking account of recommendations from the Headteacher;
- ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy and the School's spending plan;
- ensure that Teachers, via the Headteacher, are informed about pay decisions which affect them, and that records are kept of recommendations and decisions made; and
- monitor, on an annual basis, the outcomes of pay decisions, including the extent to which different groups of Teachers may progress at different rates. The outcome of the review will be shared with school-level trade union representatives and will include an equality impact assessment (as per the relevant local authority guidance and template on EIAs).

7. HEADTEACHER'S OBLIGATIONS

7.1. The Headteacher will:

- ensure that PDR partners (where not the Headteacher) provide accurate, relevant, complete and timely information about pay recommendations;

- moderate performance assessments and initial pay recommendations to ensure consistency and fairness;

- submit relevant pay recommendations to the Pay Committee and ensure the Pay Committee has relevant information upon which to make pay decisions;

- inform Teachers about the School's Pay Policy and ensure its accessibility;

- notify payroll and/or HR staff within the Local Authority about pay decisions to be implemented; and

- ensure that a report on the operation of the Pay Policy is presented to the Governing Body and the relevant Trade Unions on an annual basis.

8. TEACHERS' OBLIGATIONS

8.1. Teachers will:

- familiarise themselves with the provisions of this Pay Policy, the STPC(W)D, the relevant professional standards and all relevant school employment policies; and

- engage positively with the processes set out in this Policy.

9. DIFFERENTIALS

9.1. Within the framework of the STPC(W)D, appropriate differentials will be created and maintained between posts within the School, recognising accountability and job weight, and the Governing Body's need to recruit and retain sufficient Teachers of the required quality at all levels.

10. SAFEGUARDING

10.1. Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Governing Body will comply with the relevant provisions of the STPC(W)D and will give the required notification as soon as possible and within no later than one month after the determination.

10.2. If the total of all safeguarded sum is payable to a teacher from time to time exceeds £500, the relevant body must review the teacher's assigned duties and allocate such additional duties to the teacher as it reasonably considers are appropriate and commensurate with the safeguarded sum, for as long as the teacher continues to be paid safeguarding sums which in total exceed £500.

10.3. The teacher shall not be paid any safeguarding sums if the teacher unreasonably refuses to carry out such duties, provided that the teacher is notified of the relevant body's decision to cease paying the safeguarded sums at least one month before it is implemented.

11. CAPABILITY AND PAY PROGRESSION

11.1. Pay progression should be on an annual basis from 1 September, with an assumption in favour of progression unless an individual has been notified, in writing, that formal capability procedures are underway in respect of that year.

11.2. Where the Teacher is subject to the formal stages of the School's Capability Procedure, the School's Professional Development Review processes will be suspended in relation to the Teacher concerned until the Capability Procedure has been concluded.

11.3. On conclusion of the Capability Procedure, the Teacher will resume the processes in accordance with the School's Professional Development Review Policy.

11.4. Pay progression will not be permissible in accordance with this Pay Policy while a teacher is subject to the formal stages of the School's Capability Procedure.

11.5. On conclusion of the Capability Procedure, the Teacher would re-enter the Professional Development review cycle.

11.6. Pay progression will not be applied retrospectively in any case of formal capability. However, if, as part of the capability process, capability is deemed not to apply, the teacher would revert to normal pay progression.

12. PAY DETERMINATION

12.1. The Governing Body has delegated its pay determination powers to the Pay Committee.

12.2. **Annual Determination of Pay**

12.2.1. All teaching staff salaries, including those of the leadership group, will be reviewed annually to take effect from 1st September. The Governing Body will conclude Teachers' annual appraisals, by 31st October; the Headteacher's annual appraisals will be concluded by 31st December.

12.2.2. Reviews may take place at other times of the year to reflect, for example, any changes in circumstances, changes in a job description that lead to a change in the basis for calculating an individual's pay.

12.2.3. The Governing Body will apply any future national pay awards as specified by the STPC(W)D.

12.3. **Notification of Pay Determination**

12.3.1. A written statement will be given to each Teacher setting out the pay and any other financial benefits to which they are entitled following a determination. Where applicable, this will include information about the basis on which it was made. This will be done by 31st October for Teachers, 31st December for Headteachers, or by no later than one month following the determination.

12.4. **Appeals Procedure**

12.4.1. The Governing Body has an appeals procedure in relation to pay. This is set out in **Appendix 6** of this Pay Policy.

13. HEADTEACHER PAY

13.1. The Governing Body will ensure that the process of determining the remuneration of the Headteacher is fair and transparent.

13.2. The Governing Body will assign a seven-point headteacher pay range which can be reviewed as necessary for the Headteacher based on the school group size and any permanent additional relevant factors as determined within the framework of the STPC(W)D (specifically paragraphs 9.2, 9.3 and 9.4).

13.3. Additional factors to be taken into account will include all permanent responsibilities of the post, challenges specific to the role and all other relevant considerations, alongside any factors relating to recruitment and retention.

13.4. The Governing Body may re-determine the Headteacher's pay range if it becomes necessary to change the Headteacher group (including where the Headteacher becomes responsible and accountable for more than one school including any federation on a permanent basis). The Headteacher's pay range may also be reviewed at any time if it considers it necessary to reflect a significant change in the responsibilities of the post.

13.5. Payments in respect of temporary responsibilities for the Headteacher will not be included in the pay range but will be determined in accordance with the STPC(W)D as explained in **Appendix 4.**

13.6. In this School, the Governing Body will apply discretionary reference pay points for headteacher pay as indicated in **Appendix 1** and has agreed a seven step pay range of Lxxx to Lxxx (*details to be inserted here by the school*).

13.7. **Pay on Appointment**

13.7.1. For new appointments, the Governing Body will determine the headteacher pay range to be advertised and will agree the starting pay on appointment, taking account of the full role of the Headteacher and the provisions of the STPC(W)D.

13.7.2. The Governing Body will adopt a three-stage process when setting the pay for new Headteacher appointments as set out in **Appendix 4**.

13.7.3. The Pay Committee will review the School's Headteacher group and the Headteacher's leadership pay range, as necessary, to ensure fair pay relativities within the School.

13.7.4. See **Appendix 4** of this Pay Policy for guidelines on leadership pay ranges and **Appendix 5** for the Annual Review Pay Statement.

13.8. **Headteachers responsible and accountable for more than one school on a permanent basis**

13.8.1. When a Headteacher is appointed to be permanently responsible and accountable for more than one school, the Governing Body should base the determination of the Headteacher group on the total number of pupil units across all schools, which will give a group size for the federation in accordance with **Appendix 4**.

13.8.2. Consideration also needs to be given to the remuneration of other Teachers and school leaders who, as a result of the Headteacher's role, are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the Teacher), which is recorded. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the Headteacher's enlarged role, it is not automatic.

14. DEPUTY / ASSISTANT HEADTEACHER/ADDITIONAL LEARNING NEEDS CO-ORDINATOR (ALNCo) PAY

14.1. In this School, the Governing Body will use the discretionary reference pay points for leadership pay as indicated in **Appendix 1**.

14.2. Where relevant posts exist in the school structure, the Governing Body will assign a five-point leadership pay range which can be reviewed as necessary for Deputy / Assistant Headteacher and ALNCo posts relative to the school group size and any permanent additional relevant factors as determined within the framework of the STPC(W)D.

14.3. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.

14.4. In this school, the Deputy Headteacher five-step pay range is Lxx to Lxxx *(pay details to be inserted here by the school)*.

14.5. In this school, the Assistant Headteacher five-step pay range is Lxx to Lxxx *(pay details to be inserted here by the school)*.

14.6. In this school, the ALNCo five-step pay range is Lxx to Lxx (pay details to be inserted here by the school)

14.7. **Pay on appointment**

14.7.1. When a new appointment needs to be made, the Governing Body will determine the leadership pay range for the post to be advertised and will agree the starting pay on appointment.

14.7.2. The pay range will be determined in accordance with the STPC(W)D.

14.7.3. The Governing Body will adopt the three-stage process when setting the pay for new appointments to the wider leadership team as set out in **Appendix 4.**

14.8. Assimilation of pay for ALNCo's (March 2026 only)

14.8.1 Existing salary points should be assimilated to a corresponding point on the Leadership pay scale as outlined in paragraph 4 in the STPC(W)D. Any ALNCo whose current salary does not exactly correspond to such a point on the Leadership scale should be assimilated at the next highest scale point. Any calculation of salary must include all permanent allowances relating to their ALNCo role which are currently being paid to the Teacher.

14.8.2 The Governing Body will ensure that clear and appropriate pay differentials are maintained between all posts within the Leadership Group where appropriate. These differentials must reflect the varying levels of responsibility, accountability and strategic leadership associated with each role.

14.8.3 For ALNCos transferring onto the Leadership Pay Range, the Governing Body will apply the required assimilation process as outlined above in 14.8.1. This will be done in a way that maintains differentials where appropriate between ALNCo, Assistant Headteacher, Deputy Headteacher and Headteacher roles, ensuring the structure remains fair, transparent and consistent with the STPC(W)D. In some cases the Governing Body may need to review the Leadership pay scales.

14.8.4 Where the Headteacher undertakes the statutory responsibilities of the ALNCo, the Governing Body may determine that the additional weight, accountability and statutory leadership functions associated with the role justify the use of its discretion to apply the up to 25% uplift permitted within the Headteacher Group range.

15. PAY PROGRESSION FOR LEADERSHIP GROUP MEMBERS

15.1. The Governing Body must consider annually 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 determined in accordance with the STPC(W)D.

15.2. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.

15.3. Pay progression should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified, in writing, through formal capability procedures that service was unsatisfactory in respect of that year.

15.4. The Governing Body may award an additional point to any Headteacher, Deputy Assistant Headteacher or ALNCo whose performance in the previous year was excellent, with particular regard to agreed objectives.

15.5. A decsion may be made not to award progression where the Headteacher, Deputy or Assistant Headteacher or ALNCo is subject to formal capability proceedings.

15.6. The Pay Committee will record its decision regarding pay progression on the Annual Pay Review form contained at **Appendix 5**. A copy of this form will be provided to the member of staff.

15.7. Where pay progression is granted, the member of staff's salary will increase with effect from 1st September of the current academic year.

15.8. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Pay Review form. The member of staff has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 6**.

16. CLASSROOM TEACHER PAY

16.1. Pay on Appointment

16.1.1. Advertisements for vacant posts in the school will be considered by the Headteacher [and the (*insert details of committee*) where appropriate]. All posts will be advertised either internally or externally, locally or nationally as appropriate.

16.1.2. The advertisement will include details of the pay range and any additional payments or allowances applicable to the post.

16.1.3. The Governing Body will determine the starting salary of a vacant classroom Teacher post, in accordance with the Main Pay Range and Upper Pay Range, detailed at **Appendix 1**.

16.1.4. The Governing Body is committed to the principle of pay portability for Teachers who are currently, and previously, paid in accordance with the provisions of the STPC(W)D or STCPD and will apply this principle in practice when making new appointments.

16.1.5. When determining the starting pay for an existing classroom Teacher in a Local Authority maintained school or academy in England or in Wales and paid under the STPC(W)D or STCPD, the Governing Body will pay the Teacher on the main pay range or upper pay range at a scale point, which at least maintains the Teacher's previous pay entitlement, plus any pay progression, which they would have received had they remained in their previous post.

16.1.6. In addition, if the successful applicant is a Teacher who has had a break in service, then the governing body will determine their scale point based on their previous final salary paid under the STPC(W)D or STCPD including any increment that the teacher would have been entitled to be awarded had they remained in their previous post at the time when the change in employment occurred. Governing Bodies can take into account any relevant experience gained from a teaching role in another sector in Wales or jurisdiction or a period of employment in relevant sector outside teaching including higher or further education.

16.1.7. Pay portability must span a break in teaching service for health and social reasons such as maternity/paternity, medical or family reasons. In a situation where the new employer proposes to take a different view, the grounds for doing so must be non-discriminatory in relation to equality and other relevant legislation. Relevant advice should be sought from the relevant local authority in these situations.

16.1.8. The Governing Body will not restrict the pay range advertised or starting salary and pay progression prospects available for classroom Teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

16.2. **Pay Progression for Existing Main Pay Range Teachers**

16.2.1. The Governing Body must award a Teacher on scale points M2 to M5 of the Main Pay Scale progression of one point following completion of a year of employment completed as a qualified Teacher during the previous school year, unless the Teacher has been notified, in writing, through formal capability procedures that service was unsatisfactory in respect of that year.

16.2.2. Pay progression should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified, in writing, through formal capability procedures that service was unsatisfactory in respect of that year.

16.2.3. The Governing Body may award an additional point to any Main Scale Teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching.

16.2.4. A decision may be made not to award progression where the Teacher is subject to formal capability proceedings.

16.2.5. The Pay Committee will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.

16.2.6. Where pay progression is granted, the Teacher's salary will be increased with effect from 1st September of the current academic year.

16.2.7. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 6**.

16.2.8. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.

16.3. **Pay Progression to Upper Pay Range Teachers**

16.3.1. Qualified teachers will move from the main pay scale to the upper pay scale following completion of a year of employment completed on M6 during the previous school year, unless the teacher has been notified in writing that formal capability procedures are underway in respect of that year.

16.4. **Pay Progression for Existing Upper Pay Range Teachers**

16.4.1. The Governing Body must consider annually whether or not to increase the salary of Teachers (excluding NQTs undertaking their induction year) 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 determined in accordance with the STPC(W)D.

16.4.2. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.

16.4.3. Pay progression on the upper scale should be in most cases on a two-yearly basis in line with requirements of paragraph 14 of the STPC(W)D unless the teacher has been notified, in writing, that formal capability procedures are underway in respect of that period.

16.4.4. The Pay Committee will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.

16.4.5. Where pay progression is granted, the Teacher's salary will be increased with effect from 1st September of the current academic year.

16.4.6. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 6**.

17. LEADING PRACTITIONER ROLE

17.1. The Governing Body may establish Leading Practitioner posts for Teachers whose primary purpose is the modelling and leading improvement of teaching skills.

17.1.1. Where the Governing Body wishes to establish such posts, it will determine the responsibilities and pay range for these posts. Consultation with relevant staff and trade unions will take place in relation to any such proposed changes to the staffing structure.

17.1.2. The Policy of the Governing Body will be to appoint any new Leading Practitioner Teacher to a 5-point range, as deemed appropriate by the Governing Body.

17.1.3. The pay range for Leading Practitioners will be in accordance with the STPC(W)D, with the minimum and maximum annual values set out in **Appendix 1**.

17.1.4. In this School, the Governing Body will use the discretionary reference pay points detailed at **Appendix 1**.

17.1.5. Pay progression for Leading Practitioners will be determined as per the process set out above.

18. UNQUALIFIED TEACHERS

18.1. A Teacher on the unqualified pay range will be paid an annual salary in accordance with the unqualified teacher pay range as detailed at **Appendix 1**.

18.2. Under the Education (Specified and Registration) (Wales) Regulations 2010 there are specific circumstances when those other than qualified Teachers who are registered with the Education Workforce Council may carry out 'specified work'.

18.3. The School will comply with these legal requirements and will only employ unqualified Teachers as specified in these Regulations.

18.4. The Governing Body may pay an additional allowance to an unqualified Teacher who meets the criteria as defined in the STPC(W)D.

18.5. The Governing Body must award a Teacher on scale points 1 to 6 of the Unqualified Teacher Pay Scale progression of one point following completion of a year of employment completed during the previous school year, unless the Teacher has been notified through the formal capability process that service was unsatisfactory in respect of that year.

18.6. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise.

18.7. Pay progression on the 6-point Unqualified Teacher Pay Scale should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified in writing through formal capability procedures that service was unsatisfactory in respect of that year.

18.8. The Pay Committee will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of the form will be provided to the unqualified Teacher.

18.9. Where pay progression is granted, the unqualified Teacher's salary will be increased with effect from 1st September of the current academic year.

18.10. A decision may be made not to award progression where the Teacher is subject to formal capability proceedings.

18.11. Where pay progression is not granted, the rationale for that decision will be recorded on the Annual Teachers' Pay Review Statement. The Teacher has the right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 9**.

18.12. An unqualified Teacher who obtains qualified Teacher status will be paid on the pay ranges for qualified Teachers, in accordance with this Pay Policy and STPC(W)D. An unqualified teacher becoming a qualified teacher will be paid at a point on the main pay scale which is equivalent to, or higher than, the sum of the salary plus any additional allowance paid under this pay policy and the STPC(W)D.

19. ALLOWANCES AND OTHER PAYMENTS

19.1. Teaching and Learning Responsibility Payments (TLRs)

19.1.1. The Governing Body will award TLR1 and TLR2 payments to post holders as indicated in the School's staffing structure and to the cash value set out in the pay policy.

19.1.2. These payments will be awarded to Teachers who undertake clearly defined and sustained additional responsibility in the context of the School's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the Teacher is made accountable.

19.1.3. In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility referred to above includes management responsibility for a significant number of people or equivalent significant additional levels of responsibility and accountability in key areas of the school.

19.1.4. All job descriptions will be regularly reviewed and will make clear the responsibility or package of responsibilities for which a TLR is awarded.

19.1.5. The criteria for awarding a TLR1 and TLR2 payment will be in accordance with the STPC(W)D (Section 3 para 48-55)

19.1.6. The minimum and maximum range for a TLR1 is set out in **Appendix 1**.

19.1.7. The minimum and maximum range for a TLR2 is set out in **Appendix 1**.

19.1.8. In this School the value of TLRs currently in use is as follows

- **TLR1** - (details of each TLR1 to be inserted here by school)
- **TLR2** - (details of each TLR2 to be inserted here by school)

19.1.9. The Governing Body may award a fixed-term TLR3 payment to a Teacher of for a clearly time-limited school improvement project, or one-off externally driven responsibilities. The minimum and maximum range for a TLR3 is set out in **Appendix 1**.

19.1.10. The duration of the fixed term, and the amount of annual payment will be established at the outset and typically should not be awarded for longer than two

years, other than in extenuating circumstances to enable completion of the project or where the TLR holder undertakes a new or different responsibility or project. Payment will be paid on a monthly basis for the duration of the fixed-term.

19.1.11. Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly following consultation with relevant staff and union representatives.

19.1.12. A Teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3.

19.1.13. No safeguarding will apply in relation to an award of a TLR3.

19.1.14. TLR1 or 2 payments should be awarded to teachers placed in the specified posts in the staffing structure and to the cash value set out in the pay policy. Where such TLRs are awarded to part-time teachers they will be paid pro rata at the same proportion as the proportion of the duties they are undertaking, if the part-time teacher is undertaking on a proportion of the duties of the TLR. However, where there is agreement of the part-time teacher and the employer/governing body that the teacher will undertake the full duties associated with the allowance, the allowance will be paid in full..

19.1.15. TLR3 allowances are paid in full, regardless of the hours that a part-time Teacher normally works under the contract of employment.

19.2. **Additional Learning Needs (ALN) Allowances**

19.2.1. The Governing Body will award ALN allowances in accordance with the criteria and provisions set out in the STPC(W)D.

19.2.2. The minimum and maximum range for an ALN Allowance is set out in **Appendix 1**, payable to a classroom Teacher in accordance with STPC(W)D.

19.2.3. In this School, the ALN values are: (*details of each ALN Allowance / value to be inserted here by school)*

19.2.4. In deciding the ALN value, the Governing Body will take into account the structure of the School's ALN 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.

19.3. **Acting Allowances**

19.3.1. Acting allowances are payable to Teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with the STPC(W)D.

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

19.3.3. Any Teacher who carries out the duties of Headteacher, Deputy Headteacher, or Assistant Headteacher, for a period of four weeks or more, will be paid at an

appropriate point of the Headteacher's pay range, Deputy Headteacher pay range or Assistant Headteacher pay range, as determined by the Pay Committee. Payment will be backdated to the commencement of the duties but will normally be paid a month in arrears.

19.3.4. Acting allowances will also apply to Teachers covering absent colleagues in receipt of a TLR and / or ALN allowance.

19.3.5. Additional allowances may be payable to unqualified teachers in line with STPC(W)D.

19.4. **Additional Payments**

19.4.1. With exception of those on the leadership range the Governing Body may make additional payments to a Teacher, other than a headteacher, in respect of:

19.4.2. 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 Headteacher; and
- additional responsibilities and activities due to, or in respect of, the provisions of services by the Teacher relating to the raising of educational standards to one or more additional schools.

19.5. **Recruitment or Retention Incentive Benefits**

19.5.1. The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive. In deciding any such awards, the Governing Body will have regard to the STPC(W)D and specialist HR advice.

19.5.2. Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded such a payment other than as reimbursement of reasonably incurred housing or relocation costs.

19.5.3. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher post will be taken into account when determining the pay range.

19.5.4. The reason for the award of any additional payment, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn will be made clear at the outset, in writing.

19.5.5. The Governing Body will conduct an annual review of all such awards.

20. PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

20.1. Teachers employed on an ongoing basis at the school but who work less than a full working week will be deemed to be part-time.

20.2. Part-time Teachers will be provided with 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. This does not affect the TLR3 payment which is not pro rata for part-time staff. See **Appendix 7** for further information.

21. TEACHERS EMPLOYED ON A SHORT-TERM NOTICE BASIS (SUPPLY)

21.1. Teachers employed on a supply basis will be paid in accordance with the relevant paragraphs of the STPCD. The relevant body will apply the principles of pay portability and will apply this principle in practice when engaging a supply teacher employed by the local authority/school who has previously been paid under the terms of the Document. It is recommended that if the school is using an agency, the school enters into a voluntary supply agency pledge whereby they only procure from agencies identified on the Welsh Government's Procurement Directorate Framework Approved Supply Agencies and commit to a minimum daily rate of M2 ÷ 195 days. The exception will be that when agencies on the NPS framework are unable to supply a suitably skilled Teacher, the school will be able to approach alternative agencies but with a commitment to pay as a minimum, the M2 pay rate.

21.2. Schools are encouraged to adopt this pledge and maintain the wording in the adopted pay policy in line with the recommendations agreed by all Education Cabinet members and all 22 Leaders in January 2021. However, if the Governing Body determines that they do not wish to enter into the Voluntary Supply Agency pledge, this paragraph will not apply.

21.3. Supply teachers employed by the Local Authority or the school are entitled to annual pay determination and consideration for pay progression in the same way as other teachers, following completion of a year of employment (26 weeks) since the previous annual pay determination. The Governing Body will ensure that, where they are informed by a supply teacher that they have worked most frequently within the school, decisions on pay progression will be undertaken by the Pay Committee.

21.4. These provisions do not apply to supply teachers employed by agencies as they are not currently covered by the provisions of the Document.

22. SALARY SACRIFICE

22.1. Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the STPC(W)D.

APPENDIX 1

PAY RANGES

Main Pay Range:

	2024	2025
	£	£
M2 (min)	32,433	33,731
M3	35,039	36,441
M4	37,739	39,249
M5	40,710	42,339
M6 (max)	44,802	46,595

Upper Pay Range:

	2024	2025
	£	£
Minimum	46,446	48,304
U2	48,168	50,095
Maximum	49,944	51,942

Leading Practitioner Pay Range:

	2024	2025
	£	£
Minimum	50,902	52,939
Maximum	77,382	80,478

Unqualified Teachers Pay Range:

	2024	2025
	£	£
1	21,812	22,685
2	24,348	25,322
3	26,884	27,960
4	29,419	30,596
5	31,959	33,238
6	34,495	35,875

Leadership Pay Range:

	2024	2025
	£	£
1	50,653	52,680
2	51,920	53,997
3	53,216	55,345
4	54,541	56,723
5	55,900	58,136
6	57,304	59,597
7	58,844	61,198
8	60,203	62,612
9	61,705	64,174
10	63,290	65,822
11	64,933	67,531
12	66,430	69,088
13	68,090	70,814
14	69,787	72,579
15	71,523	74,384
16	73,426	76,364
17	75,111	78,116
18*	76,238	79,288
18	77,000	80,080
19	78,910	82,067
20	80,865	84,100
21*	82,047	85,329

21	82,868	86,183
22	84,925	88,322
23	87,027	90,509
24*	88,303	91,836
24	89,186	92,754
25	91,401	95,058
26	93,663	97,410
27*	95,034	98,836
27	95,984	99,824
28	98,364	102,299
29	100,800	104,832
30	103,309	107,442
31*	104,812	109,005
31	105,862	110,097
32	108,492	112,832
33	111,187	115,635
34	113,936	118,494
35*	115,613	120,238
35	116,769	121,440
36	119,659	124,446
37	122,634	127,540
38	125,669	130,696
39*	127,456	132,555
39	128,732	133,882
40	131,943	137,221
41	135,240	140,650
42	138,627	144,173
43	140,685	146,313

***** *These points and Point L43 are the maximum scale points for the eight Headteacher Group Ranges i.e. Group 1 pay range is L6 (£57,304) to L18* (£76,238) and not L18 (£77,000).*

Teaching and learning responsibility payments

- TLR1 – the minimum and maximum range for a TLR1 is £10,354 to £17,518 per annum
- TLR2 - the minimum and maximum range for a TLR2 is £3,590 to £8,764 per annum
- TLR3 - the minimum and maximum range for a TLR3 is £714 to £3,540 per annum

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

a) is focused on teaching and learning;
b) requires the exercise of a teacher's professional skills and judgement;
c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum; or involves pastoral or well being responsibilities and the safeguarding of children;
d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Additional Learning Needs Allowances

The minimum and maximum range for an additional learning needs allowance is £2,838 and £5,595 per annum.

APPENDIX 2

ANNUAL TEACHERS' PAY REVIEW STATEMENT

Name:	.....	**Employee No.:**	.....
School:	.....	**Effective Date:**	.....

SALARY DETAILS

Salary and Point - Main Pay Range (M2 - M6)	**£**	**Point**
Salary and Point - Upper Pay Range (UP1 – UP3)	**£**	**Point**
Salary and Point - Unqualified Range (M1 - M6)	**£**	**Point**
Salary and Leading Practitioner Range	**£**	**Point**

ALLOWANCES

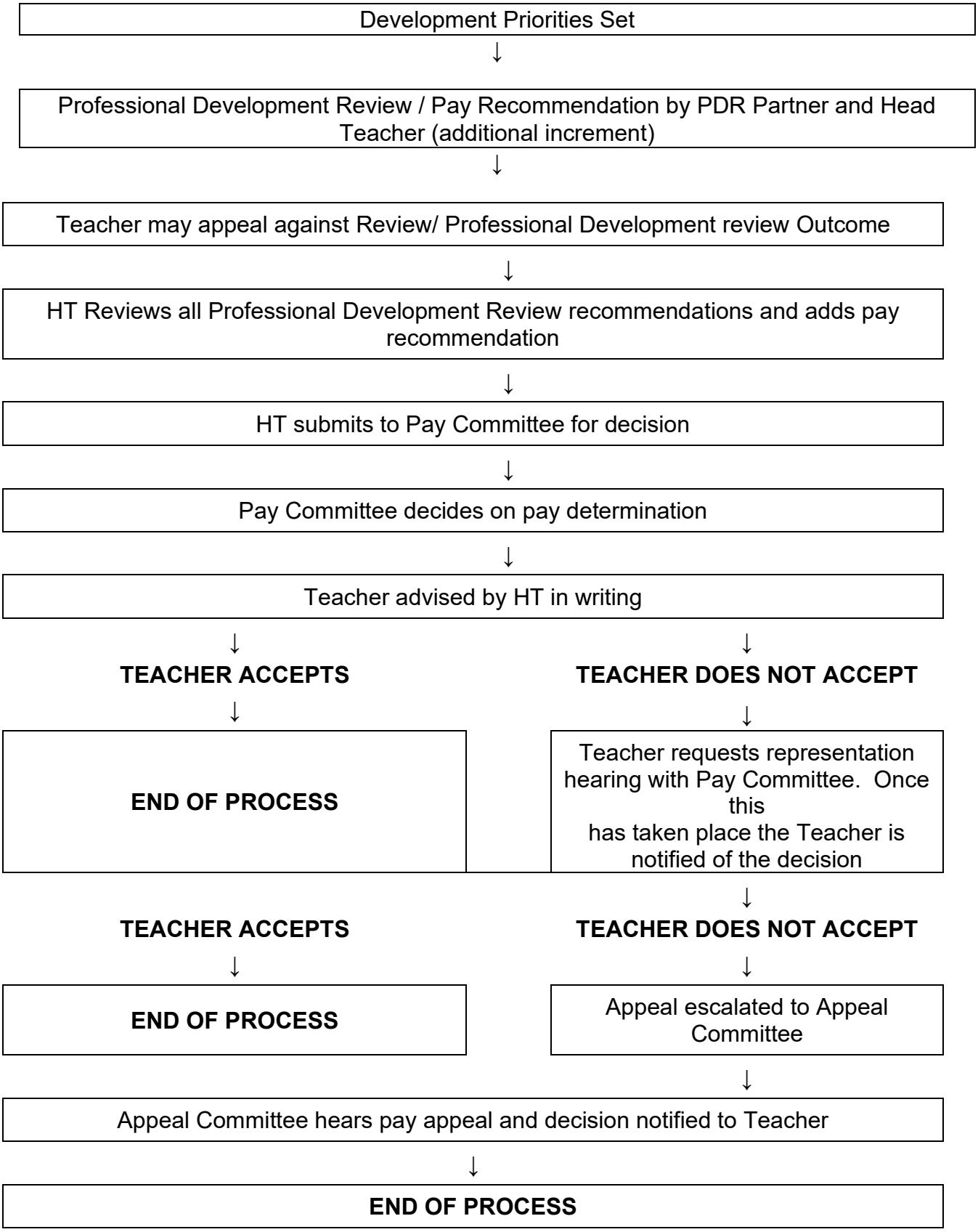
		Details e.g. temp (with dates), reason for allowance
Teaching and Learning Responsibility Payments (See Pay Policy Advice) TLR1 / TLR2 / TLR3	TLR___ **£**	
Recruitment or Retention (See Pay Policy Advice)	**£**	
Additional Learning Needs Allowance (See Pay Policy Advice)	**£**	
Other Allowances - Please specify (See Pay Policy Advice)	**£**	
SAFEGUARDING	**£**	
TOTAL SALARY	**£**	

Pay Committee Meeting on: .....

Signature of Headteacher / Chair of Committee: ..... Date: .....

APPENDIX 3

FLOWCHART OF PAY REVIEW PROCESS
(Not including Headteachers)



APPENDIX 4

LEADERSHIP GROUP SALARIES GUIDANCE

1. Headteacher and Leadership Team (ALL SCHOOLS)

A statutory 43 step Leadership Pay Scale has been reintroduced. Headteachers, Deputy Headteachers, Assistant Headteachers and Additional Learning Needs Co-ordinators will be paid as determined by the Governing Body. These are set out below:

2. School Groups (ALL SCHOOLS)

There are eight school groups determined from the unit score of the school. The STPC(W)D specifies a maximum and minimum pay value for each group and the indicative pay rates published jointly by the employers and trade unions attach values to individual pay points within those ranges

The Governing Body has established a 7 point pay range for the Headteacher and a 5 point pay range for all other leadership posts.

3. Unit Score of School

a. All Schools (excluding Special Schools)

The unit score is calculated to determine the group of the School, using the formula in the STPC(W)D If a school has reasonable grounds to expect a change in pupil numbers, they should request a recalculation by the Authority at that time.

Information on how the unit score is calculated:

This is determined by pupil numbers as shown on the most recent STATS 1 (annual school census) return to the Welsh Government.

For each pupil at the foundation phase/ KS1/KS2	**7 units**
For each pupil in the school at KS3	**9 units**
For each pupil in the school at KS4	**11 units**
For each pupil in the school at KS5	**13 units**

Each pupil with an individual development plan (IDP)shall, if they are in a special class consisting wholly or mainly of such pupils, count three units more than they would otherwise count. If they are not in such a special class count three such units only where the relevant body so determine.

Each pupil who attends for no more than half a day on each day for which they attend the school shall count half as many units as they would otherwise count.

Total Unit Score	School Group
Up to 1,000	1
1,001 - 2,200	2
2,201 - 3,500	3
3,501 - 5,000	4
5,001 - 7,500	5
7,501 - 11,000	6
11,001 - 17,000	7
17,001 and over	8

b. Modified Unit Score (Special Schools Only)

The modified unit score is calculated to determine the group of the special school, using the formula in the STPC(W)D. If a school has reasonable grounds to expect a change in pupil numbers, they should request a recalculation by the Authority at that time.

A special school must be assigned to a Headteacher group in accordance with the following table by reference to its modified total unit score calculated in accordance with sub-sections (i) and (ii) below:

Total Unit Score	School Group
Up to 2,200	2
2,201 - 3,500	3
3,501 - 5,000	4
5,001 - 7,500	5
7,501 - 11,000	6
11,001 - 17,000	7
17,001 and over	8

(i) Information on how the staff-pupil ratio is calculated

The proportion of staff to pupils at the school must be calculated and expressed as a percentage ('the staff-pupil ratio') in accordance with the following formula:

$$\frac{A}{B} \quad X \quad 100$$

Where A is the number of Teachers and Support Staff weighted as provided at (a) below, and B is the number of pupils at the school weighted as provided at (b) below:

a) The weighting for a Teacher is two units for each full-time equivalent Teacher, and the weighting for each Support Staff member is one unit for each full-time equivalent individual; and

b) The weighting for a full-time pupil is one unit and the weighing for a part-time pupil is half a unit.

The staff-pupil ratio modifier must be calculated in accordance with the following table by reference to the staff-pupil ratio determined in accordance with the above:

Staff-Pupil Ratio	Staff-Pupil Ratio Modifier
1 - 20%	1
21 - 35%	2
36 - 50%	3
51 - 65%	4
66 - 80%	5
81% or more	6

NB: 'Support Staff member' means a member of the school staff who is not:

- A Teacher;
- A person employed in connection with the provision of meals;
- A person employed in connection with the security or maintenance of the school premises; or
- A person employed in a residential school to supervise and care for pupils out of school hours.

(ii) Information on how the modified total unit score is calculated

This is determined by pupil numbers as shown on the most recent STATS 1 (annual school census) return to Welsh Government.

The relevant body must determine the school's total unit score in accordance with the number of pupils on the school register calculated as follows:

Key Stage	Units Per Pupil
For each pupil in the Foundation Phase, KS1 and KS2	10
For each pupil in KS3	12
For each pupil in KS4	14
For each pupil in KS5	16

The relevant body must determine the school's modified total unit score by multiplying the school's total unit score determined under this section (i.e. as per the above table) by the staff-pupil ratio modifier calculated under section 3.

NB: Where the Headteacher is appointed as Headteacher of more than one school on a permanent basis, the relevant body of the Headteacher's original school or, under the Collaboration Regulations (5), the collaborating body must calculate the Headteacher group by combining the unit score of all the schools for which the Headteacher is responsible to arrive at a total unit score, which then determines the Headteacher group.

4. New Leadership Appointments / Changes to existing Leadership Pay Structures - Three Stage Process (ALL SCHOOLS)

The Governing Body should follow the three-stage process when setting the pay for **new appointments or revising existing pay structures in respect of headship or the wider leadership team.**

Stage 1 - Defining the role and determining the Headteacher group
Stage 2 - Setting the indicative pay range
Stage 3 - Deciding the starting salary and individual pay range

All decisions and the reasons for them should be well documented at every stage. All pay decisions must be made on objective criteria so that there is no discriminatory effect of any group of Teachers with a particular protected characteristic under the Equality Act 2010.

It is suggested that schools seek advice from the local authority when calculating and recording leadership pay structure decisions

Stage 1 - Defining the Role and Determining the Headteacher Group

The Governing Body should, at this stage, define the job and identify the broad pay range as a provisional guide to determining appropriate level of pay. The Governing Body will need to define and set out the specific role, responsibilities and accountabilities of the post as well as the skills and relevant competences required.

For Headteacher posts, the Governing Body will assign the School to a Headteacher group (as defined in 3 above) which will determine the appropriate broad pay range as outlined below:

	From £	To £
Group 1	59,597	79,288
Group 2	62,612	85,329
Group 3	67,531	91,836
Group 4	72,579	98,836
Group 5	80,080	109,005
Group 6	86,183	120,238
Group 7	92,754	132,555
Group 8	102,299	146,313

For other leadership group posts, the Governing Body should consider how the role fits within the wider leadership structure of the School. The pay range for a Deputy Headteacher, Assistant Headteacher or Additional Learning Needs Co-Ordinator should only overlap the Headteacher's pay range **in exceptional circumstances.**

Stage 2 - Setting the Indicative Pay Range

At this stage, the Governing Body will need to consider the complexity and challenge of the role in the particular context of the School and make a judgement on pay in light of this.

For Headteacher posts, it is expected that normally the Governing Body will conclude that the total unit score fully captures the complexity of the Headteacher role and that the relevant broad pay range accommodates appropriate levels of reward, in line with the STPC(W)D. The Governing Body will need to consider whether the indicative pay range should start at the minimum of the Headteacher group or whether they wish it to start at a higher level because of the level of challenge of the post.

There may be circumstances, however, in which there are additional factors that suggest the indicative pay range should be higher than would be provided by the basic calculation in Stage 1.

The following represent some examples of additional factors to be considered (this list is not exhaustive):

- The context and challenge arising from pupils' needs e.g. if there is a high level of deprivation in the community (Free School Meal entitlement and/or English as an Additional Language) or there are high numbers of looked after children or children with Additional Learning Needs and this affects the challenge in relation to improving outcomes;

- A high degree of complexity and challenge e.g. accountability for multiple schools or managing across several dispersed sites, which goes significantly beyond that expected of any Headteacher of similar-sized school(s) and is not already reflected in the total unit score used at stage 1;

- Additional accountability not reflected in stage 1, e.g. leading a teaching school alliance; and

- Factors that may impede the school's ability to attract appropriately qualified and experienced leadership candidates e.g. location, language medium, subject area / specialism and/or level of support from the wider leadership team.

The Governing Body may set the indicative pay range with a **maximum of up to 25% above the top of the relevant Headteacher group range**.

Above that limit, external independent advice must be sought and, should the advice suggest a range which exceeds this limit is appropriate, a business case must be made and agreed by the full Governing Body.

The Governing Body should ensure that no **double counting** takes place e.g. of things taken account of in stage 1, such as responsibility for an additional school already reflected in the total unit score; or from using overlapping indicators, such as FSM and the pupil premium.

The Governing Body should not increase base pay nor pay an additional allowance for regular local collaboration which is part of the role of all Headteachers.

For other leadership roles the process is broadly the same. The Governing Body will wish to consider how the other leadership roles should be set in accordance with the level set for the Headteacher and to ensure that there is sufficient scope for progression. Consideration should also be given to any teaching posts that carry additional allowances.

At the end of this stage, the Governing Body should decide where in the broad range to position the indicative pay range and set this out clearly when advertising the post. An overall judgement should be made on the position and breadth of range, allowing appropriate scope for progression over time.

There should be a clear audit trail for all decisions made and the reasoning behind them.

It is also good practice where possible that the School will undertake a process of benchmarking of salaries with similar schools before setting the pay range for the Headteacher or other leadership posts.

For those factors which are not expected to persist, such as temporary responsibility for an additional school, these should be reflected through an allowance rather than consolidated into the indicative pay range.

Stage 3- Deciding the starting salary and Individual Pay Range for new appointments

The first two stages provide the means for determining the appropriate pay range. The third stage is essentially about deciding on the starting salary for the individual who is to be offered the post.

At this stage, the Governing Body will have a preferred candidate for the role and will wish to set the starting salary in the light of candidate-specific factors, such as the extent to which the candidate meets the specific requirements of the post.

It will be important to ensure there is scope for progression over time.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

5. Establishing a Pay Range above the School's Headteacher Group (ALL SCHOOLS)

The expectation is that in most cases the pay range will be within the limits of the Headteacher group. However, in some cases e.g. where there may be significant difficulty in making an appointment or there is a need to incentivise a Headteacher to take on responsibility for a very large school or to lead multiple large schools, it may be appropriate to consider extending the individual pay range.

The Governing Body can, in such cases, decide that the maximum of the pay range may be above the maximum of the Headteacher group, **up to an additional 25%**.

If it is considered that there are exceptional circumstances that warrant an extension beyond that limit, a business case would be required. The Governing Body would need to seek external independent advice from an appropriate person or body who can consider whether it is justifiable to exceed the limit in a particular case.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

6. Temporary Payments for Headteachers (ALL SCHOOLS)

The Governing Body may consider an additional payment to the Headteacher in respect of clearly temporary additional duties and responsibilities or duties that are in additional to the post for which their salary has been determined e.g. where they are providing services to other schools. Including where the Headteacher is appointed as a temporary Headteacher of one or more additional schools not included as a permanent factor in the calculation of the pay range.

7. Headteachers responsible and accountable for more than one school on a permanent basis

When a headteacher is appointed to be permanently responsible and accountable for more than one school, the relevant body should base the determination of the headteacher group on the total number of pupil units across all schools, which will give a group size for the federation in accordance with the STPCD (see stage 2 above).

Consideration will also need to be given to the remuneration of other teachers who, as a result of the headteacher's role, take on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher), which should be recorded. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the headteacher's enlarged role; it is not automatic.

8. Salary Safeguarding (ALL SCHOOLS)

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

APPENDIX 5

HEADTEACHER / DEPUTY HEADTEACHER / ASSISTANT HEADTEACHER/ADDITIONAL LEARNING NEEDS CO-ORDINATOR ANNUAL REVIEW FORM (September 20___)

(To be used in cases where additional awards are being recommended, other incremental progression will be automatically applied as per STPCD)

Name:	**Employee No.:** .....
School:	

*** Headteacher:**

School Group: ..... Headteacher Pay Range: £ ..... to £ .....

*** Deputy / Assistant Headteacher/Additional Learning Needs Co-ordinator:**

Pay Range: £ ..... to £ .....

Salary and Point at August 20___: £ ..... Point: .....

Rationale used for Pay Decision:

.....

.....

Revised Salary and Point at August 20___: £ ..... Point: .....

Certified by Chair of Governors / Pay Committee: .....

Certified by Headteacher: ..... Date: .....

*** Please delete as appropriate**

APPENDIX 6

PAY APPEALS PROCESS

The Governing Body is committed to ensuring that appeals against pay decisions are dealt with quickly, fairly and are consistent with equalities and other relevant legislation, as well as the STPC(W)D.

Teachers, including Headteachers, may appeal any determination in relation to their pay or any other decision taken by the Governing Body (or a Committee or individual acting with delegated authority) that affects their pay.

Reasons for appeal may include the following, which is not an exhaustive list. That the person or Committee making the decision:

a) incorrectly applied any provision of the STPC(W)D and pay policy;
b) failed to have proper regard for statutory guidance;
c) failed to take proper account of relevant evidence;
d) took account of irrelevant or inaccurate evidence
e) was biased; or
f) or otherwise unlawfully discriminated against the Teacher.

For both the representation hearing and the appeal hearing, the Teacher is entitled to be accompanied by a work colleague or trade union representative.

This is not a cyclical process. A teacher may choose to go through all three stages or may choose to progress directly to Stage 3 Appeal. If an individual wishes to progress straight to stage 3 of the process then they are advised to take advice from a TU representative at the earliest opportunity.

Stage 1 - Informal Discussion

A Teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the Headteacher before the recommendation is actioned and confirmation of the pay decision is made by the School.

If, having had an informal discussion with the person making the pay recommendation, the Teacher believes that an incorrect recommendation has been made, they may choose to make representation to the Pay Committee of the Governing Body (see Stage 2 below).

Stage 2 - Representation Hearing

1. The Teacher receives written notification of the pay determination and, where applicable, details of the basis on which the decision was made. The notification will include details of the process for making representation, the right to be accompanied and appealing against the decision, if appropriate.

2. If the Teacher wishes to make representation, they should do so by writing to the Clerk to Governors within 10 school days of receiving the decision. The decision to request a representation hearing rests with the teacher.

3. The Clerk to Governors will arrange for a representation hearing to take place as soon as possible, which will be chaired by the Pay Committee. The Headteacher may be required to attend the hearing to clarify the grounds for the pay recommendation.

4. The Teacher will be provided with between 5 and 10 school days' notice of the representation hearing. The Teacher may attend the hearing in order to present evidence, call witnesses and ask questions of the Pay Committee. If the teacher's chosen companion will not be available at the time of proposed hearing, the hearing should be rearranged to an alternative date/time that is both reasonable and not more than five working days after the date originally proposed.

5. The Pay Committee will decide if the original pay determination is to be amended and will write to the Teacher about the outcome within 5 school days of the decision being reached.

6. Where the Teacher continues to be dissatisfied, they may appeal this decision within 10 school days of receiving the Committee's outcome letter by proceeding to Stage 3 of the process.

Stage 3 - Appeal Hearing

1. The Teacher should clearly set out in writing the grounds for appealing the pay decision and send it to the Clerk to Governors within 10 school days of receipt of the written outcome.

2. The Clerk to Governors will arrange for an appeal hearing to take place as soon as possible, but normally within 20 school days of the receipt of the written appeal notification.

3. The Teacher should be provided with between 5 and 10 school days' notice of the hearing.

4. The appeal should be heard by the Pay Appeals Committee comprising of a minimum of three eligible governors (non-staff) who were not involved in the original decision, or where the original Pay Committee comprised of more than three members, a number at least equal to that of the Pay Committee.

5. The Pay Appeals Committee's decision is final.

6. Those required to attend the appeal hearing include:

    - Chair and other Appeal Committee members
    - The Teacher and their representative or work colleague (if the Teacher is accompanied)
    - Witnesses for the employee side (if appropriate)
    - a member of the original Pay Committee who will clarify the reasons for the original decision
    - Witnesses for the management side (if appropriate)
    - Clerk to the hearing
    - HR Adviser to give advice to the Appeal Committee (subject to the provisions of any Service Level Agreement)

- **A model procedure for formal appeal meetings**

Chair introduces everyone and their role in the proceedings.

- The Teacher will present their case including any evidence to be considered and any witnesses they have called;
- Pay Appeals Committee members may ask questions of the Teacher, as may the Pay Committee representative;
- Pay Committee representative will state their case including the evidence on which the decision was based and call any witnesses to support the case, if appropriate
- Pay Appeals Committee members may ask questions of the Pay Committee representative, as may the Teacher;
- Both parties may make a closing statement if they wish (Teacher first, followed by Pay Committee representative). No new evidence can be introduced at this stage;
- Both parties leave the hearing;
- The Pay Appeals Committee may request advice from the HR Adviser (if applicable). Once this has been given, the HR Adviser will leave the hearing but may be recalled for further advice (if applicable);
- The Pay Appeals Committee will consider all the evidence and reach a final decision;
- The Pay Appeals Committee will call the parties back to inform the Teacher of the decision (if awaiting the decision) or instruct the Clerk to write to the Teacher on their behalf with their decision and the reasons for it; and
- The Clerk will notify the Local Authority of change of pay, if appropriate.

APPENDIX 7

PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

A **S**chool's **T**imetabled **T**eaching **W**eek must be established and a part-time Teacher must be paid a proportion of the STTW.

Each school must establish a STTW week for each Teacher, this refers to school sessions hours that are timetabled for teaching, including PPA but excluding break times, registration and assemblies.

Part-time Teachers will then be paid on actual teaching time excluding registration assemblies and breaks.

For Example:
If the school day, excluding registration and assembly, runs from 9.00am to 12.15pm and again from 1.15pm to 3.30pm with one 15-minute break in the morning session and one 15 minute break in the afternoon session, the STTW for a full-time Teacher would be calculated as 25 hours. If a part-time Teacher were employed for mornings only working 9.00am to 12.15pm every day, their percentage of the timetabled teaching week would be calculated as 15 hours. This is shown below:

	Morning Session (less breaks, registration & assembly)	+	Afternoon Session (less breaks, registration & assembly)	x	No. of Days in Timetable		STTW	% of STTW
Full-Time	3 Hours	+	2 Hours	x	5 Days	=	25 Hours	100%
Part-Time	3 Hours			x	5 Days	=	15 Hours	60%

PPA and Management Time must be included when calculating class contact time.

Directed Time - a Headteacher may allocate directed time to part-time Teachers (subject to conditions) as a proportion of a FTE 1265. Part-time Teachers can now be directed to cover breaks, assemblies and registration as part of their directed duties.

Part-time Teachers cannot be required to be available for work (either for teaching or other duties) on days they do not normally work. However, they may attend by mutual agreement with the Headteacher. Any resultant additional hours should be paid at the Teacher's normal salary.

Part-time Teachers may be required to carry out duties, other than teaching pupils, outside school sessions on the day on which the Teacher is normally required to be available for work (whether the Teacher is normally required to be available for work for the whole or part of that day). This can form part of directed time.

APPENDIX 8

SCHOOL STAFFING STRUCTURE

(School to enter details below as applicable at the time of this Pay Policy being adopted by the Governing Body)