ST PETER'S RC
PRIMARY SCHOOL

Whole School Pay Policy

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This Pay Policy is recommended by each of the five Local Authorities that constitute the CSC.

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1. INTRODUCTION

1.1 This policy sets out the framework for making decisions on teachers and support staff pay. For teaching staff, it has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions (Wales) Document (the document) and has been consulted on with staff and the recognised trade unions. For support staff, pay will be determined by the relevant local authority's pay and grading structure with reference to the associated job evaluation process.

1.2 This pay policy is in respect of determination of pay from 1 September 2021 and takes into account performance in the academic year commencing 1st September 2020.

2. STATEMENT OF INTENT

2.1 The prime 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".* The pay policy and related performance management policy is intended to support that statutory duty.

2.2 The governing body of St Peter's RC Primary School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested persons. It has procedures for determining pay will be consistent with the principles of public life: objectivity, openness, transparency, accountability and equality of opportunity to support recruitment, retention, and reward for staff appropriately.

2.3 Whilst the governing body are ultimately responsible for the application of this policy, the headteacher will manage the day-to-day functions of this policy. It is the responsibility of the pay committee to make decisions on pay.

3. EQUALITIES LEGISLATION

3.1 The governing body will comply with relevant equalities legislation:

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

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

4. EQUALITIES AND PAY

4.1 The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g., an absence on maternity or long- term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual staff member's circumstances and the school's circumstances.

5. JOB DESCRIPTIONS

5.1 The headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure (See **appendix 1**) agreed by the governing body. Job descriptions will identify key areas of responsibility and may be reviewed from time to time, in consultation and agreement with the individual employee concerned and Trade Union if requested. This is in order to make reasonable adjustments in the light of the changing needs of the school. If significant changes were proposed, the governing body would have regard for the schools' agreed process for the review of school staffing structures including consultation with recognised Trade Unions.

6. ACCESS TO RECORDS

6.1 The governing body will ensure that the headteacher allows access for individual members of staff to their own employment records. Requests will be accommodated within a reasonable period in line with General Data Protection Regulations 2018 (GDPR).

7. APPRAISAL

7.1 The responsibility for the appraisal of teachers is devolved to the Welsh Government. The responsibility for teachers' pay is devolved, and decisions concerning pay for teachers in Wales is the responsibility of the Welsh Government. The School Teachers Pay and Conditions (Wales) Document 'The Document', is reviewed annually and sets out the relevant provisions in relation to pay.

7.2 The governing body will comply with School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of the headteacher and teachers through the application of the school's performance management policy.

7.3 Headteachers and teachers will comply with the requirements of the School Teachers Appraisal (Wales) Regulations 2011.

8. PAY RELATIVITES

8.1 Appropriate pay relativities will be created and maintained between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and reward employees of the required quality at all levels. However, in so doing so, the governing body will bear in mind pay equalities where posts are equally as onerous and fair pay relativities between posts of differing levels of responsibility.

8.2 The governing body will oversee the application of the pay policy to ensure that it is applied consistently and equitably.

9. SAFEGUARDING

9.1 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 document (Part 5) and will give the required notification as soon as possible and no later than one month after the determination.

10. PROCEDURES

10.1 The governing body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the headteacher (who will attend in an advisory capacity), must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially. The headteacher must withdraw from that part of the meeting where the subjects of consideration are their own pay. Where the pay committee has invited a representative of the local authority to attend in order to offer advice on the determination of the headteachers' pay, that person will withdraw when the committee deliberate.

10.2 It is recommended that members of the governing body who are employed to work in the school shall not be eligible for membership of this committee.1 Associate pupil governors are not eligible for membership of this committee.2

10.3 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 school pay policy in a fair and equal manner;
- to apply the criteria set by the school pay policy in determining the pay of each member of staff at the annual review;
- to ensure that the school pay policy is reviewed annually and is fit for purpose, consulting with staff and trade union representatives where any changes are deemed necessary.
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions (maintaining confidentiality) to the next meeting of the full governing body;
- to recommend to the governing body the likely annual budget needed for pay, bearing in mind the need to ensure the availability of sufficient monies to support any pay progression for all eligible staff and to exercise any determinations 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 headteacher in ensuring that the governing body complies with the Appraisal Regulations 2011 (Teachers).

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.

1 In accordance with The Government of Maintained Schools (Wales) Regulations 2005, Part 10 para 63 (2) and Schedule 7 (3)

10.4 The governing body will monitor and record the outcomes of pay decisions, ensuring the school has continued compliance with equalities and other relevant legislation. This information will be provided, on request, to staff, subject to any restrictions in relation to General Data Protection Regulations 2018 (GDPR).

11. ANNUAL DETERMINATION OF PAY

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

11.2 The pay committee is required to meet **in the summer term** to approve pay progression for those eligible on the leadership pay group, lead practitioner, main pay scale, upper pay

scale and unqualified pay scale. It is recommended that progression of one point be applied unless the member of staff has been advised that formal capability procedures have been engaged. Automatic progression will be applied unless the council receives the appropriate notification **(appendix 2)** by 31st July

11.3 Reviews will take place at other times of the year to reflect any changes in circumstances or agreed changes to job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made within one month of the determination in accordance with paragraph 3.4 of the document.

12. NOTIFICATION OF PAY DETERMINATION

12.1 Decisions will be communicated to each member of staff in writing in accordance with paragraph 3.4 of the document by the 31st October for teachers and 31st December for headteachers.

12.2 All progression will be put through automatically for 1st September unless the headteacher notifies the Local Authority of any exceptions by the deadlines below and by completing and returning **appendix 2**.

Date to notify HR	Pay Scale	Change
by 31st July for 1st September	Main pay scale Lead practitioner scale Unqualified pay scale Leadership Group	Progression of 1 point Progression of 1 point (para 14.2.2(a)
	Main Pay Scale	HR to be notified by 31st October that an additional point is to be
by 31st October backdated to 1st September	Lead practitioner pay scale Unqualified pay scale	awarded and backdated to 1st September.
by 31st December backdated to 1st September	Leadership group	Award an additional point where performance has been evidenced to be excellent (para 14.2.2(b)

13. APPEALS PROCEDURE

13.1 The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the document. The procedure is included in this policy at **appendix 5**.

14. LEADERSHIP GROUP PAY ARRANGEMENTS

14.1 PAY RANGES

In accordance with part 2 of the document, the governing body has to determine the group of the school. In line with this policy, the governing body will then determine the ranges for all leadership group employees. Leadership group meaning headteacher, deputy

headteacher or assistant headteacher. A 7 point range will be set for the headteacher (headteacher salary range or HSR) using the relevant school group in accordance with para 6, 7 and 8 of the document (see 14.2.1 and 2 below). A 5-point range for the deputy head (s) or assistant head (s) will be assigned to each post, as deemed appropriate by the governing body. The ranges appropriate for this school can be found at **appendix 1** of this policy. Whilst there is no requirement to automatically review the ranges, the governing body reserve the right to review the ranges in accordance with para 4.2 of the document, when members of the leadership's group responsibilities significantly change.

In accordance with the document, the headteacher group will be determined based on the number of pupils registered at the school and their key stages. (Part 2 of the document.):

Pay Ranges for Headteachers Group

	Annual Pay Range	
Group	**From**	**To**
1	L6	L18
2	L8	L21
3	L11	L24
4	L14	L27
5	L18	L31
6	L21	L35
7	L24	L39
8	L28	L39

The pay spine for members of the leadership group is provided in **appendix 8.**

14.2 LEADERSHIP PAY

14.2.1 PAY ON APPOINTMENT

- The pay committee may review the headteacher salary range or HSR in accordance with paragraphs 5, 6, 8, 9 and 10 of the document (ordinary school), or paragraphs 5, 7,8, 9 and 10 of the document (special school);

- if the headteacher takes on permanent accountability for one or more additional schools, the pay committee will set an HSR in accordance with the provisions of paragraph 6.6, 6.7 and 7.9 of the document;

- the pay committee will have regard to the provisions of paragraphs 9.2 to 9.4 of the document 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 committee may exercise its discretion under paragraph 10 to make a temporary payment to a headteacher for clearly temporary responsibilities or duties that are additional to the post for which the salary was determined.

- Pay ranges for headteachers should not normally exceed the maximum for the headteacher group. However, in accordance with para 9.3 of the document the headteacher's pay range may exceed the maximum of the group, by no more than 25%, other than in exceptional circumstances. In such circumstances, the governing body must seek external independent advice before making such a decision and will

support its decision with a business case.

- The maximum of the deputy or assistant headteacher pay range must not exceed the maximum of the headteacher group for the School. The pay range for the deputy or assistant headteacher should only overlap the headteacher pay range in exceptional circumstances.

14.2.2 LEADERSHIP PAY PROGRESSION

The governing body will determine the salary of a serving leadership group in accordance with paragraph 11 of the document.

The pay committee will note annually the pay progression of members of the leadership group under paragraph 11.1 and 11.2 of the document, which is subject to the following:

(a) Pay progression should be on an annual basis from 1 September, with an assumption in favour of progression unless the member of staff has been advised that. formal capability procedures are underway. Refer to **appendix 9 and 10** for more details.

(b) The pay committee may award an additional point to any headteacher, deputy or assistant headteacher whose performance in the previous school year was excellent, with particular regard to agreed objectives. The discretion to award an additional point where performance has been excellent must be evidenced based. **appendix 2** must be completed and refer to **appendix 9 and 10** for more details.

(c) Newly appointed headteachers, deputy and assistant headteachers should be allocated to an appropriate scale point on their respective 2021 pay ranges as detailed above.

(d) A decision may be made not to award progression where the headteacher, deputy or assistant headteacher is subject to formal capability proceedings. Refer to **appendix 9 and 10** for more details.

(e) where in accordance with the provisions of an earlier document the relevant body has determined a pay range the maximum of which exceeds the highest salary payable under this document. It must continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of this document.

14.3 ACTING ALLOWANCES

14.3.1 Acting allowances are payable to teachers who are assigned and carry out the duties of headteacher, deputy headteacher or assistant headteacher and will also apply to teachers in receipts of a TLR or ALN allowance, in accordance with paragraph 21 of the document. The pay committee will, within a four-week period of the commencement of acting duties, determine whether 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. Acting allowances awarded to teachers employed under a fixed term contract whilst they occupy another fixed term post in the absence of the post holder must not be safeguarded after the fixed-term contract expires or after the date or the circumstances notified to the teacher.

14.3.2 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 HSR, deputy headteacher range or assistant headteacher range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

14.4 **Temporary Payments for Headteachers**

14.4.1 In accordance with paragraph 10 of the document and paragraphs 16-23 of the section 3 guidance, the relevant body may make payments to a headteacher, for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case, the relevant body must not have previously taken such reason or circumstances into account when determining the headteacher's pay range.

14.4.2 The total sum of the temporary payments made to a headteacher in accordance with paragraph 10 in any school year must not exceed 25% of the annual salary which is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group, except as set out in paragraph 10.4.

14.4.3 Paragraph 10.2 of the document does not apply to payments made in accordance with: a) paragraph 25 of the document where those residential duties are a requirement of the post; or b) paragraph 27 of the document to the extent that the payment is in respect of housing or relocation expenses, which relate solely to the personal circumstances of that headteacher.

14.4.4. The relevant body may determine that additional payments be made to a headteacher, which exceed the limit set out in paragraph 10.2 in wholly exceptional circumstances, and with the agreement of the governing body. The governing body must seek external independent advice before producing a business case, seeking such agreement.

15. TEACHERS

15.1 The pay committee will use the appropriate pay scales in accordance with the relevant document. The range for this year is in **appendix 8**.

15.2 **PAY ON APPOINTMENT**

15.2.1 The relevant body must apply the principle of pay portability in arrangements to cover all movements of teachers between teaching posts within Wales (applicable to posts on the Main Pay Scale or Upper Pay Scale) in accordance with the mandatory principles set out in 12.3 in the document.

15.2.2 The relevant body may also make discretionary decisions in relation to specific situations set out in 12.4 of the document.

15.3 **PAY PROGRESSION FOR MAIN SCALE TEACHERS**

15.3.1 The pay committee will note annually to increase the salary of teachers in accordance paragraph 19 of the document, which is subject to the following:

a. Existing salary points must be assimilated to a corresponding point on the appropriate 2021 scales at paragraphs 13, 14, 16 or 17 in the STPCWD. Any teacher whose current salary does not exactly correspond to such a point should be assimilated at the next highest scale point.
b. Teachers on scale points M1 or M2 of the 2020 pay scale will be assimilated on scale point M2 of the 2021 scale.
c. Teachers on scale point M3, M4, M5 or M6 of the 2020 pay scale should be

assimilated to the corresponding point on the 2021 scale.

d. Pay progression must be on an annual basis from 1 September, with an assumption in favour of progression unless the member of staff has been advised that formal capability procedures are underway. Refer to **appendix 9 and 10** for more details.

e. The pay committee 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. The discretion to award an additional point to teachers, whose performance has been excellent, must be evidenced based. **appendix 2** must be completed and refer to **appendix 9 and 10** for more details.

f. A decision may be made not to award progression where the teacher is subject to formal capability proceedings. Refer to **appendix 9 and 10** for more details.

15.4 **PAY PROGRESSION FOR NEWLY QUALIFIED TEACHERS**

15.4.1 Newly appointed teachers should be allocated to an appropriate scale point on their respective 2021 pay ranges. Following successful completion of their induction period a newly qualified teacher will be awarded pay progression, once they have completed a year of employment as defined within the document.

16. CONSIDERATION TO BE PAID ON THE UPPER PAY RANGE

16.1 The school terms and conditions document allows any main scale teacher to apply for UPR progression. (appendix 4) It is each teacher's responsibility to decide whether to apply for progression. One application may be submitted annually. The closing date for applications is normally 31 August each year.

16.2 The UPR is identified in **appendix 8**.

16.3 All submissions should include the results of the most recent appraisal, under the Appraisal Regulations 2011, in this school. In order for the assessment to be robust and transparent, the evidence used will be only that available through the performance management/appraisal process. Where such information is not applicable or available, e.g., those returning from maternity or sickness absence, along with those who are not subject to the Appraisal Regulations 2011 (i.e. a teacher who is employed on a short term contract of less than one term), a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. They may cite written evidence from a 3-year period before the date of application in support of their application. Personal objectives for the forthcoming appraisal cycle should be appropriate and allow for assessment against the criteria included in the STPCWD for progression to the upper pay range to be met, including that, the teacher is highly competent in all elements of the relevant standards and the outcome of this assessment will inform pay determination.

16.4 Should an application for UPR be unsuccessful teachers will be assessed against progression in the main scale in accordance with 15.3 above except for those that are currently on M6.

16.5 If a teacher is simultaneously employed at one or more other schools, they may if they wish, apply to be paid on the UPR in those schools. This school will not be bound by a pay decision made by another school.

17. PROCESS TO MOVE THROUGH THRESHOLD TO UPR

17.1 The process for applications is shown at **appendix 3**:

18. ASSESSMENT:

18.1 The teacher will be required to meet the criteria set out in paragraph 15.2 of the document, namely that:

- the teacher is highly competent in all elements of the relevant standards; and teacher's achievements and contribution to the school are substantial and sustained.

18.2 In this school, this means:

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

"substantial": the teacher's achievements and contribution to the school are significant by contributing, where appropriate, to implementing workplace policies and practice, working effectively as a team member, promoting collaboration, being able to give advice on the development and wellbeing of children and young people and demonstrating effective practice that contributes to the professional development of colleagues.

"sustained' the teacher must have had a successful appraisal report in this school and have made good progress towards their objectives during this period (see exceptions in the introduction to this section).

Further information, including information on sources of evidence is contained within the school's performance management policy.

19. PAY PROGRESSION FOR TEACHERS ON THE UPPER PAY SCALE

19.1 Pay progression on the upper scale should be in most cases on a two yearly basis in line with requirements of paragraph 15 of the document, unless formal capability procedures are underway in respect of that period.

19.2 The pay committee will also take account of whether:

the teacher has maintained the criteria for assessment to the upper pay range set out in 18.1 and 18.2 above.

the teacher continues to be highly competent in all elements of the relevant substantial and standards and the teacher's achievement and contribution to the school are sustained.

20. LEADING PRACTITIONER ROLE

20.1 Teachers on the leading practitioner pay range have the same professional responsibilities and benefit from the same rights conferred as all other teachers, other than a headteacher. However, additional duties relevant to their role in the modelling and leading improvement of teaching skills may be included in their job descriptions.

20.2 Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure. Any additional posts that are created will be subject to consultation with the school staff and trade union representatives.

20.3 When determining the pay scales for such posts, the governing body will do this by

reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.

20.4 The policy of the governing body would be to appoint any new leading practitioner teacher to a 5-point range, as deemed appropriate by the governing body. The full pay range for leading practitioners is in accordance with paragraph 16.3 of the document.

20.5 **PAY PROGRESSION FOR LEADING PRACTITIONERS**

20.5.1 The pay committee will note annually the pay progression to leading practitioners under paragraph 16 of the document, which is subject to:

a. Pay progression must be on an annual basis from 1 September, with an assumption in favour of progression unless the member of staff has been advised that formal capability procedures have been engaged. Refer to **appendix 9 and 10** for more details.

b. The pay committee may award an additional point to any lead practitioner whose performance in the previous school year was excellent, with particular regard to agreed objectives. The discretion to award an additional point where performance has been excellent must be evidenced based. **Appendix 2** must be completed and refer to **appendix 9 and 10** for more details.

(or)

c. A decision may be made not to award progression where the lead practitioner is subject to formal capability proceedings. Refer to **appendix 9 and 10** for more details.

20.5.2 The governing body has decided not to appoint teachers to leading practitioner posts.

21. UNQUALIFIED TEACHERS

21.1 PAY ON APPOINTMENT

21.1.1 The pay committee will pay any unqualified teacher in accordance with the document. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of the document.

21.1.2 The 6-point pay range for unqualified teachers is attached in **appendix 8**.

21.1.3 The pay committee will note annually the pay progression of unqualified teachers under paragraph 19 of the document, which is subject to the following:

(a) Pay progression must be on an annual basis from 1 September, with an assumption in favour of progression unless the member of staff has been advised that formal capability procedures are underway. Refer to **appendix 9 and 10** for more details.

(b) The pay committee may award an additional point to any unqualified teacher whose performance in the previous school year was excellent, with particular regard to agreed objectives. The discretion to award an additional point where performance has been excellent must be evidenced based. **Appendix 2** must be

completed and refer to **appendix 9 and 10** for more details.

(c) A decision may be made not to award progression where the unqualified teacher has been advised that formal capability procedures are underway. Refer to **appendix 9 and 10** for more details.

21.1.4 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'. The school will comply with these with these legal requirements and will only employ unqualified teachers as specified in these regulations.

21.1.5 An unqualified teacher who obtains qualified teacher status will be paid on the main pay range for teachers in accordance with the document.

22. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

22.1 In this school the levels and values will apply in accordance with **appendix 8.**

22.2 In accordance with paragraph 20 of the document, the criteria for the award of TLR 1 and 2 payments are as follows:

22.2.1 Before awarding any TLR 1 or 2 payment, the governing body must be required of all

satisfied that the teacher's duties include a significant responsibility that is not 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;
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.

22.2.2 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. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

22.3 The pay committee may award a TLR3 of values in **appendix 8.**

22.3.1 Before making any TLR3 payment, the governing body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities. In addition, the responsibilities are not a permanent or structural requirement, which should instead be rewarded by means of a permanent TLR payment.

22.3.2 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 a two-week consultation period with staff and trade union representatives.

22.3.3 Once agreed, the governing body will advertise the position internally setting out in writing the duration of the fixed term (maximum 2 years), and the amount of the award will be paid in monthly instalments.

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

22.3.5 TLR3 payments are not subject to the pro-rata principle for part-time teachers.

23. ADDITIONAL LEARNING NEEDS (ALN) ALLOWANCE

23.1 The pay committee will award an ALN spot value allowance on a range of identified in **appendix 8** to any classroom teacher who meets the criteria as set out in paragraph 21 of the document, please refer to **appendix 7**.

23.2 When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's ALN provision, whether any mandatory qualifications are 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 (paragraph 21.3 of the document).

23.3 The governing body will also establish differential values in relation to ALN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 56 to 60 of the section 3 guidance of the document.

24. SUPPORT STAFF

24.1 The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 15 [or 27] of the Staffing of Maintained Schools (Wales) Regulations 2006 but acknowledge that it has to be in line with the Cardiff local authority pay and grading processes (inclusive of job evaluation) including the associated terms and conditions of employment.

24.2 Other provisions in this pay policy, other than the appeal process, are not applicable to support staff.

25. PART-TIME EMPLOYEES

25.1 Teachers: The governing body will apply the provisions of the document in relation to part-time teachers' pay and working time in accordance with paragraph 39 and 40 of the document, and then paragraphs 40-45 and 79-86 of the section 3 guidance.

25.2 All staff: The governing body will ensure that no part-time employees are treated any less favourably than a full-time comparator, in accordance with their legal obligations.

25.3 If teachers are employed on a continuous basis at the school but work less than a full working day or less than a full working week, they are known as part-time workers. The governing body will issue them with a written statement setting out their obligations as regards working time and the procedure used to set their pay.

25.4 Statement of working time for teachers please see **appendix 6**.

26. TEACHERS EMPLOYED ON A SHORT NOTICE BASIS

26.1 The pay committee will note annually the pay progression for supply teachers employed by the school under paragraph 41 of the document, which is subject to the following:

a. Pay progression must be on an annual basis from 1 September, with an assumption in favour of progression unless an individual has been notified that formal capability procedures are underway. A year is defined as the teacher working for more than 26 weeks in a local authority in a year.

b. A decision may be made not to award progression where the individual has been notified that formal capability procedures are underway. Refer to **appendix 9 and 10** for more details.

26.2 This provision does not apply to supply teachers employed by agencies, as the provisions of the STPCWD do not cover them.

26.3 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 NPS Framework Approved Supply Agencies and commit to a minimum daily rate of M1 ÷ 195 days. The exception will be that when agencies on the NPS framework are unable to supply the suitably skilled teacher, the school will be able to approach alternative agencies but with commitment to pay as a minimum, the M1 pay rate.

27. RESIDENTIAL DUTIES

27.1 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. (Paragraph 25 of the document)

28. ADDITIONAL PAYMENTS

28.1 In accordance with paragraph 26 of the document and paragraphs 61-69 of the section 3 guidance, the relevant body may make payments to a teacher, other than a headteacher 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;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the headteacher relating to the raising of educational standards to one or more additional schools.
- participation in out-of-school hours learning activity agreed between the teacher and the headteacher or, in the case of the headteacher, between the headteacher and the relevant body;

28.2 The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26 of the document where advised by the headteacher.

28.3 Payment will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the pay committee, at a

higher level reflecting the responsibility and size of commitment.

28.4 The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the document for the payment of bonuses or honoraria in any circumstances.

29. RECRUITMENT AND RETENTION INCENTIVE BENEFITS

29.1 The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27of the document and paragraphs 70-72 of the section 3 guidance).

29.2 The pay committee will consider exercising its powers under paragraph 27 of the document 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.

29.3 The governing body will, nevertheless, conduct an annual formal review of all such awards in consultation with the individual and their trade union representative.

29.4 Headteachers, deputy headteachers and assistant headteachers may not be awarded payments under paragraphs 27.1 to 27.2 of the document other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a headteacher must be taken into account when determining the headteacher's pay range.

30. SALARY SACRIFICE ARRANGEMENTS

30.1 Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the document.

31 MONITORING AND REVIEW

31.1 The governing body will monitor the outcomes and impact of this policy on a regular basis. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact will be provided to union representatives on request. It may include information relation to trends in progression across specific groups of teachers to assess its effect and the School has continued compliance with equalities legislation.

ALN statement

St Peter's RC Primary School is committed to providing an inclusive learning environment in line with the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the ALN Code for Wales 2021. We are dedicated to identifying, assessing, and making provision for Additional Learning Needs at the earliest opportunity, working in collaboration with pupils, parents, and relevant professionals. Our approach is based on promoting equity, respecting diversity, and ensuring that all pupils are provided with opportunities to meet success.

UNCRC statement

St Peter's RC Primary School is committed to creating a community where children's rights are respected, upheld, and fulfilled. We aim to foster a rights respecting environment that empowers pupils to become active and responsible citizens. Through collaboration with pupils, staff, parents/carers and governors, we aim to embed the United Nations Convention on the Rights of the Child (UNCRC) into our policies and practice.

APPENDIX 1

Please insert your most recent staffing structure here:

Group for the School: Group 2		Please refer to staffing structure which can be found at
Headteacher's HSR:	L21 to L27	
Deputy headteacher's range:	L12 to L16	
Assistant headteacher's range:	n/a	

APPENDIX 2

PAY RECOMMENDATION
To be used in exceptional circumstances:

a. If the employee's performance over the year has been excellent. To be complete by the 31st October.
b. If the employee's performance over the year has been unsatisfactory and on formal capability. To be complete by the 31st July.

Name	-	
Post:	-	
Headteachers recommendation to pay committee taking into account the appraisal review statement I recommend the following for above named employee -		
Reason for recommendation	-	
Headteacher signature	-	
Date	-	
Decision of pay committee We have taken into account the recommendation on pay progression and confirm our agreement.		
Chair of committee	-	
Date	-	

Notes

Pay committee must provide written confirmation of outcome to Teacher and advice of right of appeal in line with the school pay policy.

Headteacher to ensure *HR / payroll are advised in event that progression to the next reference point is **not** applicable (i.e. if there is no progression or additional point awarded).

Notification will be in line with each Local Authority pay notification arrangements.

APPENDIX 3

UPPER PAY RANGE APPLICATION PROCESS

- complete the school's application form; **(appendix 4**);
- submit the application form and, if necessary, any supporting evidence to the headteacher by the cut-off date of 31 August
- Evidence should be readily available, proportionate, and mindful of workload.

Following completion of the relevant appraisal period:

- The appraiser will complete the assessment pro-forma (appendix 4) setting out the appraiser's recommendation in relation to progression to the upper pay range, following completion of the relevant appraisal period.
- The headteacher will consider the appraiser's recommendation and will make a recommendation to the pay committee;
- the pay committee will make the final decision, advised by the headteacher; teachers will receive written notification of the outcome of their application by 31 October.
- where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the
- relevant criteria set out in this policy
- the written notification will include the fact that they have the right to make representation to the pay committee
- teachers may request oral feedback, this should be provided within 10 working days of notification of the outcome
- if still unsuccessful applicants can appeal the decision.
- The full appeals process is set out at the back of this pay policy.
- feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- successful applicants will move to the minimum of the UPR on 1st September in the academic year following date of application (e.g. application received by 31 August 2021 move to UPR in September 2021).
- Headteacher must arrange to notify *HR / Payroll of any pay determinations.

NB - these dates are subject to change in accordance with the individual school's annual performance management cycle, which is contained within the school's performance management policy.

APPENDIX 4 UPPER PAY

RANGE

To be submitted by 31 AUGUST

Teachers details:

Name: -

Post: -

Date of appointment at this school -

1. Outcome of the most recent appraisal in this school (staff who are unable to provide this because of sickness absence or maternity leave may provide a written statement and summary of evidence to demonstrate they have met the assessment criteria)	
2. I am highly competent* in all elements of the relevant standards	
3. My achievements and contribution to the school are substantial* and sustained*	
SIGNED:	
Date	
I wish to apply for access to the UPR and confirm the following: (*please refer to the Schools Pay Policy)	

Appraisers Recommendation (if not the headteacher form will need to be passed to headteacher for consideration in terms of equality and fairness)	
Signed:	
Date:	
Headteachers Recommendation	
Signed:	
Date:	
<u>Pay Committee Decision and reasons for outcome:</u>	
Chair of Panel Signature	

NOTES:

- **Teacher must be given written notification of outcome.**
- If application is not successful, the teacher must be advised of areas where performance did not satisfy the relevant criteria.
- The Teacher may request oral feedback from the appraiser. This should be provided within 10 school working days of notification of outcome.
- Successful applicants will move to minimum of UPR in September of next academic year.
- Unsuccessful applicants may make representation and appeal the decision in line with the process in the school's pay policy.
- Headteacher must arrange to notify *HR / payroll of any pay determinations.

* depending on LA arrangements

APPENDIX 5

APPEALS PROCEDURE

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

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal appeal hearing procedure. 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.

APPEAL HEARING PROCEDURE

It is the intention that the appeals procedure will be dealt with promptly, thoroughly and impartially.

Stage 1 Right to make Representations

As part of the pay determination process, the headteacher will make a recommendation to the pay committee responsible for approving the pay recommendation supported by relevant assessment evidence. Where the headteacher does not accept the recommendation of the appraiser, the teacher will be provided with the opportunity to make direct representations to the pay committee and will be entitled to call the appraiser as a witness. Thereafter, the appeals process will apply, if necessary.

On determining a teacher's pay, the pay committee will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to "Pay Committee'.

If the teacher wishes to make representations in relation to the decision, they must do so in writing to the pay committee, normally with 10 school working days or within a mutually agreed alternative timescale. This must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial request to make representations is raised, the pay committee must then arrange to meet the teacher (who will have the right to be accompanied by their trade union or a work colleague) to discuss the matter. The headteacher should also be invited to the meeting to clarify the basis for the original recommendation.

The pay committee will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right to appeal to the governing body. If the teacher wishes to

exercise their right of appeal, they must write to the clerk of the governing body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke Stage 2 - the Appeal Procedure.

Stage 2 - Appeal Procedure

On receipt of the written appeal, the clerk to the governing body will establish an appeal committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the appeal committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both "the headteacher" and "pay committee" will be required to attend the meeting to clarify the basis for their original recommendation/decision, 10 working days' notice will be given to all attending the appeal hearing.

The chair of the appeal committee will invite the employee (who will have the right to be accompanied by their trade union or work colleague) to set out their case. Both "headteacher' and 'pay committee (chair)" will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the appeal committee will then consider all the evidence in private and reach a decision. The appeal committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the appeal committee is final.

Format for stage one and two: the pay representation hearing and the appeal meeting

Stage one the pay representation hearing

(i) Chair of the pay committee will outline the process followed by the committee in making their decision, and provide the reasons for refusal of pay progression.
(ii) Headteacher/appraiser may be called upon to clarify the basis for the original recommendation.
(iii) Headteacher/appraiser may be asked questions by either the employee (or their representative) or the pay committee.
(iv) Employee (or their representative) will have the opportunity to question the chair of the pay committee.
(v) Employee (or their representative) will make their representations.
(vi) The pay committee will have the opportunity to question the employee.
(vii) Employee (or their representative) will have the opportunity to sum up their case if they so wish.
(viii) Employee, their representative and the headteacher/appraiser will withdraw while
(ix) Pay committee considers the representations made by the employee and reaches a decision.
(x) Employee, their representative and the headteacher will be recalled to be given the pay committee's decision
(xi) The pay committee will either accept the representations made or confirm the original decision. If the pay committee determines to confirm the original decision, the employee will be advised of their right of appeal.
(xii) The decision will be confirmed in writing to the employee in 5 working days, advising of their right of appeal where applicable.

Stage two- the pay appeal meeting

(i) Chair of the pay committee will outline the process followed in making their decision and provide reasons for refusal of pay progression

(ii) Headteacher/appraiser may be called upon to clarify the basis for their original recommendation.

(iii) Headteacher/appraiser may be asked questions by either the employee (or their representative) or the pay appeals committee.

(iv) The pay appeal committee and employee (or their representative) will have the opportunity to question the chair of the pay committee.

(v) Employee (or their representative) will present information regarding their appeal.

(vi) The pay appeal committee and the chair of the pay committee will have the opportunity to question the employee.

(vii) The headteacher/appraiser will withdraw after presenting their evidence and answering any questions.

(viii) Chair of the pay committee and the employee (or their representative) will have the opportunity to sum up their case if they so wish.

(ix) Employee and their representative and the chair of the pay committee will withdraw while the pay appeal committee considers the information and reaches a decision.

(x) Employee and their representative, the Headteacher and the chair of the pay committee will be recalled to be given the pay appeal committee's decision. If the pay appeal committee determines to confirm the original decision the employee will be advised that they have no further right of appeal, excepting that available to them through the normal processes of statute.

(xi) The decision will be confirmed in writing to the employee in 5 working days.

APPENDIX 6

Statement of Working Time for Part Time Teachers

Name of school _____

School STTW _____

Name of employee _____

a) Hours of STTW worked: _____ FTE: _____

b) 1265 per year / FTE =. _____. /39 weeks = _____ hours per wk.
(1258.5 for 2021/2022)

Directed time = _____ (i.e. b-a)

Days of week worked _____

Activity	Times	Day of week/ date	Frequency
Teaching			
,,			
,,			
,,			
,,			
,,			
PPA			
Leadership & Mgt			
Registration			
Assembly			
Break duties			
Pastoral duties			
Staff meetings			
Parent consultations			
Other, please specify			

Dates of School INSET days: _____

INSET days to attend: _____

The abive applies from _____ to _____

Headteacher signature: _____ Date: _____

Employee signature: _____: Date: _____

APPENDIX 7

CRITERIA FOR AWARDING ALN ALLOWANCES

The criteria will determine that a ALN allowance must be awarded to a classroom teacher:

a) In any ALN post, that requires a mandatory qualification.
b) In a special school.
c) Who teaches pupils in one or more designated special classes or units?
d) In any non-designated setting (including any PRU) that is equivalent to a designated special class or unit, where the post:

   i. involves a substantial element of working directly with children with special educational needs;
   ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
   iii. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within a school, or in the case of an unattached teacher, the unit or service.

The school's structure of ALN provision will inform the rational for decisions made regarding the appropriate allowances values.

The value of allowances should take into account whether:

1. any mandatory qualifications are required
2. the qualifications and expertise of the teacher relevant to the post; and / or
3. the relative demands of the post

This will require a judgement to be made about the nature and challenge of a teacher's work with pupils with ALN compared and related to that of other teachers in the school.

APPENDIX 8

Teacher main pay scale

	2022	2023
	£	£
M2 (min)	29,278	30,742
M3	31,630	33,212
M4	34,067	35,771
M5	36,749	38,587
M6 (max)	40,443	42,466

Teacher upper pay scale

	2022	2023
	£	£
Minimum	41,927	44,024
U2	43,481	45,656
Maximum	45,085	47,340

Teacher additional allowances

	2022	2023
	£	£
TLR 1	-	
Min	8,986	9,436
Max	15,204	15,965
TLR 2	-	
Min	3,115	3,271
Max	7,605	7,986
TLR 3	-	
Min	619	650
Max	3,071	3,225

Unqualified teacher pay scale

-	2022	2023
-	£	£
1	19,689	20,674
2	21,979	23,078
3	24,268	25,482
4	26,557	27,885
5	28,849	30,292
6	31,139	32,696

Leading practitioner pay range

	2022	2023
	£	£
Minimum	45,950	48,248
Maximum	69,854	73,347

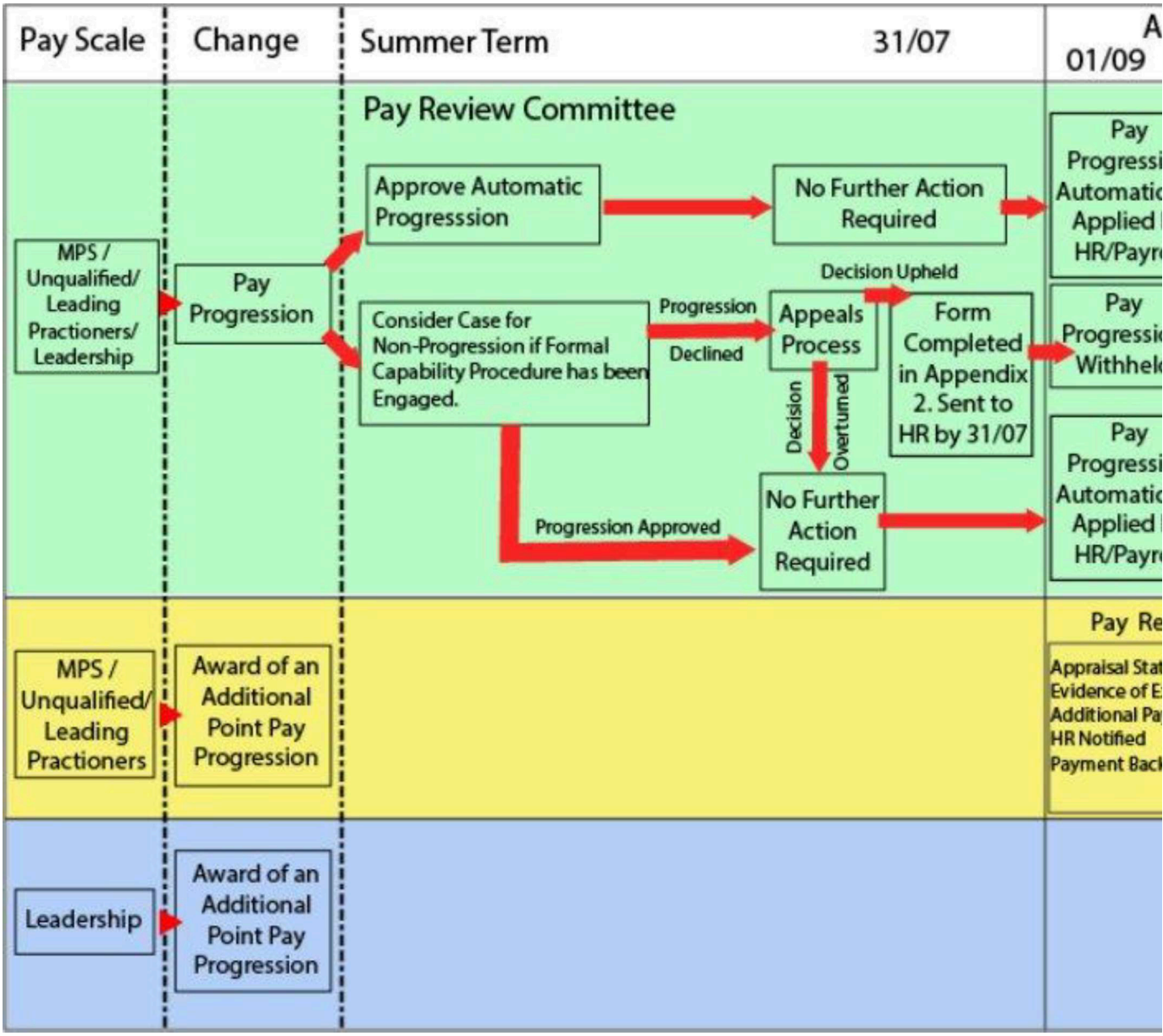
Leadership pay scales

	2022	2023
1	45,725	48,012
2	46,869	49,213
3	48,039	50,441
4	49,235	51,697
5	50,461	52,985
6	51,729	54,316
7	53,120	55,776
8	54,346	57,064
9	55,702	58,488
10	57,133	59,990
11	58,616	61,547
12	59,967	62,966
13	61,466	64,540
14	62,998	66,148
15	64,565	67,794
16	66,283	69,598
17	67,804	71,195
18	69,509	72,985
19	71,234	74,796
20	72,999	76,649
21	74,806	78,547
22	76,663	80,497
23	78,561	82,490
24	80,510	84,536
25	82,510	86,636
26	84,552	88,780
27	86,647	90,980
28	88,796	93,236
29	90,995	95,545
30	93,260	97,923
31	95,564	100,343
32	97,939	102,836
33	100,371	105,390
34	102,853	107,996
35	105,410	110,681
36	108,019	113,420
37	110,704	116,240
38	113,444	119,117
39	116,209	122,020
40	119,108	125,064
41	122,084	128,189
42	125,142	131,400
43	127,000	133,350

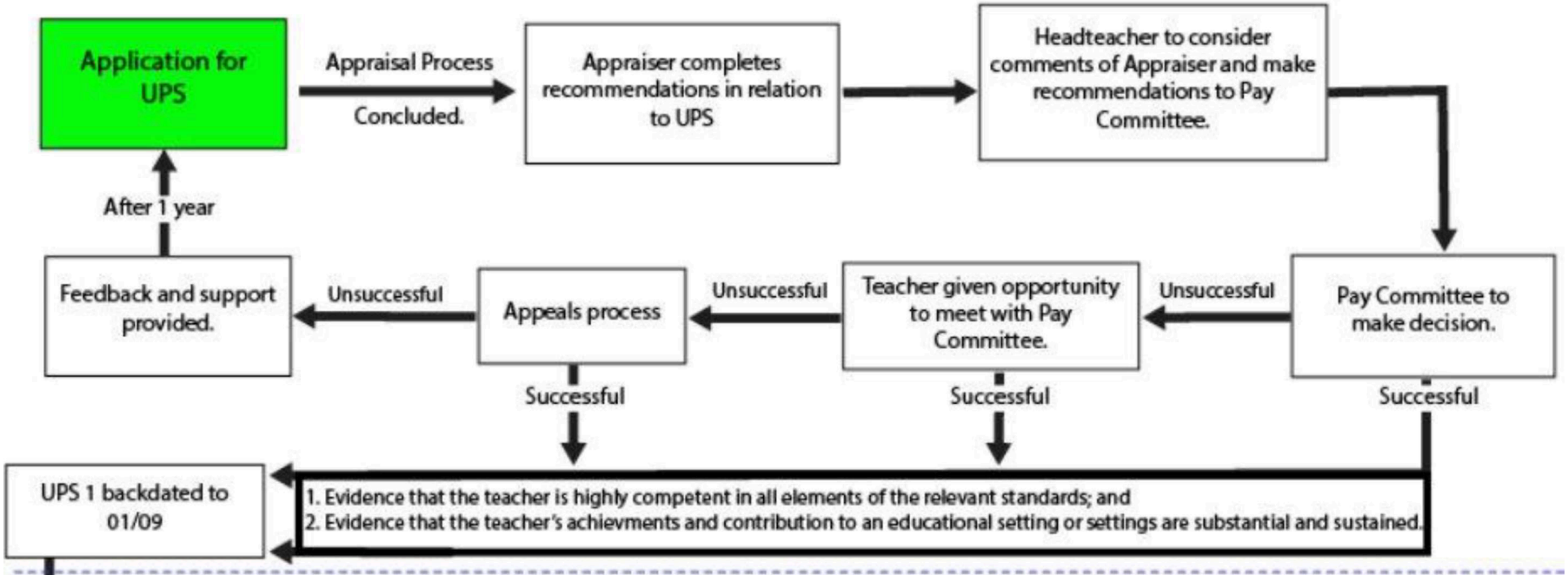
APPENDIX 9
Pay Progression Details

Pay Scale	Progression STPC 2020	Implementation by Employer
Main Scale/Unqualified / Leading Practitioner	Pay review committee to approve progression unless member of staff advised that formal capability procedures are underway. The pay committee may award an additional point to any teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching.	Automatic progression by LA unless notified by headteacher no later than preceding 31st July for 1st September HR to be notified by 31st October that an additional point is to be awarded and backdated to 1st September.
Apply for UPS	Application form to be completed and given to the headteacher by 31st August **appendix 4**	Awarded from 1st September following their application on the condition that criteria outlined in 18.1 and 18.2 is evidenced._ Decision to be made by 31st October.
UPS Progression	Progression based on two yearly basis unless formal capability procedures are underway	Automatic progression by LA two yearly unless notified by headteacher no later than preceding 31st July for 1st September
Leadership	Pay review committee to approve progression unless advised that formal capability proceedings engaged The pay review committee may award an additional point to any headteacher, deputy or assistant headteacher whose performance in the previous school year was excellent, with particular regard to agreed objectives.	Automatic progression by LA unless HR notified by the school no later than preceding 31st July for 1st September. HR to be notified by 31st December that an additional point is to be awarded and backdated to 1st September.

APPENDIX 10


Pay Scale
Change
Summer Term
31/07
A
01/09
Pay Review Committee
MPS / Unqualified/ Leading Practioners/ Leadership
Pay Progression
Approve Automatic Progresssion
No Further Action Required
Pay Progressi Automatic Applied HR/Payr
Consider Case for Non-Progression if Formal Capability Procedure has been Engaged.
Progression
Declined
Appeals Process
Decision Upheld
Form Completed in Appendix 2. Sent to HR by 31/07
Pay Progressi Withheld
Decision Overturned
Progression Approved
No Further Action Required
Pay Progressi Automatic Applied HR/Payr
MPS / Unqualified/ Leading Practioners
Award of an Additional Point Pay Progression
Pay Re
Appraisal Stat
Evidence of E
Additional Pa
HR Notified
Payment Back
Leadership
Award of an Additional Point Pay Progression

UPS APPLICATION PROCESS



UPS PROGRESSION

