

EASTCROFT PARK PRIMARY SCHOOL

SCHOOL PAY POLICY

SEPTEMBER 2022

Status	**FINAL**
Audience	Governing Bodies, Head teacher /all employees of Eastcroft Park Primary School
Issued	November 2022

WHOLE SCHOOL MODEL PAY POLICY

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'This School will use the job roles contained within the Support Staff Pay and Grading Documents 2005 and 2006, supplemented by any additional roles that are created as a result of the outcome of the job evaluation/grading appeals process that followed the implementation of the 1st January 2014 pay and grading structure. It should be noted that implementation of the grading structure and any future revisions supersedes the scale/grade bands referred to in the Support Staff Pay and Grading Documents 2005 and 2006.'

Eastcroft Park Primary School

Pay Policy Approved: The Governing Body of Eastcroft Park Primary School adopted this policy on
Implementation Date: 01.09.2022

1. INTRODUCTION

1.1 The School Teachers' Pay and Conditions Document (STPCD) requires School's to have a pay policy that sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. Schools must stay within the legal framework set out in the Document and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection).

This policy sets out the framework for making decisions on pay for teachers' and support staff including the procedure for determining appeals. It has been developed to comply with current legislation and the requirements of the STPCD and the locally agreed Knowsley Metropolitan Borough Council's (KMBC Support Staff Pay and Grading Documents 2005 and 2006) and takes into consideration the Knowsley Pay Review Package 2014

It is recommended that the Governing Body have established a committee to make determinations of pay in accordance with this pay policy. This function is performed by the dedicated pay committee

The pay policy has been consulted on with the teacher and support staff trade unions and staff.

Any reference to 'school' throughout this policy will include those educational establishments designated Centres for Learning or Academies.

1.2 The aim of this pay policy at this School is to:

- Provide a simplified framework for leadership pay and greater autonomy for the school to set leadership pay in the light of the school size, context and challenge;
- Provide a simple approach to assist the governing body to set pay when appointing a new head teacher, which requires assessment of the particular challenges and circumstances of the School and judge the extent to which these, together with the skills required which will be reflected in the determination of the head teachers individual pay range;
- Provide formal headroom above the current leadership maximum to incentivise and reward head teachers when taking on some of the largest and most challenging leadership roles;
- Provide flexibilities to manage performance and reward school leaders, with individual decisions on pay progression to be made according to performance;
- Provide a clear and useable framework for setting the pay of school leaders enabling Governing Bodies to match pay to accountabilities and

the local needs of the School. This will help the School to respond effectively in a rapidly changing sector and offer appropriate reward to high quality leaders where standards have been raised;
- maximise the quality of teaching and learning within the School;
- support the recruitment and retention of a high quality workforce;
- enable the School to recognise and reward staff for their contribution to the School;
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

The policy also supports the aims detailed within the School Improvement Plan.

1.3 When taking pay decisions, Schools must have regard both to their pay policy and to the individual's particular post within the staffing structure.

1.4 All teachers employed at this School will be paid in accordance with the statutory provisions of the STPCD as updated from time to time. A copy of the latest version of the School Teachers Pay and Conditions Document (STPCD) is available to download on the following website

School teachers' pay and conditions - GOV.UK (www.gov.uk)

1.5 Pay ranges from 1 September 2022

There are four pay ranges for other teachers detailed within the STPCD:

(i) the unqualified teacher range (UTR).

(ii) the main pay range (MPR) for qualified teachers who are not entitled to be paid on any other pay range;

(iii) the upper pay range (UPR);

(iv) Leading Practitioners (LP) – School's have discretion to create posts for qualified teachers whose primary purpose is modelling and leading improvement of teaching skills where such posts are created these will be paid on the pay range for Leading Practitioners.

There are three pay ranges that have been determined locally on the leadership pay range detailed within the STPCD:

(i) Head teacher/Principal;

(ii) Deputy Headteacher/Vice Principal;

(iii) Assistant Headteacher/Assistant Principal;

1.6 The Head teacher and Governing Body will consult staff and Professional Associations/Trade Unions on this policy and review it each year or when other changes occur to:

a) The School Teachers Pay and Conditions Document, to ensure it reflects the latest legal position. The Pay policy will comply with the current STPCD. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the STPCD and guidance will take precedence.

b) The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the 'Green Book' in this Policy), as adopted and applied through local agreement.

c) The KMBC Support Staff Pay and Grading Documents 2005 and 2006.

d) Knowsley Pay Review Package 2014.

An annual written report will be prepared and shared with school based Professional Association/Trade Union representatives, where present.

1.7 All support staff employed at this School will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the 'Green Book' in this policy) or the KMBC Support Staff Pay and Grading Documents 2005 and 2006 and the outcomes of the Knowsley Review Package 2014.

1.8 **Monitoring the impact of the policy**

The Governing Body will monitor the outcomes and impact of this policy on a yearly basis, including trends in progression across specific groups of teachers to assess its effect and the School's continued compliance with equalities legislation.

2. STAFFING STRUCTURE

2.1 The Governing Body will determine the staffing structure of the School. This will set out the agreed posts, duties and responsibilities. Both the STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

The staffing structure will be reviewed annually (or more regularly) and is attached at **Appendix 1**.

2.2 Where any permanent or temporary structural changes are made to the School then the head teacher will consult with staff and the school based union representatives outlining the rationale for the change and share the detail of any selection process that may be needed. In the absence of a School based representative the School will consult with the Local Representatives of the relevant Professional Associations/Trade Unions. The School will ensure that a ten working day window is used for any consultation. The School will liaise with the relevant Professional Association/Trade Union representatives where there is a need to shorten or extend the standard consultation window.

2.3 In accordance with paragraph 2.2 where any permanent or temporary structural changes occur then the Governing Body agree to consult and share information that will allow the School based representative/local representative to provide any feedback during the agreed consultation window.

This information will be as follows:

- A copy of the current pay policy;
- Three year financial projection;
- three year pupil projection;
- job description/person specification;
- details of changes to structure;
- the reasons for the change;
- how you intend to appoint;
- timeline of implementation.

3. PAY REVIEWS (TEACHERS)

3.1 The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year. Pay reviews in accordance with this paragraph are for the particular purpose of progression within an existing agreed pay band/range of points.

3.2 All teachers must be given a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews by the Governing Body may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

3.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give written notification as soon as possible and no later than one month after the date of the determination.

3.4 Decisions on the pay of the Headteacher will be communicated by the Chair of the Governing Body, in writing in accordance with the STPCD timing of salary determination and notification.

3.5 In accordance with paragraph 4.2 of the School Teachers Pay and Conditions Document 2022, the school may choose to review the pay of some/all leadership posts however the provisions under paragraph 4.2 are at the discretion of the governing body.

4. APPEALS (TEACHERS)

4.1 In matters relating to pay, the teacher has only one opportunity to appeal. A teacher may appeal against the determination in relation to his/her pay or any decision taken by the dedicated pay committee that affects his/her pay within their existing pay band/progression onto the Upper Pay Range.

4.2 At any stage of the appeal process, a teacher may be accompanied by and represented by a colleague or Professional Association/Trade Union representative.

4.3 The following list, which is not exhaustive, includes the usual reasons for appealing against a pay determination.

That the person or committee by whom the decision was made;

(a) Incorrectly applied any provisions of the STPCD or Model School Pay Policy
(b) Failed to have proper regard for statutory guidance
(c) Failed to take account of relevant evidence
(d) Took account of irrelevant or inaccurate evidence
(e) Was biased; or
(f) Otherwise unlawfully discriminated against a teacher

4.4 Any challenge in relation to paragraph 4.2 of the STPCD will be dealt with outside of this appeal process.

5. APPEALS (THE ORDER OF PROCEEDINGS)

5.1 The order of proceedings for hearing an appeal is as follows:

- The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision has been made.

- If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Head teacher within ten working days of the decision.

- Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

- The teacher should set down in writing the grounds for appealing the pay decision (which must relate to the grounds as set out above) and send it to the Head teacher within ten working days of the notification of the decision or of the outcome of the informal discussion referred to above.

- Any appeal should be heard by a panel of three governors (who were not involved in the original pay decision) normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person and to be accompanied by a friend or a trade union/professional association representative.
  The decision of the appeal panel will be given in writing within ten working days of the appeal hearing and the reasons for the decision.
  The format for the appeal hearing is attached at **Appendix 2**.

6. BASIC PAY DETERMINATION ON APPOINTMENT (TEACHERS)

6.1 The Governing Body will determine the full pay range for a vacancy prior to advertising. All teaching vacancies within this School will be advertised identifying the MPR 1 – MPR 6 and UPR 1 – UPR 3. On appointment this School will apply the principles of pay portability for all new appointees, however this School will have the flexibility to offer an enhanced salary taking into account a range of factors, including;

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider School context.

These options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments.

There is no assumption that a teacher will be paid at the same rate as they were paid in a previous School however as a minimum requirement the principles of pay portability will be applied.

7. LEADERSHIP POSTS - GENERAL

7.1 Members of the Leadership group must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the School and will be subject to review of performance against objectives before consideration of awarding pay progression.

7.2 Head teachers/Principals

The Governing Body will ensure that the Head teacher's salary is reviewed annually, with effect from 1 September and no later than 31 December each year.

The Governing Body have assigned the school Head teacher group as L11 to L24

The Governing Body have assigned the individual school range (ISR) of points 17 to 24. For the purposes of the 2014 arrangements the School has maintained an equivalent range of L17 to L24 to which are now referred to as reference points. (**Appendix 4** details leadership group pay range).

The Head teachers salary will not increase by more than two points in the course of one school year.

7.3 **Leadership Group Pay**

7.3.1 The determination of leadership group pay introduced on the 2014 STPCD will only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date. The governing body will determine, in light of the schools particular circumstances and context the extent to which any change should be regarded as 'significant'. In doing so, the governing body will pay particular attention to the extent to which the change creates new levels of accountability and responsibility for the leadership group member or members.

7.3.2 The School may choose to review the pay of all of their leadership posts in accordance with the arrangements introduced in the 2014 document if they determine that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2014 or with pay arrangements for a member or members of the leadership group whose responsibilities have significantly changed on or after that date.

The dedicated pay committee will determine the salary for head teachers, deputy head teachers or assistant head teachers in accordance with the STPCD.

7.3.3 The pay range for members of the leadership group is shown in **Appendix 4**. The individual salaries contained within the appendix will be used as reference points for the future progression of members of the leadership team.

7.3.4 The School acknowledge that all pay decisions must be made on objective criteria so that there is no discriminatory effect on any group of teachers with a particular protected characteristic under the Equality Act 2010.

7.4 Determination of leadership pay range

7.4.1 The dedicated pay committee will assign the School to a head teacher group for the purposes of paragraph 11 of the STPCD in accordance with paragraph 5, 6, 7, 8.

7.4.2 The School will determine a unit score and the Governing Body will assign a School Head teacher group.

7.4.3 When determining the leadership pay range the dedicated pay committee will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

The Governing body will assign the School a salary range from within the assigned headteacher group. The Governing Body will decide on the amount of reference points that they will use taking into consideration 7.4.3 of this policy.

7.4.4 Where possible, the dedicated pay committee will ensure that the pay range for the head teacher will not exceed the maximum of the head teacher group.

However, the head teachers pay range may exceed the maximum where the dedicated pay committee determines that circumstances specific to the role or candidate warrant a higher than normal payment. The dedicated pay committee will ensure that the maximum of the head teacher's pay range and any additional payments made under paragraph 10 of the STPCD will not exceed the maximum of the head teacher group by more than 25% other than in exceptional circumstances; in such circumstances, the dedicated pay committee will seek external independent advice before providing such agreement and support its decision with a business case.

7.4.5 The maximum of the deputy or assistant head teacher's pay range will not exceed the maximum of the head teacher group for the School. The dedicated pay committee will ensure that the pay range for the Deputy Head teacher or Assistant Head teacher, where appropriate, will only overlap the head teacher's pay range in exceptional circumstances.

7.4.6 Upon appointment a new Head teacher/Principal will be placed on a point within the salary range which will be determined following the recruitment and selection process. The selection panel will ensure that there is appropriate scope within the range to allow for performance related progress over time.

7.5 Pay progression for the leadership group

7.5.1 Pay progression for the leadership group which is identified within this paragraph will apply to those arrangements pre 2014 and post 2014. Effectively the new provisions contained within this pay policy for pay progression for the leadership group will apply to all leadership group posts (excluding leading practitioners).

The Governing Body will ensure that the Head teacher's/Principal's/Deputy Head teacher's/Assistant Head teacher's salary is reviewed annually in line with the School's appraisal policy.

7.5.2 The new progression arrangements detailed within this paragraph will apply to all School Leaders.

7.5.3 The School must consider annually whether or not to increase the salary of members of the leadership group (namely head teachers, deputy head teachers and assistant head teachers) who have completed a year of employment since the previous pay determination and, if so, to what salary within the relevant pay range.

7.5.4 Head teachers/Principals/Deputy Head teachers/Assistant Head teachers will be eligible for a pay increase of one point on the identified pay range where;

- they meet all of their objectives;
- are assessed as fully meeting the relevant standards and;
- there is clear evidence that the School Improvement Plan/School Development Plan has been delivered.

7.5.5 Head teachers/Principals/Deputy Head teachers/Assistant Head teachers may be eligible for a pay increase of two points on the identified pay range where;

- they exceed all of their objectives;
- are assessed as fully meeting the relevant standards and;
- there is clear evidence that the School Improvement Plan/School Development Plan has been delivered.

7.5.6 Head teachers/Principals/Deputy Head teachers/Assistant Head teachers will not be eligible for a pay increase on the identified pay range where;

- objectives have not been met and/or;
- they have not fully met the relevant standards and/or;
- there is clear evidence that the School Improvement Plan/School Development Plan has not been delivered.

7.5.7 Pay progression on the leadership pay range will not be automatic each year.

7.5.8 No Head teacher/Deputy Head teacher/Assistant Head teacher will increase by more than two points in the course of one school year unless there are exceptional circumstances and where supported by a business case. The

Governing Body recognise the need to seek advice from Human Resources before taking any such action.

In addition, the School will also consider the paragraph 11.2 of the STPCD when deciding how pay progression will be determined.

7.6 **New appointments - the three stage process**

7.6.1 This School will follow the three stage process identified below.

This three stage process will ensure that the governing body has the flexibility to set pay at the level needed to attract head teachers and other members of the leadership team by systematically considering the role before advertising the post.

The governing body will ensure that all decisions and the reasons for them are well documented at every stage. All pay decisions will be made on objective criteria so that there is no discriminatory effect on any group of teachers with a particular protected characteristic under the Equality Act 2010.

7.7 **Stage 1 – Defining the role and determining the head teacher group**

7.7.1 The governing body will use this stage to define the job and identify the broad pay range as a provisional guide to determining the appropriate level of pay.

The governing body will define and set out the specific role, responsibilities and accountabilities of the post as well as the skills and relevant competences required.

7.7.2 For head teacher posts the governing body will assign the school to a head teacher group which will determine the appropriate broad pay range. The governing body will do this by calculating the total unit score for the school in accordance with paragraphs 5-8 of the STPCD.

7.7.3 For other leadership group posts, the governing body will take into consideration how the role fits within the wider leadership structure of the school. The governing body will ensure that the pay range for a deputy or assistant head teacher will not overlap the head teacher's pay range however it is recognised that there may be exceptional circumstances where an overlap may occur. Any such decisions will be fully documented by the governing body with a clear rationale outlined. When making such decisions the governing body will ensure that the principles of section 2 of this policy are adhered to.

7.8 **Stage 2 – Setting the indicative pay range**

7.8.1 The governing body will consider the complexity and challenge of the role in the particularly context of the school and make judgment on pay in light of this.

At this stage the governing body will consider current discretionary payments, such as recruitment and retention, and long term provision to other schools.

7.8.2 The governing body accepts that the total unit score will generally capture the complexity of the head teacher role and that the relevant broad pay range accommodates appropriate levels of reward. The governing body will decide whether the indicative pay range should start at the minimum of the head teacher group or whether it should start at a higher level because of the level of challenge of the post. The governing body recognise that it is their responsibility to identify the broad pay range to use from within the head teacher group and that there is no restriction on the number of points they are required to use when setting the pay broad pay range.

7.8.3 The governing recognises that there may be circumstances in which there are additional factors that suggest that the indicative pay range should be higher than would be provided by the basic calculation in stage 1.

7.8.4 Whilst the governing body recognise that such circumstances will be determined at the specific time of setting the indicative pay range such circumstances for consideration could be *(guidance only and not intended to provide an exhaustive list);*

- the context and challenge arising from pupil needs e.g. if there is a high level of deprivation in the community (Free School Meal (FSM) entitlement and/or English as an Additional Language indicators may be relevant) or there are high numbers of looked after children or children with special needs or there is a high level of in-year pupil mobility, 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 dispersed sites, which goes significantly beyond that expected of any head teacher of a 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 and teaching school alliance; Responsibility for PVI settings; Childcare; Community Services (this list is not exhaustive).

- factors that may impede the school's ability to attract a field of appropriately qualified and experienced leadership candidates e.g. location, specialism, level of support from the wider leadership team.

7.8.5 Where the governing body consider that the circumstances/factors and feel that the indicative pay range should be higher than would be provided by the

basic calculation in stage 1 then they will set the indicative pay range with a maximum of up to 25% above the top of the relevant head teacher group range. Where the governing body feel that the amount should be in excess of this limit then they will seek external independent advice, and where such increase is agreed a business case will be developed and agreed by the full governing body.

7.8.6 The governing body will ensure that no double counting takes place e.g. of things taken account of at stage 1, such as responsibility for an additional school already reflected within the total unit score

7.8.7 The governing body will not increase base pay nor pay an additional allowance for regular local collaboration which is recognised as already being part of the role of head teacher.

7.8.8 The governing body recognise that for other leadership roles the process applied will be broadly the same. The governing body will consider how the other leadership roles should be set in accordance with the level set for the head teacher and will ensure that there is sufficient scope for progression.

7.8.9 At the end of this stage the governing body will decide where in the broad range to position the indicative pay range and will set this out clearly when advertising the role. The governing body will make an overall judgement on the position and breadth of range, allowing appropriate scope for performance-related progression over time which will clearly link to school improvement priorities and outcomes.

The governing body will ensure that there is a clear audit trail for all decisions made and the reasoning behind them.

7.9 **Stage 3 – Deciding the starting salary and individual pay range**

7.9.1 When the governing body has made the decision to appoint their preferred candidate we will set the starting salary in the light of candidate-specific factors, such as the extent to which the candidate meets the specific requirement of the post. The governing body will ensure that there is scope for performance-related pay over a period of time.

7.10 **Allowances**

7.10.1 The governing body recognise that the approach to setting pay for head teachers will make additional payments by means of allowances unnecessary. The exception to this will be for temporary or irregular responsibilities. The governing body will ensure that such payments are time limited from the outset and will cease when the responsibility ceases or circumstances change. Safeguarding will not apply to such payments. The total value of the salary and temporary payments made to a head teacher in any one year must not exceed 25% above the maximum of the head teacher group for the school.

7.10.2 The governing body will ensure that the principles of payment of allowances for members of the wider leadership group will be consistent with those of head teachers.

7.11 **Determination of temporary payments to Head teacher's/Principal's.**

The dedicated pay committee may determine that additional payments be made to a[Head teacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the dedicated pay committee must not have previously taken such reason or circumstance into account when determining the headteacher's pay range.

The total sum of the temporary payments made to a Head teacher in any school year must not exceed 25% of the annual salary which is otherwise payable to a Head teacher, and the total sum of salary and other payments made to a Head teacher must not exceed 25 % above the maximum of the headteacher group, except in wholly exceptional circumstances where the dedicated pay committee have determined that additional payments may be awarded in excess of 25 % to the Head teacher. The full Governing body will seek external independent advice before providing such agreement and support its decision with a business case.

The above paragraph does not apply to additional payments made;

- In accordance with any payments for residential duties as a requirement of the post or;
- In respect of relocation expenses which relate solely to the personal circumstances of the Head teacher

8. TEACHERS (PAY PROGRESSION BASED ON PERFORMANCE)

8.1 In this School all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal arrangements, which recognise their strengths, inform plans for their future development, and help to enhance professional practice.
The arrangements for teacher appraisal are set out in the School Appraisal Policy in accordance with the 2012 regulations in England.

8.2 Notwithstanding the pay progression principles within paragraphs 9 and 11 of this policy. It will be possible for a 'no progression' pay determination to be made without recourse to the capability procedure.

8.3 To be fair and transparent, assessments of performance will be properly rooted in evidence. In this School we will ensure fairness by applying the general principles of the School Appraisal Policy.

8.4 Decisions regarding pay progression/non pay progression will be made **in writing** with reference to the teacher's appraisal reports and the pay recommendations they contain. **In the case of ECT's (Early Career Teachers), whose appraisal arrangements are different, the relevant body must determine the teachers performance and any pay recommendations by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 as amended with effect from the 1 September 2021. The governing body will ensure that the ECT's are not negatively affected by the extension of the induction period from 1 year to 2 years. The governing body recognise that this change does not prevent the reviewer from awarding pay progression to ECT'sat the end of the first year.**

In this school, any ECT who successfully completes the first year of their induction will pay progress to the next pay point from the one they where appointed to at the commencement of their 1st year as an ECT.

Teachers in their induction year will be awarded pay progression on the successful completion on induction in accordance with the Department for Education's statutory guidance on Induction for Early Career Teachers (England) and in line with paragraph's 9.1-9.5 of this policy. Pay progression will be in line with the provisions contained within the School Teachers Pay and Conditions Document. Where a teacher has failed to complete satisfactorily the induction period the provisions within the statutory guidance on induction for newly Early Career Teachers (England) will be referred to.

8.5 **Teachers' appraisal reports will contain pay recommendations**. Final decisions about whether or not to accept a pay recommendation will be made having regard to the relevant information and taking into account advice from the reviewer and/or Head Teacher/Principal, where applicable. The dedicated pay committee will consider their approach in light of the School budget and ensure that appropriate funding is allocated for pay progression at all levels.

8.6 In this School, judgements of performance will be made against the extent to which teachers have met their individual objectives, the relevant standards, lesson observations and how they have contributed to the impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers and other staff; wider contribution to the work of the School.

8.7 The rate of pay progression will link to an individual teachers' performance and will be on the basis of absolute performance measures.

9. MAIN PAY RANGE

The dedicated pay committee will decide the following:

9.1 Teachers will be eligible for a pay increase of **one point** on the identified pay range (MPR1 – MPR6) where;

- they meet all of their objectives
- are assessed as fully meeting the relevant standards and
- as part of the appraisal process teaching is assessed as at least good or better

9.2 Teachers may be eligible for a pay increase of **two points** on the identified pay range (MPR1 – MPR6) where;

- they exceed all of their objectives
- are assessed as fully meeting the relevant standards and;
- as part of the appraisal process teaching is assessed as outstanding

9.3 Teachers will **not be eligible** for a pay increase on the identified pay range (MPR1 – MPR6) where

- objectives have not been met and/or;
- they have not fully met the relevant standards and/or;
- as part of the appraisal process teaching is assessed as requiring improvement or inadequate.

9.4 Pay progression on the main pay range will not be automatic each year.

9.5 No teacher paid on the main pay range will increase by more than two points in the course of one school year.

MAIN PAY RANGE (MPR)	£SALARY
MPR 1	£28,000
MPR 2	£29,800
MPR 3	£31,750
MPR 4	£33,850
MPR 5	£35,990
MPR 6	£38,810

Reviews will be deemed to be successful unless concerns about standards of performance have been raised in **writing** with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the School by the conclusion of that process.

10. UPPER PAY RANGE

10.1 Any qualified teacher can be considered to be paid on the upper pay range and any such consideration must be assessed in line with this policy. It is the responsibility of the reviewer and teacher to decide whether or not the teacher wishes to be considered to be progress onto the upper pay range. A reviewer can consider progression on the upper pay range, once a year.

10.2 A reviewer will discuss with the teacher progression onto the upper pay range and this should be between the 1 September and 31 October and where successful will be backdated to the 1 September.

10.3 If a teacher is simultaneously employed at another School, they may submit separate applications if they wish to apply to be paid on the upper pay range in that School. This School will not be bound by any pay decision made by another School.

10.4 A reviewer must consider the results of reviews and appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

10.5 A reviewers considerations must contain evidence from the last two performance management reviews. It the responsibility of the reviewer and the teacher to keep a record of discussions within appraisal review paperwork. It is advisable to record what has been agreed and any concerns the reviewer/reviewee may have as this may need to be referred to in future interim reviews/annual reviews.

The school recognise the importance of the need for reviewers to regularly hold conversations with teachers in relation to progression to the Upper Pay Range regardless of the current point they are paid. Any support or development offered to a teacher should be recorded as this could be used to support or reject a consideration to progress onto the Upper Pay Range or progress within the Upper Pay Range.

11. UPPER PAY RANGE (THE ASSESSMENT)

11.1 An application from a qualified teacher will be successful where through the two previous appraisal reviews the dedicated pay committee satisfied that;

a) The teacher is **highly competent** in all elements of the relevant standards and;

b) The teacher's achievements and contribution to the School are **substantial** and **sustained** (paragraph 15.2, STPCD).

11.2 For the purpose of this pay policy:

'**Highly competent'** means – performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the School, in order to assist them in meeting the relevant standards and develop their teaching practice)

'Substantial' means – of real importance, validity or value to the School, play a critical role in the life of the School; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and the use of outcomes effectively to improve pupils' learning); and

'Sustained' means – maintained continuously over a long period

11.3 The teacher will be assessed by the Head teacher and the role of the Governing Body in making the final determination.

12. UPPER PAY RANGE (PROCESSES AND PROCEDURES)

12.1 The assessment will be made by the reviewer as part of the teachers appraisal review. (1 September to 31 October)

12.2 If successful, applicants will move to the upper pay range with effect from the 1 September of that year.

12.3 Pay progression within the upper pay range will not be automatic each year.

12.4 Teachers will be eligible for a pay increase of one point on the identified pay range (UPR1 – UPR 3) following appointment onto the UPR, where they can demonstrate through two consecutive successful performance management reviews that;

- they meet all of their objectives,
- are assessed as highly competent and fully meets the relevant standards;
- teaching is assessed as at least good or better and;
- the teacher's achievements and contribution to the School are **Substantial** and **Sustained**.

For the circumstance of this pay policy and for the avoidance of doubt teachers can progress **annually** on the UPR with reviewers being able to rely on previously deemed successful (consecutive) performance management reviews when making pay recommendations in line with the appraisal process.

The salaries of those teachers on the UPR will be reviewed **annually** in line with the above criteria.

12.5 Where a teacher is not supported to progress onto the UPR, this will be discussed at the appraisal review meeting and feedback will be given to the teacher by Julie Withey
All discussions and comments must be included within the appraisal documentation so that either the reviewer and/or the teacher can refer to this during interim reviews or annual reviews.

12.6 Any appeal against a decision not to move a teacher to the upper pay range/not to progress on the upper pay range will be heard under the appeals process in accordance with this policy.

UPPER PAY RANGE (UPR)	£SALARY
UPR 1	£40,625
UPR 2	£42,131
UPR 3	£43,685

Reviews will be deemed to be successful unless concerns about standards of performance have been raised in **writing** with the teacher during the annual

performance management/appraisal cycle and have not been sufficiently addressed through support provided by the School by the conclusion of that process.

13. DETERMINING PAY FOR LEADING PRACTITIONERS

13.1 It is not the intention of the Governing Body to create a Leading Practitioner role at this time but the Governing Body will review its position from time to time.

The overall pay range for leading practitioners is detailed below.

LEADING PRACTITIONER (LP) PAY RANGE REFERENCE POINTS	***£SALARY***
LP 1	£44,523
LP 2	£45, 639
LP 3	£46,778
LP 4	£47,941
LP 5	£49,136
LP 6	£50,368
LP 7	£51,725
LP 8	£52,917
LP 9	£54,239
LP 10	£55,633
LP 11	£57,075
LP 12	£58,391
LP 13	£59,850
LP 14	£61,343
LP 15	£62,869
LP 16	£64,541
LP 17	£66,022
LP 18	£67,685

14. UNQUALIFIED TEACHERS PAY RANGE

14.1 An unqualified teacher will be paid on the pay range for unqualified teachers detailed below;

UNQUALIFIED TEACHER (UTR) PAY RANGE	£SALARY
UTR 1	£19,340
UTR 2	£21,559
UTR 3	£23,777
UTR 4	£25,733
UTR 5	£27,954
UTR 6	£30,172

14.2 Unqualified teachers will be eligible for a pay increase of **one point** on the identified pay range (UTR1 – UTR6) where;

- they meet all of their objectives
- are assessed as fully meeting the relevant standards and;
- as part of the appraisal process teaching is assessed as at least good or better

14.3 Unqualified teachers may be eligible for a pay increase of **one additional point** on the identified pay range (UTR1 – UTR6) where;

- they exceed all of their objectives
- are assessed as fully meeting the relevant standards and;
- as part of the appraisal process teaching is assessed as outstanding

14.4 Unqualified teachers will **not be eligible** for a pay increase on the identified pay range (UTR1 – UTR6) where;

- objectives have not been met and/or;
- they have not fully met the relevant standards and/or;
- as part of the appraisal process teaching is assessed as requiring improvement or inadequate

14.5 The Governing Body may pay an additional allowance to an unqualified teacher when they consider that the teacher has;

a) Taken on a sustained additional responsibility which:

- Is focussed on teaching and learning and;
- Requires the exercise of teachers' professional skills and judgement or;

b) Qualifications or experience which bring added value to the role being undertaken

14.6 Unqualified Teachers in this School will not hold TLR's or SEN Allowance

15. PART-TIME TEACHERS

15.1 Teachers employed on an ongoing basis at the School but who work less than a full working day or week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the School time tabled teaching week for a full time teacher in an equivalent post. The salary and any allowances, except for TLR3s, of a part-time teacher must be determined in accordance with the pro rata principle.

16. SHORT NOTICE/SUPPLY TEACHERS

16.1 Teachers who work on a day to day basis or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 194 days (2022-2023 includes an additional Bank Holiday for HM Queen Elizabeth II Funeral); periods of employment for less than a day being calculated pro-rata.

16.2 A teacher to whom paragraph 16.1 applies and who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more by way of remuneration in respect of that period than would have been paid had the teacher been in regular employment throughout the period.

17. ALLOWANCES AND PAYMENTS (TEACHERS)

17.1 SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES

A SEN allowance of no less than **£2,384** per annum and no more than **£4,703** per annum (pro rata for part time teachers) is payable to a classroom teacher in accordance with this paragraph.

The dedicated pay committee must award a SEN allowance to a classroom teacher:

(a) in any SEN post that requires a mandatory SEN qualification[(1)];

(b) in a special school;

(c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;

(d) in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:

(i) involves a substantial element of working directly with children with SEN; (for the purposes of clarity this school has identified 51% or more of the individuals time as being 'substantial').

(ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and

(iii) has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the dedicated pay committee will determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

(a) whether any mandatory qualifications are required for the post;

(b) the qualifications or expertise of the teacher relevant to the post; and

(c) the relative demands of the post.

(1) In accordance with the Education (School Teachers' Qualifications) (England) Regulations 2003 (S.I. 2003/1662), the Education (Teachers' Qualifications and Health Standards) (Wales) Regulations 1999 (S.I. 1999/2817) and the Education (Special Educational Needs Co-ordinators) (England) Regulations 2008 (S.I. 2008/2945) .

SEN Allowance payable to unqualified teachers

The dedicated pay committee may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

(a) taken on a sustained additional responsibility which:

(i) is focused on teaching and learning; and
(ii) requires the exercise of a teacher's professional skills and judgment; or

(b) qualifications or experience which bring added value to the role being undertaken.

17.2 RECRUITMENT AND RETENTION

Headteachers, deputy headteachers and assistant headteachers may not be awarded payments under paragraphs 27.1 to 27.2 of the STPCD other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher – including non-monetary benefits – must be taken into account when determining the pay range. Where the relevant body pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous Document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under the 2016 STPCD.

17.3 TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLR'S)

Teaching and Learning Responsibility (TLR) Allowances			
Point	**£ Value per annum (pro rata for part time teachers)**	**Point**	**£ Value per annum (pro rata for part time teachers)**
TLR 2a	£3,017	**TLR 1a**	£8,706
TLR 2b	£5,025	**TLR 1b**	£10,714
TLR 2c	£7,025	**TLR 1c**	£12,725

		TLR 1d	£14,732

Before awarding any TLR the dedicated pay committee 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;
(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.

Paragraphs (c) and (e) above do not have to apply to the award of TLR3s.

Unqualified teachers may not be awarded TLRs. In addition, before awarding a TLR1, the dedicated pay committee must be satisfied that the sustained, additional responsibility referred to in paragraph 20.1 of the STPCD 2016 includes line management responsibility for a significant number of people.

The School will not award a TLR 1 **and** a TLR 2 to a teacher however it is recognised that a teacher who has a TLR1 **or** a TLR2 is eligible to be considered for a TLR3. In such circumstances, the School will seek support from their HR provider prior to any selection process.

17.4 FIXED TERM TEACHING AND LEARNING RESPONSIBILITY (TLR3)

17.4.1 The School may award a fixed term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 must be no less than **£600** and no greater than **£2975.** The duration of the fixed term responsibility will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. The responsibilities must not be permanent or a structural requirement which should instead be rewarded by means of a permanent TLR payment in accordance with paragraph 17.3 above.

Before awarding a TLR3 the dedicated pay committee 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) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;

Where a TLR 3 is needed this School will identify the duties and responsibilities in writing and follow the same principles identified within paragraph 2.2 of this policy.

17.4.2 A TLR3 is a fixed-term award. TLR3s may be awarded only for clearly time-limited school improvement projects or one-off externally driven responsibilities. The fixed-term for which they are to be awarded must be established at the outset of the award. The relevant body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic. TLR3s are not subject to safeguarding.

17.4.3 The range for TLR3s refers to the annual value of such an award. Where a TLR3 is awarded with a fixed-term of less than one year then the total value should be determined proportionately to the annual value. Where a TLR3 is awarded to a part-time teacher the value should not be amended to reflect the part-time hours of the individual in receipt of the award; the pro-rata principle does not apply to TLR3s.

17.4.4 The relevant body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out in Paragraph 53 of Section 3 Guidance.

18. ADDITIONAL PAYMENTS

18.1 The dedicated pay committee is permitted to make additional payments to all teaching staff in respect of:

(a) continuing professional development undertaken outside the school day;

(b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

(c) participation in out-of-school hours learning activity agreed between the teacher and the headteacher.

(d) additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

The STPCD does not provide for the payment of 'honoraria' to teachers in any circumstance.

19. ACTING ALLOWANCE

19.1 Where a teacher is assigned and carries out the duties of a Head teacher/Principal, Deputy Head teacher/Vice Principal or Assistant Head teacher/Principal and has not been appointed as an Acting Head teacher/Principal, Deputy Head teacher/Vice Principal or Assistant Head teacher/Principal then the Governing Body will consider paragraph's 23.1 – 23.6 of the STPCD 2019.

19.2 HM QUEEN ELIZABETH II FUNERAL (BANK HOLIDAY)

Paragraph 51.2 of the STPCD, which sets out working days for classroom teachers, includes the bank holiday for the funeral of HM Queen Elizabeth II on Monday 19th September 2022.

A teacher employed full-time must be available for work for 195 days (194 days for the school year beginning in 2022) days, of which:

a) 190 days (189 days for the school year beginning in 2022) must be days on which the teacher may be required to teach pupils and perform other duties; and

b) 5 days must be days on which the teacher may only be required to perform other duties; and those 195 days (194 days for the school year beginning in 2022) must be specified by the employer or, if the employer so directs, by the headteacher.

Paragraph 51.5 setting out teachers specified working hours has been amended to reduce teachers directed time for 2022/23 to 1258.5 hours.

‘A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the headteacher (or, where the teacher is not assigned to any one school, by the employer or the headteacher of any school in which the teacher may be required to work) for 1265 hours (1258.5 hours for the school year beginning in 2022), those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work. ‘

Paragraph 51.6. ensure that the pro rata principle is applied to part time teachers in respect of a fraction of their directed time allocation of FTE 1235.5 hours.

The Section 3 Statutory Guidance has also been amended to reflect the 2022//23 directed time allocation of 1258.5 hours, including in respect of payment for continuing professional development (CPD) activities outside 1258.5 hours (paragraph 60, page 77).

20. PAY REVIEWS (SUPPORT STAFF)

20.1 The Governing Body has adopted the KMBC Support Staff Pay and Grading Documents 2005 and 2006 to ensure that the requirements of the Single Status Agreement 1997 are met.

Any additional roles that are created as a result of the outcome of the job evaluation/grading appeals process that followed the implementation of the 1st January 2014 pay and grading structure. It should be noted that implementation of the new A to Q grading structure supersedes the scale/grade bands referred to in the Support Staff Pay and Grading Documents 2005 and 2006.

The Governing Body has the power to determine the job description and person specifications within the Document that match the duties and responsibilities covered by positions within the support staff structure for the School. In adopting the KMBC Support Staff Pay and Grading Documents 2005 and 2006 the Governing Body is assured that;

a) all decisions will be based on an objective approach to pay and grading according to the criteria laid down in the relevant national agreements;

b) decisions will be applied as consistently as possible across the differing support staff groups concerned as well as within those staff groups;

c) any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;

d) all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;

e) posts carrying similar levels of responsibility will be rewarded equally and all staff will be rewarded equitably.

f) outcomes of the Knowsley Pay Review Package 2014 are followed.

21. SUPPORT STAFF – GENERAL OVERVIEW

21.1 The KMBC Support Staff Pay and Grading Review Documents 2005 and 2006 form part of the School's Pay Policy along with the A to Q grading structure which supersedes the scale/grade bands referred to in the Support Staff Pay and Grading Documents 2005 and 2006.

21.2 All support staff will be appointed to a role within the above documents (see **Appendix 5** for a list of support staff roles) unless a separate agreement has been reached with the relevant trade union/professional association representatives.

21.3 In determining the pay of support staff, account will be taken of the relevant model job descriptions, job evaluation and grades of KMBC. The Governing Body is legally entitled to devise and grade its own posts and will do so only in the circumstances when there is no appropriate job description agreed. Such decisions will be made by the Head teacher after consulting the Governing Body or relevant committee. The relevant trade unions/professional associations will be fully consulted.

21.4 **The Knowsley Pay Review Package - The Grade Model**

This School will apply the grading structure detailed below to all support staff roles.

Post	Grade wef 1st April 2020	Current Salary Range		Current Salary Range	
		Min	Max	Min	Max
ADMINISTRATOR LEVEL 1	C	3	4	£ 20,812	£21,189
ADMINISTRATOR LEVEL 2	E	7	11	£22,369	£24,054
ADMINISTRATOR LEVEL 3	G	19	22	£27,852	£29,439
ADMINISTRATOR LEVEL 4	K	29	31	£35,411	£37,261
ADMINISTRATOR LEVEL 5	N	36	37	£42,503	£43,516
ADMINISTRATOR LEVEL 6	Q	42	43	£48,587	£49,590
CLERK TO GOVERNING BODY	E	7	11	£22,369	£24,054
DRIVER LEVEL 1	B	1	2	£20,258	£20,441
EXAM OFFICER	D	5	6	£21,575	£21,968
LEARNING MENTOR LEVEL 1	F	12	17	£24,496	£26,845
LEARNING MENTOR LEVEL 2	H	23	25	£30,151	£32,020
LEARNING MENTOR LEVEL 3	K	29	31	£35,411	£37,261
LEARNING SUPERVISOR LEVEL 1	E	7	11	£22,369	£24,054
LEARNING SUPERVISOR LEVEL 2	G	19	22	£27,852	£29,439
LIBRARY ADVISOR LEVEL 2	F	12	17	£24,496	£26,845
LIBRARY ADVISOR LEVEL 3	G	19	22	£27,852	£29,439
MIDDAY SUPERVISOR LEVEL 1	B	1	2	£20,258	£20,441
MIDDAY SUPERVISOR LEVEL 2	C	3	4	£20,812	£21,189

PREMISES ASSISTANT LEVEL 1	B	1	2	£20,258	£20,441
PREMISES OFFICER LEVEL 2	D	5	6	£21,575	£21,968
PREMISES OFFICER LEVEL 3	G	19	22	£27,852	£29,439
PREMISES OFFICER LEVEL 4	G	19	22	£ 27,852	£29,439
TEACHING ASST LEVEL 1	C	3	4	£20,812	£21,189
TEACHING ASST LEVEL 2	D	5	6	£21,575	£21,968
TEACHING ASST LEVEL 3	F	12	17	£24,496	£26,845
TEACHING ASST LEVEL 4	H	23	25	£30,151	£32,020
TECHNICIAN LEVEL 1	C	3	4	£20,812	£21,189
TECHNICIAN LEVEL 2	E	7	11	£22,369	£24,054
TECHNICIAN LEVEL 3	G	19	22	£27,852	£29,439
TECHNICIAN LEVEL 4	H	23	25	£30,151	£32,020

This School has adopted the Knowsley Pay Review Package 2014 and will apply the package to any new posts that are within the scope of the National Joint Council for Local Government Services (Green Book) and will make assessment using the agreed evaluation method aligned to the A to Q grading structure outlined within the Knowsley Pay Review Package. Any posts that the school identify that are currently not listed within the school support services job family group will be evaluated using the agreed job evaluation scheme.

This School will not create any new roles without the role being properly assessed using the agreed job evaluation scheme. Any proposals will be shared with the Pay & Grading team and consultation will take place in accordance with paragraph 2.2 of this policy.

21.5 The staffing structure is normally reviewed annually. When this review covers the support staff staffing structure the Governing Body will use the KMBC Support Staff Pay and Grading Documents to determine the positions with the support staff structure and the pay and grading applicable to the post.

22. PAY PROGRESSION (SUPPORT STAFF)

22.1 In April of each year employees will automatically move to the next incremental point within the grade (subject to any bars) plus any cost of living increase, where applicable. Where an employee commences employment

during the period 1 October to 31 March then incremental progression will occur 6 months after their commencement date.

23. APPEALS (SUPPORT STAFF)

23.1 The arrangements for considering re-grading applications by support staff will be in line with the Schools Re-grading Policy/Grievance Policy. The School understands that a revised re-grading policy for Council employees has been agreed and will be adapted for school use and subsequent adoption. Subject to adoption by the governing body the revised re-grading policy will replace any existing policy framework used for re-grading purposes. The School recognise that all 8 Professional Associations/Trade Unions should be consulted prior to adoption.

24. ACTING ALLOWANCES (SUPPORT STAFF)

24.1 Where a member of the support staff is assigned and carries out the duties of a more senior employee then the Governing Body will consider the relevant paragraphs within the 'Green Book'.

24.2 Honoraria payments may be made to support staff in cases of taking on additional responsibility or for exceptional performance. Such decisions will be made by the Head teacher after consulting with the Governing Body.

24.3 Before making any acting allowances/honoraria the school will seek advice from the Council's Pay and Grading Team.

25. SPECIAL EDUCATIONAL NEEDS ALLOWANCE (SUPPORT STAFF)

25.1 This School shall award a Special Education Needs (SEN) Allowance to an employee in a who is engaged wholly or mainly in supporting a pupil/pupils *w*ith statements of SEN. This allowance totals £1,401 per annum (pro rata for part- time staff).

25.2 It is proposed that the term 'mainly' be taken to mean an individual who spends 51% or more of their time supporting a pupil/pupils with statements of SEN. Those staff who currently receive this annual allowance will continue to do so in accordance with the duration of support to be provided to the pupil(s).

26. FIRST AID ALLOWANCE (SUPPORT STAFF)

26.1 Further information on first aid for schools is available in the office.

27. ALLOWANCES FOR PREMISES OFFICERS

27.1 In calculating the cost of additional allowance for the role of Premises Officer the School will take into consideration the agreed allowances within the KMBC Support Staff Pay and Grading Document 2006.

APPENDIX 1 – SCHOOL STAFFING STRUCTURE

[INSERT STAFFING STRUCTURE, SALARY VALUES AND SALARY RANGES TO BE INSERTED BY THE SCHOOL].

APPENDIX 2 – PAY APPEAL PROCEDURE

1 An employee will have the right to lodge an appeal in writing within ten working days of receipt of the written statement detailed in paragraph 3.2.

2 The Appeal will be heard by the Appeals Committee [established in paragraph 5], which will comprise of at least three governors [or the same number of governors who made the original decision, if this is more than three] who have not been involved in the process as a member of the Pay Committee.

3 The appeal will be heard at a mutually convenient date normally within twenty working days of receipt of the employee or her/his representative's written confirmation that an appeal will be made. A representative of the Director of Schools and Educational Attainment, who has not previously been involved in the case, shall be invited to advise the Appeals Committee and the employee will be informed of her/his right to be represented.

4 Any documentation to be used during the hearing and details of any witnesses to be called should be submitted by both parties [Management side or Employee side]. These submissions should be distributed to all panel members of the Appeals Committee and both parties at least five working

days beforehand or may be deemed inadmissible by the Committee. The Clerk to the Governing Body or other nominated clerk] must also be informed of any witnesses that will be attending at least 5 days before the appeal hearing.

The arrangements for considering appeals by support staff against decisions will the same as those for teachers as above, excluding any references to the STPCD.

APPENDIX 3 – PROCEEDINGS AT APPEAL HEARING

1 The Committee Clerk will open the meeting by asking for nominations for Chairperson. Consensus or vote will confirm a Chairperson.

2 The employee and their trade union/professional association representative and a representative of the Pay Committee and their HR Link Officer adviser will be invited into the meeting.

3 The Chairperson will introduce the panel of governors, invite all other parties to introduce themselves and remind all present of the Procedure under which the hearing has been called, the manner in which the hearing will be conducted as set out below in paragraph's 4 to 12 and the degree of confidentiality required.

4 The Chairperson will ask if both parties have received all relevant documentation and if there are any procedural matters which require clarification.

5 The Chairperson will then invite the employee or their representative to state their case against the proposed change to pay / withholding of pay progression. The Appeals Panel may ask any relevant question of the employee or their representative at the end of their presentation.

6 The Chairperson will then invite the representative of the Pay Committee to question the employee side.

7 The Chairperson will then invite the representative of the Pay Committee to state the case for the pay determination made. The Appeals panel may ask any relevant questions at the end of the presentation.

8 The Chairperson will invite the employee or their representative to question the representative of the Pay Committee at the end of the presentation.

9 If witnesses are called by either side there shall be opportunities for cross examination by all parties and the panel.

10 The Chairperson will then invite firstly the employee or their representative and then the representative of the Pay Committee and then to make a summary statement.

11 The Chairperson will then ask both sides to leave the meeting. In order that the Panel can make a decision, which will be either of the following:-

a) to uphold the appeal b) to reject the appeal

12 If the Panel are able to make a decision at this time, the Chairperson will invite both sides back into the meeting and verbally convey the decision of the Appeal Committee to them. If the Panel are unable to make a decision at this time, the decision will be confirmed in writing to the employee, their representative and to the full Governing Body within ten working days. The reason for the decision will be summarised in the letter.

APPENDIX 4 – TEACHING STAFF PAY RANGES AND ALLOWANCES 2022	
Leadership Group - reference points	**£Salary**
L1	£44,305
L2	£45,414
L3	£46,548
L4	£47,706
L5	£48,895
L6	£50,122
L7	£51,470
L8	£52,659
L9	£53,973
L10	£55,360
L11	£56,796
L12	£58,105
L13	£59,558
L14	£61,042
L15	£62,561
L16	£64,225
L17	£65,699

L18*	£66,684
L18	£67,351
L19	£69,022
L20	£70,733
L21*	£71,765
L21	£72,483
L22	£74,283
L23	£76,122
L24*	£77,237
L24	£78,010
L25	£79,949
L26	£81,927
L27*	£83,126
L27	£83,956
L28	£86,040
L29	£88,170
L30	£90,365
L31*	£91,679
L31	£92,597
L32	£94,898
L33	£97,256
L34	£99,660
L35*	£101,126
L35	£102,137
L36	£104,666
L37	£107,267
L38	£109,922
L39*	£111,485
L39	£112,601
L40	£115,410
L41	£118,293
L42	£121,258
L43	£123,057

- * to be used for those head teachers where the point is top of the school group range

MAIN PAY RANGE (MPR)	**£SALARY**
MPR 1	£28,000
MPR 2	£29,800
MPR 3	£31,750
MPR 4	£33,850
MPR 5	£35,990
MPR 6	£38,810

UPPER PAY RANGE (UPR)	**£SALARY**
UPR 1	£40,625

UPR 2	£42,131
UPR 3	£43,685

LEADING PRACTITIONER (LP) PAY RANGE REFERENCE POINTS	**£SALARY**
LP 1	£44,523
LP 2	£45,639
LP 3	£46,778
LP 4	£47,941
LP 5	£49,136
LP 6	£50,368
LP 7	£51,725
LP 8	£52,917
LP 9	£54,239
LP 10	£55,633
LP 11	£57,075
LP 12	£58,391
LP 13	£59,850
LP 14	£61,343
LP 15	£62,869
LP 16	£64,541
LP 17	£66,022
LP 18	£67,685

UNQUALIFIED TEACHER (UTR) PAY RANGE	**£SALARY**
UTR 1	£19,340
UTR 2	£21,559
UTR 3	£23,777
UTR 4	£25,733
UTR 5	£27,954
UTR 6	£30,172

Teaching Staff Allowances 2022

Teaching and Learning Responsibility Payments

Foundation teacher TLR2B

Key Stage 1 teacher at TLR2B

Key Stage 2 teachers 1 teacher @ TLR2A
1 teacher @ TLR2B

APPENDIX 5 – Support Staff Pay Scales and Job Families

Post	Grade wef 1st April 2022	Current Salary Range		Current Salary Range	
		Min	Max	Min	Max
ADMINISTRATOR LEVEL 1	C	3	4	£ 20,812	£21,189
ADMINISTRATOR LEVEL 2	E	7	11	£22,369	£24,054
ADMINISTRATOR LEVEL 3	G	19	22	£ 27,852	£29,439
ADMINISTRATOR LEVEL 4	K	29	31	£35,411	£37,261
ADMINISTRATOR LEVEL 5	N	36	37	£ 42,503	£43,516
ADMINISTRATOR LEVEL 6	Q	42	43	£ 48,587	£49,590
CLERK TO GOVERNING BODY	E	7	11	£22,369	£24,054
DRIVER LEVEL 1	B	1	2	£ 20,258	£ 20,441
EXAM OFFICER	D	5	6	£21,575	£21,968

LEARNING MENTOR LEVEL 1	F	12	17	£24,496	£26,845
LEARNING MENTOR LEVEL 2	H	23	25	£30,151	£32,020
LEARNING MENTOR LEVEL 3	K	29	31	£35,411	£37,261
LEARNING SUPERVISOR LEVEL 1	E	7	11	£22,369	£24,054
LEARNING SUPERVISOR LEVEL 2	G	19	22	£27,852	£29,439
LIBRARY ADVISOR LEVEL 2	F	12	17	£ 24,496	£26,845
LIBRARY ADVISOR LEVEL 3	G	19	22	£27,852	£29,439
MIDDAY SUPERVISOR LEVEL 1	B	1	2	£20,258	£20,441
MIDDAY SUPERVISOR LEVEL 2	C	3	4	£20,812	£21,189
PREMISES ASSISTANT LEVEL 1	B	1	2	£20,258	£20,441
PREMISES OFFICER LEVEL 2	D	5	6	£21,575	£21,968
PREMISES OFFICER LEVEL 3	G	19	22	£27,852	£29,439
PREMISES OFFICER LEVEL 4	G	19	22	£ 27,852	£29,439
TEACHING ASST LEVEL 1	C	3	4	£20,812	£21,189
TEACHING ASST LEVEL 2	D	5	6	£21,575	£21,968
TEACHING ASST LEVEL 3	F	12	17	£24,496	£26,845
TEACHING ASST LEVEL 4	H	23	25	£30,151	£32,020
TECHNICIAN LEVEL 1	C	3	4	£20,812	£21,189
TECHNICIAN LEVEL 2	E	7	11	£22,369	£24,054
TECHNICIAN LEVEL 3	G	19	22	£27,852	£29,439
TECHNICIAN LEVEL 4	H	23	25	£30,151	£32,020