



SIR THOMAS RICH'S

Staff Pay and Conditions of Service Policy

This Policy is drawn up in accordance with the School Teachers' Pay and Conditions Document (STPCD), non-statutory advice from the Department for Education and the ACAS Code of Practice. It has been formulated after consultation with staff and trade unions.

Date reviewed: September 2024

Status: Statutory (as required by the STPCD)

Responsibility: It is the responsibility of the Trustees' Personnel Committee to review the policy in the light of government recommendations and monitor its implementation and execution.

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1. Introduction

The purpose of this policy is:

- to enhance the effectiveness of the School by ensuring that all staff are treated fairly and consistently in all matters relating to pay;
- to support the School Development Plan and School Improvement Plans and to supplement the trustees' policies and procedures on recruitment and selection, staff appraisal and equality of opportunity;
- to guide and assist the trustees and Headteacher in the day-to-day management of staff;
- to inform staff of the trustees' policies in relation to pay and to encourage staff involvement through a process of open consultation;
- to ensure that the School meets its legal and mandatory responsibilities in relation to pay and associated conditions of service and
- to ensure that the School remains within its staffing budget.

In setting out the School's Pay and Conditions policy, the School is mindful of its duty under the Equality Act 2010 to ensure there is no discrimination towards staff from protected characteristics. Due regard will be paid to equality issues in the setting of performance objectives and pay progression criteria, recommendations and decisions on pay progression and appeals. Particular care will be taken to ensure teachers on maternity or long-term sick leave do not suffer any indirect discrimination.

2. Administering the policy

The Trustees' Personnel Committee

The above committee will administer and review this policy for staff (other than for the Headteacher) and serve as the Pay Committee.

The Appeals Panel

Teachers have the right to appeal against the decision of the Pay Committee. The Appeal Committee will be formed from three trustees who are not members of the Personnel Committee. Full details of the appeal process can be found in the appendix to this document. The decision of the Appeal Committee is final and cannot be re-opened under the grievance policy for example.

The Headteacher

The Headteacher will be the main contact point with both the Staff and the Personnel Committee. The trustees have delegated to him the majority of the day-to-day management functions in relation to pay, appointments and conditions of service. He will advise and consult as appropriate with the trustees and their committees.

3. The Pay Policy in detail

3.1 Headteacher, Deputy Head(s) and Assistant Headteacher(s)

STRS LEADERSHIP GROUP PAYSCALES			
In line with STPCD pay values, published for England and Wales, 1/9/2024 to 31/08/2025 (+ £12 annual "indexation" rolled over)			
L01	49793	L24	87663
L02	51039	L25	89842
L03	52313	L26	92064
L04	53614	L27	94344
L05	54951	L28	96685
L06	56328	L29	99079
L07	57843	L30	101545
L08	59179	L31	104052
L09	60656	L32	106638
L10	62214	L33	109287
L11	63827	L34	111988
L12	65298	L35	114771
L13	66931	L36	117613
L14	68598	L37	120536
L15	70305	L38	123518
L16	72174	L39	126529
L17	73831	L40	129685
L18	75687	L41	132925
L19	77564	L42	136255
L20	79487	L43	138277
L21	81453		
L22	83476		
L23	85541		

STRS Leadership Pay Ranges
Associate Assistant Head ISR L9-13
Assistant Head ISR L10-15
Deputy Head ISR L18-22
Headteacher Group 7 ISR L31-37

Determination of starting salaries

The Governing Body will use the three-stage process when setting pay, in line with the STPCD and the DfE Departmental Advice:

Stage One is defining the role and determining the headteacher group,

Stage Two is setting the indicative pay range, and

Stage Three is deciding the starting salary and individual pay range.

In exceptional cases, the Governing Body (trustees) may decide that the maximum of the pay range for the Headteacher may be above the maximum of the headteacher group, up to an additional 25%. If the Pay Committee decides that the pay range would need to be more than the additional 25%, then it will need to make a business case and seek external independent advice to ascertain whether it is justifiable to exceed the limit in a particular case.

The maximum of the Deputy or Assistant Headteachers' pay range must not exceed the maximum of the headteacher group for the School and should only overlap it in exceptional circumstances.

Performance Criteria

At the commencement of each school year, the Trustees' Personnel Committee will agree performance criteria for the Headteacher, Deputy Heads and Assistant Headteachers for the ensuing year. This will involve ratifying the objectives and targets set by the Headteacher for the Deputy Heads and Assistant Headteachers and setting objectives and targets for the Headteacher against which performance will be measured.

Annual Review

The annual review of the salaries of the Headteacher, Deputy Heads and Assistant Headteachers will take place during the autumn term and be effective from the previous 1st September. The review will have regard in particular (but not exclusively) to the criteria set out in the School Teachers' Pay and Conditions document. The trustees' decisions and the reasons for the decisions will be notified individually to the Headteacher, the Deputy Head(s) and Assistant Headteachers.

3.2 Qualified Teaching Staff

STRS QUALIFIED TEACHER PAYSCALES	
In line with STPCD pay values, published for England and Wales, 1/9/2024 to 31/08/2025 (+ £12 annual "indexation" rolled over)	
M1	31,662
M2	33,495
M3	35,686
M4	38,046
M5	40,451
M6	43,619
U1	45,658
U2	47,350
U3	49,096

Determination of starting salary

The Headteacher will determine the pay range for a vacancy prior to advertising it. On appointment he will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Headteacher may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- experience other than teaching, particularly in those cases where previous experience can be regarded as of direct relevance and special value to the post;
- market conditions;
- the wider school context.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

Responsibility

Additional responsibilities will be determined when the advertisement is placed and will be specified in both the advertisement and job description.

Annual review of salaries

Pay Progression

It is a requirement of the School Teachers' Pay and Conditions Document that the Trustees' Personnel Committee decide how pay progression will be determined. At this School progression up the pay range will only be withheld for reasons related to poor performance. Evidence of poor performance will be assessed against whether the teacher

- meets or exceeds the Teachers' Standards. This includes all 33 sub-sections of the eight designated areas;
- completes satisfactorily their appraisal for the previous year, including achieving all of their targets;
- gains a 'value added progress figure' for the classes which have taken public examinations of at least zero (0) and normally better than the School's average for that cohort;
- where a teacher holds a TLR allowance, meets the requirements of their job description over the previous year.

Annual appraisals between the teacher and appraiser takes place in September. The appraiser will submit a written review via SchoolIP including a recommendation on pay progression based on the teacher meeting or not meeting the 33 Teachers' Standards and meeting or not meeting their appraisal objectives (see Appraisal Policy).

The Headteacher will exercise his professional judgement, using suitable evidence, to make a pay recommendation to trustees. Where a teacher meets the above criteria s/he would normally be expected to progress one-step up the Main Pay Range. Decisions on whether the criteria have been met will include evidence drawn from sources such as lesson observations, work scrutiny, performance data and student feedback as well as advice from the Senior Leadership Team.

If a teacher does not meet these criteria, then there will be no pay progression based on poor performance. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. If the teacher falls short of acceptable professional standards and objectives are not met then the School will initiate capability procedures.

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

Once pay has been decided it will be communicated to the teacher in writing at the earliest opportunity and no later than one month after determination. Where a teacher does not receive pay progression, feedback on how to address developmental issues will be given by the appraiser's line manager. Any pay rise will be backdated to the 1st September. All teachers have a right to appeal the decision. See *"Procedures for an appeal against a pay determination"* in the appendix.

Responsibility

STRS TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENT	
In line with STPCD pay values, published for England and Wales, 1/9/2024 to 31/08/2025	
TLR 1C	14,151
TLR 1B	12,035
TLR 1A	9,782
TLR 2C	8,279
TLR 2B	5,644
TLR 2A	3,391
TLR 3	1,950

Teachers with a sustained and significant responsibility, focused on, and responsible for, the teaching and learning needs of the School, maybe eligible for a Teaching and Learning Responsibility (TLR) payment. Such roles may include Head of Department, Head of Faculty, Head of Year, Head of Department, Subject/Team Lead/Manager etc. At Sir Thomas Rich's, payment is usually made at **TLR 1** points A, B and C and **TLR 2** A, B and C, point A being the lowest. These are additional annual payments. Details of TLR payments are revised annually to reflect changes to the government's School Teachers Pay and Conditions Document as well as the needs of the School.

Teachers are usually placed on higher points in recognition of an increased responsibility for:

- Teachers within their subject/area (making due allowance for part-time teachers or teachers who only work within a subject/area for part of their time at school);
- Non-teaching staff (making due allowance for part-time staff as above).

Other factors which are taken into account when determining a TLR payment include:

- Whether the subject/area leads to public examinations;
- Whether the responsibility extends across subject areas;
- The extent of responsibility for staff.

A teacher would normally be expected to be a line manager or have responsibility for professionally directing colleagues as follows:

TLR2 Point A: up to two full-time-equivalent teacher, subject not taught to full age range

TLR2 Point B: up to and including four full-time-equivalent teachers, subject taught to full age range

TLR2 Point C: up to five full-time-equivalent teachers

For appointment on the **TLR1** scale a teacher must have direct line management responsibility for a large number of staff.

A TLR3 payment may be considered for a teacher with a significant responsibility for a specific fixed time period which:

- is focused on the teaching and learning needs of the school;
- requires the exercise of the teacher's professional skills and judgement;
- has a positive impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

This will be awarded as appropriate and remunerated at a rate lower than a **TLR 2A**. Other responsibilities may not be remunerated but provide colleagues with appropriate continuing professional development opportunities.

Procedure

The annual review of salary will take place during the autumn term. All teachers will be issued with a written statement indicating their TLR allocation from 1st September of that academic year.

Upper Pay Range

Qualified teachers who have reached the top of the Main Pay Range (M6) may apply to be paid on the Upper Pay Range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

Applications may be made once a year.

Application to move to the Upper Pay Range is voluntary, it must be made to the Headteacher **in writing by the end of May each year**. The application is assessed by the Headteacher and two members of the School's Senior Management Team (the Pay Review Committee). The assessment will be made once a year at the Pay Review Committee meeting early in the Autumn Term. The Pay Review Committee will make a recommendation to the Trustees' Personnel Committee (the Pay Committee). Their decision will be based upon:

- pupils in their classes having achieved results with better than average value added scores
- the teacher being highly competent in all elements of the relevant standards i.e. the 33 National Teachers' Standards as well as the ten Upper Pay Range Criteria as specified under the three categories;
- the performance and contribution to the School as a teacher have been substantial and sustained*

If successful, the applicant will move to the Upper Pay Range from September. Any pay rise will be backdated to the 1st September. Once pay has been decided it will be communicated to the teacher in writing at the earliest opportunity and no later than one month after determination. If unsuccessful, feedback will be provided by the Headteacher within 15 days of the decision.

All teachers have a right to appeal the decision. See *"Procedures for an appeal against a pay determination" in the appendix*.

Progression up the Upper Pay Range is not automatic. Two years will elapse before progressing to the next point on the Upper Pay Range. The Trustees' Personnel Committee, advised by the Headteacher, will decide whether an eligible teacher will move up to the Upper Pay Range or progress to the next point on the Upper Pay Range. Their decision will be based upon whether:

- the teacher is highly competent in all elements of the relevant standards i.e. the 33 National Teachers' Standards as well as the ten Upper Pay Range Criteria as specified under the three categories;
- the performance and contribution to the School as a teacher have been substantial and sustained*

*Substantial and sustained performance and contribution to the School as a teacher would mean that the teacher has consistently, at Sir Thomas Rich's, over a period of at least the previous two academic years:

- maintained up-to-date knowledge of their teaching subject(s);
- developed their knowledge and understanding of initiatives in the teaching of their subject(s);
- taken responsibility for their professional development and used the outcomes to improve their teaching and pupils' learning;
- planned lessons carefully and appropriately;
- taught to a very high standard, employing different teaching strategies and classroom management techniques to motivate pupils, managing the available time and resources to good effect;
- ensured the pupils enjoyed and were stimulated by the teaching, as evidenced by the numbers of pupils opting to continue study of their subject(s) i.e. choosing it as a GCSE option at the end of Year 9 and as an A level option at the end of Year 11.
- monitored and assessed pupils' progress, through very effective use of homework, effective marking and regular testing, and used the assessments to give pupils clear and positive feedback;

- ensured that the pupils he/she has taught have achieved well relative to their prior attainment. This would be shown in their order grades, school end-of-Year examinations, GCSE/AS/A Level results. Pupils should have made progress within the range expected in the context of this School in relation to their Target Levels (KS3) and Grades (KS4 and KS5); as a guide, the 'value added' for a teacher's classes where they have taken public examinations should be better than the average for the School and the departmental average for that cohort.
- made an active and sustained contribution to the policies and aspirations of Sir Thomas Rich's School. This could include extra-curricular involvement or other suitable voluntary activities which have contributed to the school such that colleagues and/or pupils have benefited;
- shown that they inspire the trust and confidence of the pupils;
- got on well with colleagues and pupils and
- completed two consecutive successful appraisal reviews (a successful review involves a process of meeting objectives that includes challenging but realistic figures for pupil progress and classroom observation).

Additional Payments

From time to time, teachers may be seconded to undertake additional duties for another school, for partner organisations, for private companies or charities. When these duties take place during directed time, such as teaching time, PPA or management time or when the teacher should be available for emergency cover, they must be agreed with the Headteacher in advance.

Whether the School is paid directly for these activities or the employee receives payment, the School will use this money to cover the cost of cover and other expenses. Where there is a surplus after costs have been met, 50% of this sum will be payable to the employee. This sum will be subject to tax and National insurance deductions in the normal way.

3.3 Part-Time Teaching Staff

Part-time teaching staff are regarded by the trustees as identical in terms of pay determination and the use of discretionary powers as full-time teachers. The rules quoted earlier in this policy for full-time staff will therefore apply to those appointed on a part-time basis.

The proportion that a part-time teacher's salary will bear to a full-time member of staff will be calculated using the formula:

$$\frac{\text{Number of hours of duty* per week} \times \text{Calculated Annual Salary}}{\text{Number of school hours per week (28.75)}}$$

* includes breaks but excludes lunch periods

Part-time teachers may be required by the Headteacher to undertake directed time activities proportionate to those required of a full-time member of staff. They may also occasionally be asked to attend INSET sessions on days on which they do not normally work.

Supply teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

3.4 Administration, Professional, Technical and Clerical staff

STRS SUPPORT STAFF PAY GRADES		
In line with the NJC Local Government Services' (national and local) agreed pay spine, April 2024		
Grade	Point	Value
Grade 1	1	
Grade 2	2	23,656
	3	24,027
Grade 3	4	24,404
	5	24,790
	6	25,183
Grade 4	7	25,584
	8	25,992
	9	26,409
	10	26,835
Grade 5	11	27,269
	12	27,711
	13	28,163
	14	28,624
Grade 6	15	29,093
	16	29,572
	17	30,060
	18	30,559
	19	31,067
	20	31,586
Grade 7	21	32,115
	22	32,654
	23	33,366
	24	34,314
	25	35,235
Grade 8	26	36,124
	27	37,035
	28	37,938
	29	38,626
	30	39,513
Grade 9	31	40,476
	32	41,511
	33	42,708
	34	43,693
	35	44,711
	36	45,718
Grade 10	37	46,731
	38	47,754
	39	48,710
	40	49,764
Grade 11	41	50,788
	42	51,802
	43	52,805

First Aid Allowance

First Aid Allowances are paid as an annual allowance (pro-rata) (fte currently £237.66) split into 12 monthly payments to staff who have completed the advanced first aid training course.

Determination of starting salary

The Trustees' Personnel Committee has decided that each post and job description whether new or vacant shall be reviewed prior to advertisement. During this review, grade and hours of employment will be assessed to take into account:

- the existing grade and responsibilities associated with the post;
- additional duties which might raise the level of responsibility above that normally required and
- the anticipated difficulty in attracting and retaining suitable candidates.

Part-Time Staff

The leave entitlement of part-time staff is calculated according to the formula:

$$\text{Leave} = \frac{\text{No. of weeks worked}}{(52.1429 \text{ Less full leave entitlement})} \times (\text{Full leave entitlement})$$

$$\text{e.g. } \frac{42}{52.1429 - 6.5} \times 6.5 = 5.98 \text{ weeks}$$

The Salary of part-time staff is calculated according to the formula:

$$\text{Salary} = \frac{\text{hours per week}}{37} \times \frac{\text{weeks worked plus leave entitlement}}{52.1429} \times \text{annual salary}$$

$$\text{e.g. } \frac{10}{37} \times \frac{42 + 5.98}{52.1429} \times \text{Annual Salary}$$

Review

The Personnel Committee will ensure that a regular review of all support staff job descriptions, grades, salary levels and hours of employment is undertaken, so that

- job descriptions and grades remain appropriate;
- grades continue to reflect levels of responsibility;
- hours of employment are adequate and reflect needs of the school, and
- salary is adequate to attract and retain staff,

taking into consideration

- growth of the School;
- the changing management needs and pressures;
- the complexity of management and development needs and
- the nature of the responsibilities and tasks required of post holders.

Additional Payments

From time to time, it will be necessary for support staff to undertake additional duties and responsibilities over and above those specified within their job description. Such duties will not be unreasonably imposed on individuals and should only be undertaken at the direction of the Headteacher.

Wherever possible, payment will be in the form of time off in lieu. It is expected that the submission of an appropriate overtime claim is rare and only occurs with prior agreement of both the line manager and Headteacher. In some circumstances, where the duties make either time off in lieu or an overtime claim inappropriate, the Headteacher may make a recommendation to the Personnel Committee for the payment of a lump sum honorarium. Due regard will always be given to the appropriateness of the award, affordability and precedent.

Support staff may be seconded to undertake additional duties for another school, for partner organisations, for private companies or charities. When these duties take place during normal working hours, they must be agreed with the Headteacher in advance. Where the School is paid directly for these activities, the School will use this money to cover the cost of cover and other expenses; some payment may be made to members of staff less any costs incurred. Where staff are paid directly, the School would normally be expected to receive appropriate remuneration from members of staff.

Annual performance review and pay progression (Support Staff)

In accordance with the National Joint Council (NJC) agreement, support staff salaries will rise within the above grade attached to the role, by annual increments until the maximum point within the grade range is reached, subject to the requirements of the job being fully met. Annual increments are due on the 1 April or in 6 months if the staff member's start date is between 2 October and 31 March, and thereafter on the 1 April of each year subject to satisfactory completion of the probationary period – see probationary Policy for Support Staff, and subsequent satisfactory service.

The annual performance review between the line manager and appraiser takes place before April each academic year and the appraiser subsequently submits the review on the School's performance management software. The line manager will inform the Headteacher, should they deem an appraisee is not meeting their objectives and/or their performance for the past year is unsatisfactory.

The Headteacher will exercise his professional judgement, using suitable evidence, not for an increment to be made, or indeed for accelerated progression to be awarded for excellent performance.



APPENDIX: PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT DETERMINATION (TO THE APPEAL COMMITTEE OF THE GOVERNING BODY)

This procedure has been drafted to align with the non-statutory guidance (Implementing Your School's Approach to Pay) and has been amended to reflect best practice.

Review Date: September 2024

Responsibility: It is the responsibility of the Trustees' Personnel Committee to draft, implement and review the procedure taking into account statutory guidance.

Teachers have the right to raise formal appeals against pay determinations to a trustee panel if, for example, they believe that the School's policy was incorrectly applied, there was insufficient regard to the provisions of the School Teachers' Pay and Conditions Document (STPCD) and statutory guidance, the School failed to take into account relevant evidence or took account of irrelevant or inaccurate evidence, or the decision was biased or discriminatory.

Managing appeals against pay determination

Stage one – informal discussion with the appraiser prior to confirmation of pay recommendation

A teacher who is dissatisfied with a pay recommendation should initially discuss the recommendation with the appraiser before the recommendation is formally confirmed to the teacher in writing.

Stage two – a formal representation to the Pay Committee

If the teacher is dissatisfied with the result of the informal discussion, he/she may make representation to the Pay Committee. The teacher should within **5 working days** submit a formal written statement setting down in writing the grounds for not agreeing with the pay recommendation.

The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions, at a formal meeting with the Pay Committee who will make the pay determination which will be confirmed in writing to the teacher. The teacher may be accompanied by a work colleague or trade union representative.

Stage three – a formal appeal hearing with the Appeal Committee

Should the teacher not agree with the pay determination, he/she may appeal the decision and have an appeal hearing before an appeals panel of trustees, the Appeal Committee. The request for an appeal should be made in writing to the Clerk of Trustees within 5 working days of receiving the written salary statement and detail the reasons for disagreement with the pay determination. The Appeal Committee will comprise three trustees who are not members of the Pay Committee or members of the School. The teacher may be represented by a colleague or representative from a professional organisation or trade union. **All appeals will be heard before the end of the Autumn Term.**

At the hearing both the teacher and the representative of the Pay Committee will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions.

The companion has the right to address the hearing, sum up the teacher's case, respond on behalf of the teacher to views expressed at the hearing and confer with the teacher during the hearing. He/she does not have the right to answer questions on the teacher's behalf, address the hearing if the teacher does not wish it or prevent the employer/Headteacher from explaining his case.

Having heard the appeal, the panel will reach a decision, which it will relay to the teacher in writing within 5 working days, including their rationale for reaching the decision. **The Appeal Committee's decision is final and there is no recourse to the general staff grievance procedure.**

The Appeal Hearing

Introductions

- a) Chair introduces everyone, what their role is, and then outlines the order of the hearing.
- b) Clerk to the Trustees takes notes of the hearing. All pay appeals will be formally clerked and a note of the proceedings produced.

The Appeal of the employee

The employee or trade union representative

- a) introduces their reasons for the appeal and then the representative of the Pay Committee and then members of the Appeal Committee may ask questions of the employee.
- b) may call witnesses and each witness may be asked questions by the representative of the Pay Committee and then by the Appeal Committee.

The response of the Pay and Conditions Committee

The representative of the Pay Committee (normally the Headteacher)

- a) explains the process and evidence used to come to the decision being appealed then the employee / trade union representative, then members of the Appeal Committee may ask questions of the representative of the Pay Committee.
- b) may call witnesses, and each witness may be asked questions by the employee or his/her representative and then by the Appeal Committee.

Summing up and withdrawal

- a) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- b) the representative of the Pay Committee has the opportunity to sum up if s/he so wishes.
- c) all persons other than the Appeal Committee and its adviser are then required to withdraw.

Appeal Committee decision

- a) the Appeal Committee and the person who is advising on law, procedure, and merits of the case are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Chair of the Appeal Committee will announce the decision to the employee, which will be confirmed in writing normally within 5 working days of the meeting.

Notes:

1. *For the purposes of the appeal, the Appeal Committee will have the following documents:*
 - i. *any written statement provided by the Pay Committee previously provided to the employee;*
 - ii. *the written statement of reasons for the appeal from the employee;*
 - iii. *any additional documents to be used at the appeal hearing which must be provided to the other party and Appeal Panel members at least 48 hours before the commencement of the hearing.*
2. *The Appeal Committee may appoint a consultant to advise on the law, procedure, and merits of the case who may not be an employee of the School.*
3. *The employee may be accompanied by a representative of his/her trade union or a workplace colleague.*