



St Bonaventure's Catholic Primary School
Egerton Road,
Bishopston
Bristol,
BS7 8HP

PAY POLICY

Policy Owner	Headteacher
Governing Body Committee	FPP
Issue Date	
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This policy is available at <http://www.st-bonaventures.bristol.sch.uk/>

For schools and other establishments with a delegated budget.

Date adopted: 01/09/2022

HISTORY OF POLICY CHANGES

Policy updated December 2023 First published August 2013

Date	Page	Details of Change
1 September 2022	Throughout	<p>Main scale M1 – M5: variable % increase Sept 22 and 23</p> <p>Main scale M6: 5% increase Sept 22, 3% Sept 23 UPS 1-3, Leadership, Lead Practitioners: 5% increase Sept 22, 3% Sept 23</p> <p>Unqualified: variable % increase Sept 22, 3% Sept 23</p> <p>APRIL 2022 - variable % increase due to all April 2021 salaries increasing by £1925 for April 2022 and a 1.75% pay award from April 23 onwards</p> <p>April 2023 - Please note support staff factors will need to be amended to allow for the added one-day annual leave effective April 2023.</p>
1 September 2021	Throughout	<p>£250 uplift to the unqualified teacher pay range for pay ranges under £24,000.</p> <p>Advisory pay points structure for the unqualified teacher pay range (UTPR)</p> <p>Payment mechanism for tutoring to address learning as a result of the pandemic.</p> <p>Change to the number of days a teacher must be available for work due to an additional bank holiday.</p> <p>Deleted reference to NQT's and replaced with Early Careers Teachers</p>
1 September 2020	26	Inclusion of Appendix 4 following requests from schools
1 September 2020	Throughout	<p>Uplift as determined by pay award. Uplift of 2.75% to all reference points Inc. Leadership and allowances, excluding Minimum MPR.</p> <p>Uplift of 5.5% to Minimum (MPR1)</p>

1 April 2020	40	Appendix 5 Support staff pay scales
1 September 2019	Throughout	Uplift of 2.75% to all minima, maxima, Inc. Leadership and allowances
1 September 2018	Throughout	Uplift of 3.5% to the minimum of the MPR Uplift of 2% to all other points of the MPR Additional point added to MPR to uplift top of range by 3.5% Uplift of 2% to all points of the UPR 1.5% uplift to all points on Leadership range
1 September 2017	Throughout	2% uplift to minimum/maximum of MPR Uplift of 1% to all other reference points Alternative 1% uplift on MPR reference points.
1 September 2016	Throughout	Uplift of 1% to all reference points Support staff adjustments made in line with new WAP.

		Areas of discretion incorporated into pdf version.
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1. Introduction

- 1.1** The Governing Body of St Bonaventure's Catholic Primary School has agreed this Pay Policy which applies to all staff employed to work at the School.
- 1.2** This Policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation, the requirements of the School Teachers Pay and Conditions Document (STPCD) and the City Council's pay policy/job evaluation arrangements for support (single status) staff. It should be read together with other HR policies and procedures, and relevant legislation as appropriate.
- 1.3** The school will maintain and publish a staffing structure, which shows the number and grades of jobs within the school. The current staffing structure is attached as Appendix 1.
- 1.4** The Governing Body has delegated full powers to the Pay and benefits Committee (FPP) which is responsible for determining all pay matters in accordance with the Pay Policy, and the school's Appraisal Policy or where an appointment (internal or external) is made to a post in the school.
- 1.5** Through this Policy the governors' aim is to:
- Maximise the quality of teaching and learning at the School
 - Support the recruitment and retention of a highly skilled workforce
 - Support the school's development and improvement including current priorities and targets.
 - Demonstrate that all pay decisions are made consistently and fairly, in compliance with all relevant legislation.
- 1.6** The Governing Body, operating through the FPP Committee, will promote equality in all aspects of the school life, including all decisions on advertising posts, appointing, promoting, paying, training and developing staff. It will ensure that this policy is applied in a fair, equitable and consistent manner.
- 1.7** Appendix 2 sets out the terms of reference of the Finance People and Place Committee.
- 1.8** Adjustments will be made to take account of special circumstances, e.g. an absence due to maternity leave. Each case will be considered on an individual basis taking the full circumstances into consideration.
- 1.9** The outcome of pay decisions will be monitored by the Governing Body to ensure fairness of application.
- 1.10** In setting the budget the Governing Body will ensure that appropriate funding is allocated to support pay decisions and for pay progression at all levels. It is the Governing Body's intention to recognise and reward performance through this pay policy, not to withhold or prevent incremental progression.
- 1.11** Appeals against any pay review will be heard by the Appeals Panel of the Governing Body.

PART ONE - TEACHING STAFF

2. Pay Reviews

- 2.1** The Governing Body will ensure that each teacher's salary is reviewed annually, by no later than 31 October each year, to take effect from 1 September.
- 2.2** All teachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled.
- 2.3** Reviews may take place at other times of the year to reflect any changes in circumstances or job description that result in a recalculation of an individual's pay. A written statement will be given after any review, and where applicable will give information about how the pay determination was made. The next review date may also be discussed as it is likely to be a year in September (this is to ensure that there is not more than one review in the year and to bring the individual back in line with the rest of the school).
- 2.4** Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

3. Pay Determination On Appointment

- 3.1** Prior to a post being advertised the Governing Body will determine the pay range for the post. On appointment of the successful candidate, it will determine the starting salary to be offered, within that range.
- 3.2** In making such determinations the Governing Body may consider a range of factors, including, as appropriate:
- the nature of the post
 - the level of qualifications, skills and experience required
 - market conditions
 - the wider school context.
- 3.3** A teacher will be paid in accordance with this pay policy. As this pay policy applies specifically to St Bonaventure's Catholic Primary School, there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school or is receiving in their current school.
- 3.4** Classroom teachers will always start on the Teachers Main Scale or UPR 1. 3.5
- Appointment to UPR will only be made following satisfactory assessment at interview.

4 Pay Scales For Teaching Staff

The Governing Body has established the following pay scales. Full pay scales can be found at Appendix 3.

4.1 Classroom Teacher Posts

4.2 Classroom teachers will be paid on the Main Pay Range on appointment. Progression to the Upper Pay Range is conditional on fulfilling certain progression criteria. Where appropriate assessment of these criteria may take place at the appointment interview. (see para 4.6 onwards)

Main Pay Range

Main Pay Range comprises 6 points.

Minimum: £28,000

Maximum: £38,810

4.3 New teachers to the school who are appointed on the Main Pay Range will be appointed to the minimum point except in these cases:

- Previous experience
One point will be awarded for each year of relevant service as a classroom teacher.
- One point for every three years' of relevant pre-qualification or other relevant experience where not working as a classroom teacher.

In both the above cases these points will be permanent for as long as the teacher remains as a class teacher at this school.

4.4 Once a minimum of four terms' teaching in this school has been completed there may be progression of one increment (until the top of the Main Range is reached) subject to paragraph 8 below, and with effect from 1 September each year. In order to be awarded an increment an appraisal descriptor of good or outstanding must be achieved.

4.5 A teacher new to the school need not be paid on the same level as s/he was receiving in any other school which s/he is/was working at.

4.6 Upper Pay Range

Comprises 3 points

Minimum: £40,625

Maximum: £43,685

4.7 Progression to the Upper Pay Range must be made by an application received from the teacher. It is effective from 1 September following successful application, or the date of appointment if assessed at interview.

- 4.8** Any teacher applying for appointment at this school will only be offered a post on the Upper Pay Range where s/he has been subject to assessment at interview and satisfied the panel that s/he meets the UPR criteria for this school.
- 4.9** Subject to the conditions of paragraph 8 below, once on the Upper Pay Range, progression to subsequent points (to the top of the range) is subject to two consecutive annual appraisal scores of good or outstanding. Progression will be effective from 1 September.

5 Leading Practitioner Posts

- 5.1** The Lead Practitioner Range is £44,523 - £67,685

Lead Practitioners in this school will be paid on a 5-point scale within range £44,523 - £67,685

- 5.2** Progression, subject to paragraph 8 below, of one increment subject to the achievement of an appraisal descriptor of good or outstanding may be awarded annually once a minimum of four terms have been completed in the post.

6 Unqualified Teacher Posts

- 6.1** Unqualified teachers will be paid on the Unqualified Teacher Range.
- 6.2** The Governing Body has established the following reference points for unqualified teachers employed in classroom teacher posts:

The Unqualified range comprises 6 points

Minimum: £19,340

Maximum: £30,172

- 6.3** New unqualified teachers to the school will be appointed to the minimum point of the Unqualified teacher scale except that one point may be awarded for every three years of relevant pre-qualification, or other relevant experience where not working as a classroom teacher.
- 6.4** Once a minimum of four terms' teaching in this school has been completed there may be progression of one increment with effect from 1 September each year (until the top of the Unqualified Teacher Range is reached) subject to paragraph 8 below. To be awarded an increment an appraisal descriptor of good or outstanding must be achieved.

7 Leadership Group

7.1 This school is a group 3 school

7.2 The headteacher's Pay Range, and the range for the deputy headteacher employed at this school are set out in the school's staffing structure (see Appendix 1).

7.3 The headteacher's Pay Range at this school has seven incremental points (prescribed in Appendices 3) and will not exceed the top of the range for the group size of the school.

7.4 The deputy headteacher ranges each have five incremental points.

7.5 Any new appointment to the headteacher post will be on one of the first three incremental points of the range.

7.6 Any new appointment to the post of deputy headteacher will be on one of the first two points of the range.

7.7 Progression of one increment with effect from 1 September, subject to paragraph 8 below will be awarded to the headteacher, deputy headteacher or assistant headteacher where an appraisal has achieved a descriptor of good or outstanding.

7.8 *Higher than normal payments to the headteacher*

Prior to determining any additional payments, the Governing Body will take advice from its HR provider.

7.9 Any discretionary payment made to any member of the leadership group will be in accordance with the provisions of the STPCD and will be reviewed annually

8 Pay Progression For All Teachers

8.1 Pay progression will be subject to satisfactory performance assessed through the school's appraisal system. The arrangements for teacher appraisal are set out in the school's appraisal policy. Appraisal objectives should be made more challenging for teachers who are paid at higher points on the pay ranges.

8.2 Decisions regarding pay progression will be made with reference to teachers' appraisal reports and the pay recommendations they contain. In the case of Early Career Teacher's (ECTs), whose appraisal arrangements are different, pay decisions will be made by means of the statutory process. ECT's have an induction period of two years; the school can award pay progression at the end of the first year, if applicable. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

8.3 The pay policy and pay decisions will be monitored annually to ensure fairness and consistency of application.

8.4 The evidence used will be based on the appraisal process, including classroom observations and tracked pupil progress. For the headteacher wider evidence will be sought including financial and HR management.

- 8.5** Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team.
- 8.6** One increment will be awarded to all teachers on the Main Range or the Unqualified Teacher Range who have achieved a descriptor of good or outstanding until the top of the scale is reached
- 8.7** For teachers on the UPR one increment will be awarded bi-annually where two consecutive scores of good or outstanding are achieved.
- 8.8** For Leading Practitioners one increment will be awarded annually where a score of good or outstanding is achieved.

8.9 Leadership Group

To achieve progression on the leadership spine the headteacher, deputy headteacher, and assistant headteacher must demonstrate sustained high-quality performance against the set performance objectives. One increment will be awarded annually where a score of good or outstanding is achieved.

9 Movement To The Upper Pay Range

Applications and Evidence

- 9.1** Any qualified teacher may apply to be paid on the upper pay range provided s/he has been employed as a teacher (on the teachers' Main scale) at this school for at least four terms at the effective date of progression. Any such application will be assessed in line with this policy. It is for the teacher to decide whether or not s/he wishes to apply to be paid on the upper pay range
- 9.2** Applications may be made once a year by staff. All applications must be received by 31 August for progression with effect from 1 September. There can be no exceptions to this.
- 9.3** Any application for progression to the upper pay range can only be for progression in this school. This school will not be bound by any pay decision made by another school. Any teacher, therefore, who is simultaneously employed at another school, or schools, may be paid at different rates of pay at the different schools.
- 9.4** All applications should demonstrate sustainability and include the outcome of reviews or appraisals from the past two years, including any recommendations made on pay (or, where that information is not applicable or available due to employment at another school, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the previous two years etc. including where necessary or appropriate evidence acquired whilst working in other schools.

The Assessment

- 9.5** The Governing Body will ensure every staff salary is reviewed on an annual basis with

effect from 1st September and no later than the 31st December for the Headteacher. Any agreed increase in pay will be adjusted to the start of the academic year. The teacher's appraisal report will contain a recommendation on pay. The Headteacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Governing Body, for approval. All teachers will be entitled to receive an annual statement including details of any salary and financial benefits to which they are entitled.

9.6 The outcome of any application received by 31 August will be given by 31 October each year.

9.7 Successful teachers will move to the bottom of the UPR (UPR1) with effect from 1 September following their application.

9.9 If unsuccessful, feedback will be provided by the headteacher within 10 working days of decision.

9.10 A teacher who is unsuccessful may appeal, in writing, to the clerk to governors within 10 working days of receiving the written outcome. Any appeal will be heard by a governors' panel.

10 Part-Time Teachers

10.1 Part-time teachers will be paid the percentage of the appropriate full-time equivalent salary (based on teaching time) as calculated under the provisions of the STPCD.

10.2 The same percentage will be applied to any allowances awarded to the part-time teacher.

11. Supply Teachers

11.1 A supply teacher employed to work at the school (not those provided by agencies) will be paid in accordance with the LA's pay policy for centrally employed and unattached teachers except where s/he has previously worked at the school on a contract and has continuity of service with the school, in which case s/he will be paid at the rate of pay that s/he had achieved at the time s/he left the school. This will be paid as an hourly or daily rate.

11.2 A daily rate is calculated as 1/194 of the teacher's assessed salary and will be payable where the teacher is directed to work at such times and at such places as specified by the headteacher, for 6.5 hours in that day (hours spent travelling to and from work should not count towards this 6.5 hours).

11.3 An hourly rate will be payable where para 11.2 does not apply. The hourly rate will be 1/1258.5 of the teacher's actual salary.

11.4 The calculations in paragraphs 11.2 and 11.3 above include mid-morning and mid-afternoon breaks where the teacher is directed to work both immediately before and immediately after that break. Payment for mid-morning and mid-afternoon break will also be made where the teacher is present in school and on duty throughout the break at the formal request of the headteacher.

12. Discretionary Allowances and Payments for all teaching staff

Teaching and Learning Responsibility Payments (TLRs)

- 12.1** TLRs will be awarded to classroom teachers undertaking sustained additional responsibilities across the whole school and above those required of all classroom teachers and for which they are accountable in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within the school's staffing structure (as detailed in Appendix 1).
- 12.2** In addition to paragraph 12.1 above a TLR 1 payment will include line management responsibility for a minimum of five people.
- 12.3** The values of TLRs have been set by the Governing Body and are shown in the school's staffing structure (Appendix 1). The school will review the value of the TLRs annually taking into account any pay awards made under STPCD.
- 12.4** Permanent TLR posts can be awarded on a temporary basis to teachers who are temporarily undertaking the responsibilities of that post due, for example to cover maternity or sick leave, a vacancy or secondment. In such cases the teacher will not receive any safeguarding when the TLR ends.
- 12.5** A teacher cannot hold a TLR 1 and a TLR 2 concurrently
- 12.6** A TLR 3 will be awarded for a time limited period, for school improvement projects, or one off externally driven responsibilities. The duration of the TLR 3 will be made and stated at the outset and be paid monthly with the salary. TLR 3's should not be awarded consecutively for the same responsibility unless that responsibility is related to tutoring to provide catch-up support to pupils on learning lost during the pandemic.
- 12.7** A TLR 3 can be held concurrently with another TLR.

Special Educational Needs (SEN) Allowances

- 12.8** The Governing Body will award SEN allowances to teachers in the following posts (ie those that require a SEN qualification)

The value of the SEN allowance will be £2,384

Acting Allowances

- 12.10** Any teacher who is appointed to carry out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's pay range, deputy head's pay range or assistant head's pay range, as determined by the pay committee. Normally payment will be at the bottom of the range. Payment will be backdated to the commencement of the duties. There will be no safeguarding payable at the end of the Acting Up.

- 12.11** Any teacher who has been appointed to carry out the duties of a TLR in the temporary absence of the postholder, for four weeks or more, will receive the payment for the duration of the absence. The payment will be backdated to the first day of cover. There will be no safeguarding payable at the ending of the Acting Up.

13 Other Payments

Recruitment and Retention Incentives and Benefits

- 13.1** Any awards made under this paragraph will be temporary and formally reviewed annually.
- 13.2** No award will be made to the headteacher, deputy headteacher or assistant headteacher (except in accordance with para 27.3 of the STPCD). Any award currently in place for the deputy/assistant headteacher will continue until the agreed review date/ the date at which any pay range for these posts is determined.
- 13.3** The payment of recruitment and retention incentives and benefits may be considered in respect of individual posts for which specific recruitment/retention difficulties have been identified.
- 13.4** In this school a Recruitment and Retention difficulty is defined as where the school is unable to appoint having advertised a post in the appropriate journals/websites on two consecutive occasions.
- 13.5** Where it is determined to pay an incentive/benefit, the amount will be determined on an individual basis to meet the circumstances of the case.
- 13.6** Any incentive/benefit will be paid for one year and will be reviewed at the end of that year, after which it may be withdrawn.

Continuing Professional Development Outside Directed Time; Initial Teacher Training Activities; and Out-of-School Learning Activities

- 13.4** Payment for such activities will be made in accordance with the provisions of the STPCD.

In Service Training for Teachers ("Inset")

- 13.5** Payment for INSET may only be made in accordance with the provisions of the STPCD (except in the case of part-time teachers where it has been agreed locally that the appropriate proportion of 1258.5 hours will apply).
- 13.6** Where a classroom teacher undertakes such training outside his/her directed hours (and where payment is authorised, in writing, in advance) an additional payment may be made on an hourly basis of 1/1258.5 of the teacher's actual salary.

Honoraria

- 13.7** There is no provision for teachers to be paid an honorarium payment other than the additional payments as outlined above.

14. Salary Safeguarding

14.1 Salary safeguarding will be paid to eligible teachers under the provisions of the STPCD.

15 Written Pay Statements

15.1 All teaching staff will receive a written pay statement, annually, detailing their rate of pay and how it is arrived at, and for part time staff it should show the percentage time worked and how it was calculated.

PART TWO - SUPPORT (SINGLE STATUS) STAFF

16. Staffing Structure

16.1 The staffing structure for support staff is attached as Appendix 1.

16.2 The duties/outcomes of each role will be set out in a job description, and supplemented by a job evaluation questionnaire (JEQ) and employee specification.

16.3 Vacancies will be filled in accordance with the school's Recruitment and Selection Policy.

17 Grading of Posts

17.1 In accordance with the requirements of the School Standards and Framework Act 1998 the school will consult the Council on the grading of all support staff posts and grade them in accordance with the Council's adopted scheme. Bristol City Council pays the UK Living wage to all its employees. The UK living wage is updated each November and paid by the council from 1 April the following year. Support staff pay scales can be found at [Bristol Grades pay scales \(sharepoint.com\)](https://sharepoint.com)

17.2 The Headteacher will consult with the staff and trade unions regarding changes in job descriptions and/or JE questionnaires, within the school.

18 Starting Salary Point

18.1 The headteacher will determine the starting salary for new starters who will normally be appointed at the minimum scale point of the agreed grade. The headteacher will consider:

- the appointee's existing pay
- their relevant experience and qualifications
- the pay of other employees in the workgroup (to ensure equity)
- any market rate considerations that can be objectively justified
- any temporary pay variations within the workgroup (e.g. acting-up, additional increments)
- any career grade progression procedures which may apply to the job

18.2 The formula for calculating salaries for staff who work on a "term time" only basis will be applied.

19 Incremental Progression and Acceleration

19.1 Incremental progression on the salary range for the post is awarded annually on 1 April of each year until the maximum of the scale is reached. If the employee has less than 6 months' service in the grade by 1 April s/he will be granted his/her first increment six months after the appointment, promotion or re-grading.

19.2 The headteacher may recommend to the Governing Body that one accelerated increment is awarded to an individual employee on the grounds of

- special merit or ability

- need to retain skills where the employee is in a hard to fill post and another employer has made a formal offer to him/her.

Where the governing body agrees, the accelerated increment will be payable from the date determined and will not affect the employee's entitlement to annual incremental progression as set out in 19.1 above.

- 19.3** From the anniversary of the completion of five years' continuous Local Authority service, staff who are employed term time only will have their salary adjusted to take account of their entitlement to additional leave.

20 Withholding an Increment

- 20.1** An annual increment (as set out in para 19.1) may be withheld, exceptionally and where formal capability proceedings are in place. Only the headteacher or governing body can determine this. Once an increment has been withheld it can only be reinstated with the agreement of the headteacher/GB if performance subsequently improves significantly and any improvement plan is removed. It cannot be backdated.

21 Authorising and Paying for Working Additional Hours

- 21.1** Additional hours may only be worked with the prior agreement of the headteacher. Where staff work additional hours, the additional payment or time off in lieu (TOIL) will be given.

22 Payment Above the Grade

- 22.1** Staff will not be paid increments above the grade unless agreed by the Governing Body.

23 Pay Protection

- 23.1** Where an employee is displaced and is redeployed into a lower graded post, s/he will be entitled to pay protection as set out in the School's Managing Change Procedure. During the period of pay protection the employee's pay is 'frozen' and increments/annual pay awards will not be paid (unless the salary of the new post exceeds the protected salary).
- 23.2** Pay protection, as set out in paragraph 23.1 above is also paid to employees whose post is 'downgraded' under the Single Status JE Scheme.

24 Nursery Nurse/Learning Support Assistants

- 24.1** In accordance with a decision of the Council's HR Committee, Nursery Nurses/Learning Support Assistants who were employed by the LA, or in locally managed schools on or before 1 January 2004, were given the opportunity to retain their National Nursery Staff's pay and conditions ("NSG") rather than transfer to Single Status pay and conditions, for the duration of their employment in their current post.
- 24.2** Employees who exercised this option on/before 31 October 2004 may also retain NSG conditions of service if they are compulsorily transferred/redeployed into an alternative NSG post.
- 24.3** Any employee covered by 24.1 and 24.2 above who applies for, or voluntarily accepts an appointment to an alternative nursery nurse/learning support assistant post (e.g. promotion or transfer), will transfer to Single Status conditions (with effect from the date of their appointment).

25 Hard to Fill Posts

25.1 In this school a hard to fill post is where the school is unable to appoint a suitably qualified or experienced person having advertised the post in the appropriate journals/websites on two consecutive occasions.

Where there is a hard to fill post the governing body will consider

- Other ways of filling the vacancy
- Restructuring the section or team
- Redesigning the duties and responsibilities of the post
- The introduction of a career grade or trainee position allowing for the appointment of a candidate with lesser skills but who will be supported to develop in the post.
- Awarding a market supplement, linked to specific skills not recognised through the job evaluation process. This supplement will
 - not change the grade of the post
 - be a maximum of 15% of the top of the grade
 - be reviewed periodically (at least every three years). The level of supplement may be revised up, down or be discontinued as a result of the review
 - cease should it no longer be difficult to recruit for the same type of job.
 - not attract any pay protection when it is removed
 - be pensionable

25.2 Market supplements are intended as a recruitment tool and will not be awarded to existing post holders.

26 Change of Duties Over Time (see also Para 17)

26.1 Where the duties of a post change significantly over time the school will seek to review the grading. This will follow a review of the job description, and the job evaluation questionnaire (JEQ), in conjunction with the post holder. The school will seek advice from its HR Provider. New and additional responsibilities can be added into this documentation, which reflect changes and proposed changes in the role following consultation with the employee and the trade union representative.

26.2 The school will utilise 'model' job descriptions/JEQs provided by the city council, unless there is no appropriate template available in which case the school will draw up its own. Where the school and the employee fail to reach agreement on the level of responsibility of the duties within the post the school's decision will be final.

26.3 New/revised documentation will be sent to the city council's JE team for evaluation.

26.4 Where, as a result of job evaluation the city council advise that the post's grade has increased by more than one grade the school will follow a managing change process.

PART THREE – APPEAL ARRANGEMENTS ALL STAFF

27 Appeal Arrangements - ALL STAFF

- 27.1** Any employee dissatisfied with any pay decision affecting them made in accordance with this Pay Policy may appeal and seek a review of that decision.
- 27.2** If, when an employee receives written advice of his/her pay determination, s/he is not satisfied s/he should seek to resolve this by discussing the matter informally with the headteacher, within ten working days of the decision being received in writing.
- 27.3** The outcome of this informal discussion should be confirmed in writing by the headteacher
- 27.4** Where an informal resolution is not possible, or where the employee continues to be dissatisfied, s/he may follow a formal process.
- 27.5** Within ten working days of written notification of the outcome of the discussion at para 27.2 the employee should put the grounds for dissatisfaction in the pay decision and the remedy being sought, in writing, to the headteacher.
- 27.6** Taking account of the need to circulate relevant documentation the headteacher should arrange a hearing, normally within ten working days of receipt of the written grounds for questioning the pay decision. The employee will be given the opportunity to make representations in person to the XXX Committee. Following the hearing the employee should be informed in writing of the decision, the reasons for the decision and the right to appeal.
- 27.7** Any appeal should be heard by a panel of three governors not previously involved, normally within twenty working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations at the appeal hearing in person.
- 27.8** The decision of the appeal panel will be given in writing, within five working days. Where the appeal is rejected the letter will include a note of the evidence considered and the reasons for the decision.
- 27.9** The employee is entitled to attend the meeting of the appeals panel and has the right to be accompanied and represented at any such meeting by a trade union representative, friend or colleague.
- 27.10** Advice from a Bristol City Council HR Adviser should be sought if the appeal relates to the grading of the post, as determined under the Single Status JE Scheme.

28 Related Documents

28.1 This Pay Policy will be applied as supplemented by specific provisions contained within:-

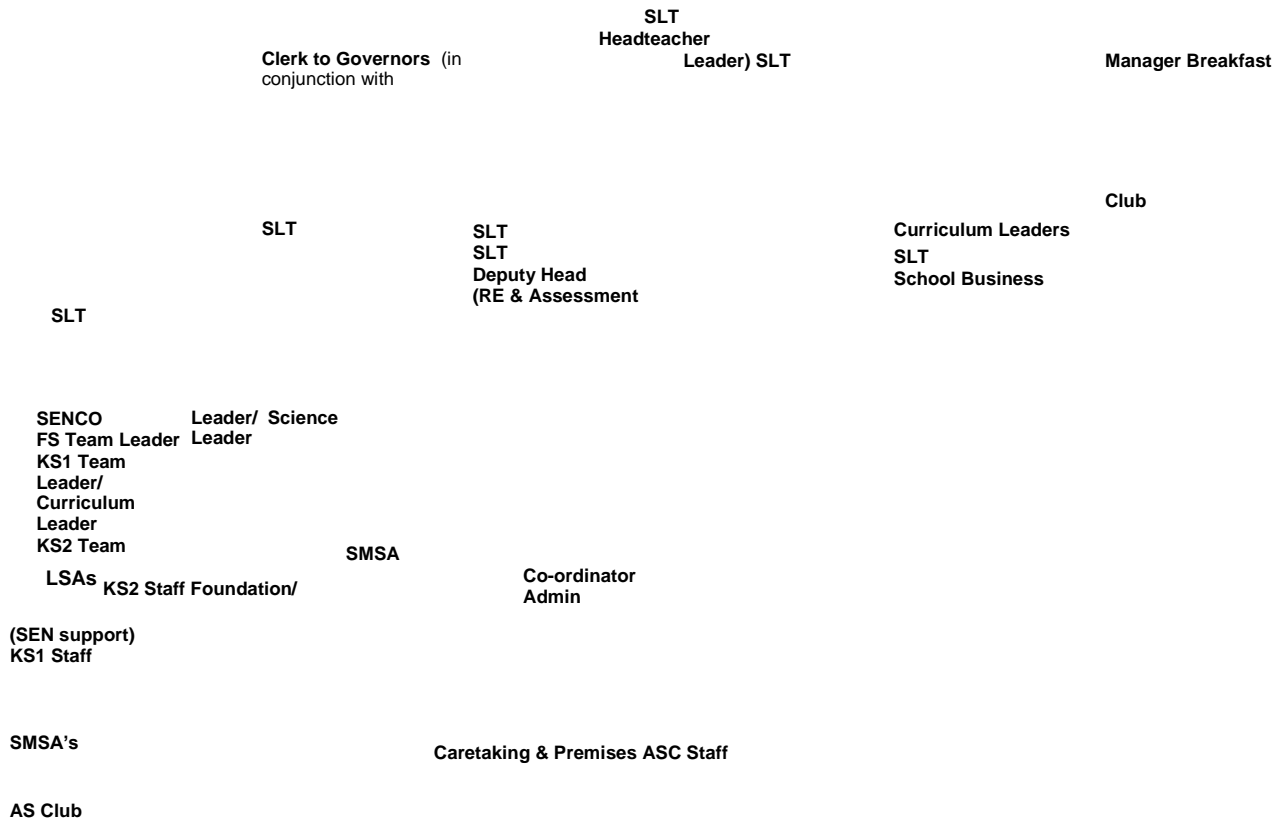
- The School Teachers Pay & Conditions Document
- The NJC National Agreement on Pay and Conditions of Service (“the Green Book”) • The Council’s Pay Policy covering job evaluation, gradings and other local agreements. • The Managing Change Policy (LMS version)
- The TP & LGPS and the Council’s policy regarding “discretionary” pension provisions, as determined by the HR Committee and the school’s governing body.
- The School’s Capability Procedure for Teachers and Improving Performance Policy for support staff as recommended to Governing Bodies.
- The School’s Appraisal Policy

29 Date of Implmentation

The Governing Body formally agreed this Pay Policy at its meeting 19th October 2022

Appendix 1

Staffing Structure



					comment
Number of full time equivalent children on roll in the school at each Key Stage. (this does not include any children in associated but non-school establishments eg children's centres) NB See STP&CD for formula for Special Schools		NOR		TOTAL	
	P/KS1/KS2		X7		
	KS3		X9		
	KS4		11		
	KS5		X13		
Unit total of school based on number above					
Headteacher group size of the school (from the Unit total)	Group				

Minimum of pay range for group size			
Maximum of pay range for group size.			
Additional Challenges arising from pupils' needs. May include: <ul style="list-style-type: none"> • High level of deprivation in community (measure used) • High numbers of looked after children (number/percentage) • English as an Additional language (number/percentage) • High level of in-year mobility (percentage) 			
Accountability for multiple schools (number of schools)note STP&CD does not include children's centres			
Schools dispersed across more sites than expected for number of pupils			
Leading a teaching school alliance			
Known hard to recruit to post due to (location, specialism)			
Other factors eg <ul style="list-style-type: none"> • Responsibility for other establishments eg children's centre/hub (managed by a centre or hub manager) • Dispersal of other establishments across numerous sites • No of children responsible for in addition to school. 			
Any Other factors			
Pay Range within group size as agreed by Governing Body			

Number of incremental points within the pay range				
Values of all reference points	Pt a £	Pt b £	Pt etc	Pt
	Pt	Pt	Pt	Pt
Where pay extends above the top of grade for post reasons for decision including how costs will be sustained over time.				

Appendix 2

Terms of Reference for the Pay and Benefits Committee (FPP)

The Pay and Benefits Committee membership will comprise ***any three governors from the Finance People and Place Committee.***

The headteacher may attend in an advisory capacity and will withdraw when his/her salary is under consideration.

The terms of reference for the Pay and Benefits (FPP) Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- To undertake an annual pay review for each member of staff based on the criteria set out in the Pay Policy with effect from 1 September;
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;
- To recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually;
- To carry out the performance review of the headteacher;
- To work with the School Improvement Partner.

In the case of new staff appointments, decisions on starting salary will be delegated to the headteacher or Selection Panel as appropriate.

In the case of a new headteacher appointment, the full Governing Body will determine the salary range prior to advert however the determination of the starting salary will be made by the Selection Panel under their delegated powers.

Appendix 3

Final Points 2022/23

Teachers

Main Pay Range Upper Pay Range

Minimum M1 28,000

M2 29,800 Minimum U1 40,625 M3 31,750 U2 42,131 M4 33,850 Maximum U3 43,685

M5 35,990

Maximum M6 38,810

Unqualified Teachers Leading Practitioners Minimum U1 19,340

U2 21,559 Minimum 44,523 U3 23,777 Maximum 67,685 U4 25,733

U5 27,954

U6 Maximum 30,172

Leadership

Headteacher Pay Range Group 3 - L11 – L24

Point £ Point £ L11 56,796 L18 67,351 L12 58,105 L19 69,022 L13 59,557

L20 70,732 L14 61,042 L21 72,483 L15 62,560 L22 74,282 L16 64,224 L23

76,122 L17 65,699 L24 78,010

Deputy Head Pay Leadership Range – L8 – L14

Point £ Point £ L8 52,659 L12 58,105 L9 53,972 L13 59,557 L10 55,359

L14 61,042 L11 56,796

Allowance

s	TLR 3a
	TLR 3b
TLR	TLR 3c
TLR 1a	
TLR 1b	
TLR 1c	
TLR 1d	8,706 Min
	10,711
TLR2a	14,732
TLR2b	14,732 Max
TLR2c	
	3,017 Min

5,021 600 **Min**
7,368 **Max** 2,975
 2,975 **Max**

Special Educational Needs Minimum Maximum
2,384 4,703

LGA Discretionary Reference Points

Group1	Group2	Group3
6 50,122 7 51,470 8 52,659 9 53,972 10 55,359 11 56,796 12 58,105 13 59,557 14 61,042 15 62,560 16 64,224 17 65,699 18* 67,351	8 52659 9 53972 10 55359 11 56796 12 58105 13 59557 14 61042 15 62560 16 64224 17 65699 18 67350 19 69022 20 70732 21* 72,483	11 56796 12 58105 13 59557 14 61042 15 62560 16 64224 17 65699 18 67350 19 69022 20 70732 21 72483 22 74282 23 76122 24* 78,010
Group 4	Group 5	Group 6
14 61042 15 62560 16 64224 17 65699 18 67350 19 69022 20 70732 21 72483 22 74282 23 76122 24 78010 25 79948 26 81926 27* 83956	18 67350 19 69022 20 70732 21 72483 22 74282 23 76122 24 78010 25 79948 26 81926 27 83956 28 86039 29 88170 30 90364 31* 92596	21 72483 22 74282 23 76122 24 78010 25 79948 26 81926 27 83956 28 86039 29 88170 30 90364 31 92596 32 94898 33 97255 34 99660 35* 102137

Group 7	Group 8	
24 78010	28 86039	
25 79948	29 88170	
26 81926	30 90364	
27 83956	31 92596	
28 86039	32 94898	
29 88170	33 97255	
30 90364	34 99660	
31 92596	35 102137	
32 94898	36 104665	
33 97255	37 107267	
34 99660	38 109921	
35 102137	39 112601	
36 104665	40 115410	
37 107267	41 118293	
38 109921	42 121257	
39* 112601	43 123057	

- Indicates the maximum salaries for each of the 8 headteacher groups.

L point Group size of school

1	44,305	
2	45,414	1 2 3 4 5 6 7 8 3 46,548
4	47,706	
5	48,894	
6	50,122	
7	51,470	
8	52,659	G
9	53,972	r
10	55,359	o
11	56,796	u
12	58,105	p
13	59,557	G
14	61,042	1
15	62,560	r
16	64,224	o
17	65,699	u
18*	67,351	G
18	67,350	p
19	69,022	r
20	70,732	o
21*	72,483	u
21	72,483	p
22	74,282	4
23	76,122	G

<u>24* 78,010</u>	r
24 78,010	o
25 79,948	u
	p
26 81,926	G
	5
<u>27* 83,956</u>	r
	o
<u>27 83,956</u>	u
28 86,039	p
	G
29 88,170	6
	r
30 90,364	o
<u>31* 92,596</u>	u
31 92,596	p
32 94,898	7
33 97,255	
34 99,660	G
<u>35* 102,137</u>	r
35 102,137	o
36 104,665	u
37 107,267	p
38 109,921	8
<u>39* 112,601</u>	
39 112,601	
40 115,410	
41 118,293	
42 121,257	
43 123,057	

Bristol Grades pay scale 2022/23

BCC (Bristol City Council) subscribes to the RLW (Real Living Wage) hourly rate; the rate is revised annually in November and BCC apply the rate in the following April. This Year the rate change has been made earlier (Sept 22).

Point	Current Annual Salary	Actual JNC Salary	Proposed JNC increase of £1925 to all Points effective 01042022	Hourly Rate	Proposed Living Wage increase to be applied 01042023 for BCC	Hourly Rate	FTE Hours	Calculator	Description
1	19100	18333	20258	10.5002	21029.27	10.90000	37	5	Main Scale Living wage - BG1-BG4
2	19100	18516	20441	10.5951	21029.27	10.90000	37	5	Main Scale Living wage - BG1-BG4
3	19100	18887	20812	10.7874	21029.27	10.90000	37	5	Main Scale Living wage - BG1-BG4

Bristol Grade	SCP point	As at 1st April 2022				As at 1st April 2021		
		£ Year	£ Month	£ Hour		£ Year	£ Month	£ Hour
BG1	1	£21,025.00	£1,752.08	£10.90		£19,100.00	£1,591.67	£9.90
BG2	1	£21,025.00	£1,752.08	£10.90		£19,100.00	£1,591.67	£9.90
BG3	1	£21,025.00	£1,752.08	£10.90		£19,100.00	£1,591.67	£9.90
BG4	2	£21,025.00	£1,752.08	£10.90		£19,100.00	£1,591.67	£9.90
BG4	3	£21,025.00	£1,752.08	£10.90		£19,100.00	£1,591.67	£9.90
BG5	4	£21,189.00	£1,765.75	£10.98		£19,264.00	£1,605.33	£9.99
BG5	5	£21,575.00	£1,797.92	£11.18		£19,650.00	£1,637.50	£10.19
BG6	6	£21,967.00	£1,830.67	£11.39		£20,043.00	£1,670.25	£10.39
BG6	7	£22,368.00	£1,864.08	£11.59		£20,444.00	£1,703.67	£10.60
BG7	8	£22,777.00	£1,898.08	£11.81		£20,852.00	£1,737.67	£10.81
BG7	9	£23,194.00	£1,932.83	£12.02		£21,269.00	£1,772.42	£11.02
BG7	10	£23,620.00	£1,968.33	£12.24		£21,695.00	£1,807.92	£11.25
BG7	11	£24,054.00	£2,004.50	£12.47		£22,129.00	£1,844.08	£11.47

BG8	12	£24,948.00	£2,079.00	£12.93		£23,023.00	£1,918.58	£11.93
BG8	13	£25,409.00	£2,117.42	£13.17		£23,484.00	£1,957.00	£12.17
BG8	14	£25,878.00	£2,156.50	£13.41		£23,953.00	£1,996.08	£12.42
BG8	15	£26,357.00	£2,196.42	£13.66		£24,432.00	£2,036.00	£12.66
BG8	16	£26,845.00	£2,237.08	£13.91		£24,920.00	£2,076.67	£12.92
BG9	17	£27,852.00	£2,321.00	£14.44		£25,927.00	£2,160.58	£13.44
BG9	18	£28,371.00	£2,364.25	£14.71		£26,446.00	£2,203.83	£13.71
BG9	19	£28,900.00	£2,408.33	£14.98		£26,975.00	£2,247.92	£13.98
BG9	20	£29,439.00	£2,453.25	£15.26		£27,514.00	£2,292.83	£14.26
BG9	21	£30,151.00	£2,512.58	£15.63		£28,226.00	£2,352.17	£14.63
BG10	22	£31,099.00	£2,591.58	£16.12		£29,174.00	£2,431.17	£15.12
BG10	23	£32,020.00	£2,668.33	£16.60		£30,095.00	£2,507.92	£15.60
BG10	24	£32,909.00	£2,742.42	£17.06		£30,984.00	£2,582.00	£16.06
BG10	25	£33,820.00	£2,818.33	£17.53		£31,895.00	£2,657.92	£16.53
BG10	26	£34,723.00	£2,893.58	£18.00		£32,798.00	£2,733.17	£17.00
BG11	27	£35,411.00	£2,950.92	£18.35		£33,486.00	£2,790.50	£17.36
BG11	28	£36,298.00	£3,024.83	£18.81		£34,373.00	£2,864.42	£17.82
BG11	29	£37,261.00	£3,105.08	£19.31		£35,336.00	£2,944.67	£18.32

Final model September 2021

BG12	30	£38,296.00	£3,191.33	£19.85		£36,371.00	£3,030.92	£18.85
BG12	31	£39,493.00	£3,291.08	£20.47		£37,568.00	£3,130.67	£19.47
BG12	32	£40,478.00	£3,373.17	£20.98		£38,553.00	£3,212.75	£19.98

BG12	33	£41,496.00	£3,458.00	£21.51		£39,571.00	£3,297.58	£20.51
BG13	34	£42,503.00	£3,541.92	£22.03		£40,578.00	£3,381.50	£21.03
BG13	35	£43,516.00	£3,626.33	£22.56		£41,591.00	£3,465.92	£21.56
BG13	36	£44,539.00	£3,711.58	£23.09		£42,614.00	£3,551.17	£22.09
BG13	37	£45,496.00	£3,791.25	£23.58		£43,570.00	£3,630.83	£22.58
BG14	38	£46,549.00	£3,879.08	£24.13		£44,624.00	£3,718.67	£23.13
BG14	39	£47,573.00	£3,964.42	£24.66		£45,648.00	£3,804.00	£23.66
BG14	40	£48,586.00	£4,048.92	£25.18		£46,662.00	£3,888.50	£24.19
BG14	41	£49,590.00	£4,132.50	£25.70		£47,665.00	£3,972.08	£24.71
BG15	42	£50,534.00	£4,211.17	£26.19		£48,609.00	£4,050.75	£25.20
BG15	43	£51,607.00	£4,300.50	£26.75		£49,681.00	£4,140.08	£25.75
BG15	44	£52,677.00	£4,389.75	£27.30		£50,752.00	£4,229.33	£26.31

SCP 01/04/2021 **01/04/2022** 01/04/2023 01/04/2024 01/04/2025 01/04/2026 1 £19,100 **£21,025** £21,397
£21,767 £22,153 £22,540 2 £19,100 **£21,025** £21,397 £21,767 £22,153 £22,540 3 £19,100 **£21,025** £21,397
£21,767 £22,153 £22,540 4 £19,264 **£21,189** £21,560 £21,937 £22,321 £22,711 5 £19,650 **£21,575** £21,953
£22,337 £22,728 £23,125 6 £20,042 **£21,967** £22,352 £22,743 £23,141 £23,546 7 £20,443 **£22,368** £22,760
£23,158 £23,563 £23,976 8 £20,852 **£22,777** £23,176 £23,581 £23,994 £24,414 9 £21,269 **£23,194** £23,600
£24,013 £24,433 £24,860 10 £21,695 **£23,620** £24,034 £24,454 £24,882 £25,318 11 £22,129 **£24,054**
£24,475 £24,903 £25,339 £25,782 12 £23,023 **£24,948** £25,385 £25,829 £26,281 £26,741 13 £23,484
£25,409 £25,854 £26,306 £26,766 £27,235 14 £23,953 **£25,878** £26,331 £26,791 £27,260 £27,737 15
£24,432 **£26,357** £26,819 £27,288 £27,766 £28,251 16 £24,920 **£26,845** £27,315 £27,793 £28,279 £28,774
17 £25,927 **£27,852** £28,340 £28,836 £29,340 £29,854 18 £26,446 **£28,371** £28,868 £29,373 £29,887
£30,410 19 £26,975 **£28,900** £29,406 £29,920 £30,444 £30,977 20 £27,514 **£29,439** £29,955 £30,479
£31,012 £31,555 21 £28,226 **£30,151** £30,679 £31,216 £31,762 £32,318 22 £29,173 **£31,098** £31,643
£32,196 £32,760 £33,333 23 £30,094 **£32,019** £32,580 £33,150 £33,730 £34,320 24 £30,984 **£32,909**
£33,485 £34,071 £34,667 £35,274 25 £31,895 **£33,820** £34,412 £35,014 £35,627 £36,250 26 £32,798
£34,723 £35,331 £35,949 £36,578 £37,218 27 £33,486 **£35,411** £36,031 £36,661 £37,303 £37,956 28
£34,373 **£36,298** £36,934 £37,580 £38,238 £38,907 29 £35,336 **£37,261** £37,913 £38,576 £39,251 £39,938
30 £36,371 **£38,296** £38,966 £39,648 £40,341 £41,047 31 £37,569 **£39,494** £40,185 £40,888 £41,603
£42,332 32 £38,553 **£40,478** £41,187 £41,907 £42,641 £43,387 33 £39,571 **£41,496** £42,222 £42,961
£43,712 £44,477 34 £40,578 **£42,503** £43,247 £44,004 £44,774 £45,557 35 £41,591 **£43,516** £44,278
£45,053 £45,841 £46,643 36 £42,614 **£44,539** £45,319 £46,112 £46,919 £47,740 37 £43,571 **£45,496**
£46,292 £47,102 £47,926 £48,765 38 £44,624 **£46,549** £47,364 £48,193 £49,036 £49,894 39 £45,648
£47,573 £48,406 £49,253 £50,115 £50,992 40 £46,661 **£48,586** £49,437 £50,302 £51,182 £52,078 41
£47,665 **£49,590** £50,458 £51,341 £52,239 £53,153 42 £48,609 **£50,534** £51,419 £52,319 £53,234 £54,166
43 £49,682 **£51,607** £52,510 £53,429 £54,364 £55,315

44 £50,752 **£52,677** £53,599 £54,537 £55,491 £56,462

Appendix 4

Upper Pay Range Teachers

The minimum and maximum of the Upper Pay Range for teachers will be as defined by the current version of the School Teachers' Pay and Conditions Document. The reference points between the minimum and maximum of the pay range can be found in the school's Pay Policy.

Movement to the Upper Pay Range will be by application and assessed in accordance with this policy.

Following application for progression to the Upper Pay range successful appointments will always be to the minimum point of the Upper Pay Range.

Any application for progression will be for progression in this school only. This school will not be bound by any pay decision made by another school. Any teacher, who is simultaneously employed at this school and another school or schools, may be paid at different rates of pay at the different schools.

Likewise, the rate of pay offered following a recruitment interview will be determined in accordance with this school's policies and may be different from the rate of pay an applicant is receiving in their current school.

Normally, new teachers to this school will be appointed on the Main Pay Range. Exceptionally, where the advert makes clear, a teacher may be assessed for appointment to the Upper Pay Range. In such circumstances a thorough assessment will form part of the interview process and the applicant will be expected to provide evidence that they fully and comprehensively meet the criteria for UPR in line with the school's application procedure if they are short-listed for interview.

In order to achieve progression, when applying for upper pay range teachers should be able to demonstrate that they are capable of achievements and contributions to the school which are both substantial and have been sustained. Going forward teachers must be able to maintain such contribution over time whilst on the upper pay range.

In order to maintain Upper Pay Range status teachers will need to demonstrate that their contribution to, and level of impact across, the school has continued to be substantial and sustained. Once a teacher has been appointed to the Upper Pay Range any progression will be bi-annual, following two appraisal reviews where an outcome of Level 1 or 2 is achieved. Objectives set at appraisal meetings will reflect the Upper Pay Range status and judgements will be properly rooted in evidence which the teacher must provide.

Any incremental points awarded will be permanent in this school for as long as the teacher remains in post or where the teacher takes up a new post in this school.

Applications for progression to the Upper Pay Range

The decision to apply for the Upper Pay Range is the teacher's.

The determination as to who should progress lies with the Governing Body. Assessment is delegated to the headteacher.

Applicants must

- be qualified teachers with relevant experience.
- have been employed as a teacher (on the teachers' Main Pay Range) at this school for at least four terms at the effective date of progression (1 September).

Applications may be made once a year.

All applications must be received by 31 August for progression with effect from 1 September in the same year. There can be no exceptions to this.

Process to Apply for Progression to the Upper Pay Range

Applications must be in writing (see Appendix 1 for a pro forma) and include supporting evidence.

All applications should include

- the outcome of reviews or appraisals from the past two years, including any recommendations made on pay,
- a statement that the teacher wishes to be considered for assessment against the post threshold* teacher standards and
- a summary of the evidence the teacher wishes to rely on to demonstrate that the post threshold* standards have been met throughout the relevant period.

Or, where that information is not applicable or available due to employment at another school,

- a statement that the teacher wishes to be considered for assessment against the post threshold* teacher standards and
- a summary of the evidence the teacher wishes to rely on to demonstrate that the post threshold* standards have been met throughout the relevant period.

All applications should contain evidence from the previous two years, including, where necessary or appropriate, evidence acquired whilst working in other schools.

Assessment against Upper Pay Range teachers' standards

The headteacher will carry out the assessment.

Prior to carrying out the assessment against the post-threshold* teacher standards, the headteacher must be satisfied that the applicant meets the Teachers' Standards, and must have regard to the outcome of the most recent appraisal.

Where the headteacher is not satisfied that the applicant meets the Teachers' Standards, the application must be rejected and the applicant informed, with reasons given.

Where the headteacher is satisfied that the applicant meets the Teachers' Standards, the assessment must be carried out against the Upper Pay Range teachers' standards.

The headteacher will arrange a progression assessment meeting with the teacher to discuss the detail of the evidence provided, and clarify any points, to determine whether the applicant has

met the post-threshold* teacher standards throughout the relevant period.

The headteacher will consider all the written and verbal information available. In

assessing the teacher's application to progress, the headteacher must have regard to:

- the outcomes of appraisal reviews covering the relevant period, which should show
 - o That the teacher is meeting teachers' standards in all aspects
 - o Lesson observations are good and outstanding
 - o Children make expected progress or better
 - o Planning is in agreed formats/on time and up to date; shows differentiation of lessons; incorporates curriculum changes in-year; and that the teacher is able to show adaptation to meet the needs of class.
 - o Monitoring of teaching and learning and development of tools to use across class/KS/school. Use SATS as assessment and evaluation tools
 - o Support students, trainees, LSAs, colleagues. Work in partnership with internal and external professionals to ensure best support to children.
 - o Collaborative working with colleagues to best utilise resources, develop eg formats for assessment, develop teaching across KS, behaviour management and plans consistent communication
 - o Subject knowledge: has area of subject responsibility and develops resources to support teaching and learning in key subject area.
 - o Managing classroom environment: supporting children whose circumstances are exceptional and/or particularly challenging.

Or if such results are not available,

- a statement and summary of evidence as referred to above

Having carried out the assessment the headteacher will inform the teacher of the decision within 20 working days; giving reasons if the decision is that the teacher has not met the standards.

Unattached teachers

Where the applicant is an unattached teacher, the relevant body must delegate the receipt and assessment of the application to a person with management responsibility for the applicant.

*Post-threshold teachers' standards mean

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

• Application for Progression/Appointment to the Teachers' Upper Pay Range • School name

This form should be handled in confidence at all times
This form is a model only.

Eligibility criteria

In order to be assessed you will need to:

- hold Qualified Teacher Status on the date of your request; and
- be statutorily employed under the STPCD; and
- have been employed at this school for a minimum of four terms by the date of progression (1 September) or be applying for a post specifically advertised as being on the Upper Pay Range.

Meet the current Teachers Standards

Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.

Print, sign and date the form, keeping a copy and pass it to your head teacher by **31 August**.

Part 1: Teacher details To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

--	--

DfE teacher reference number

(this must be seven digits including zeros)

--	--	--	--	--	--

/

Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the post-threshold* standards.

Signed Date

--

Part 2: Actions for the head teacher

Check that the teacher is eligible to be assessed.

Before assessing whether the teacher meets the criteria to progress to the Upper Pay Range the head teacher must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards. If the Teachers' Standards are not met, you must not proceed with assessment, and must write to the teacher setting out the rationale for the judgement.

If the Teachers' Standards are met the head teacher can then move on to assess whether the teacher meets the standards set out on page 5 of this form, having regard to the evidence contained in the appraisal report and/or planning and review statements.

Make an overall judgement on whether the standards are met/not yet met.

Complete the head teacher's statement (see page 4).

Sign, date and copy the form.

Promptly inform the governing body of this decision, and inform the teacher, and where appropriate notify the school's Payroll Provider.

Inform the teacher of the outcome within 20 working days of informing the governing body/LA service of this decision.

Where the standards have *not been met* notify the teacher in writing of this outcome giving reasons. Where the standards *have been met*, provide the teacher with oral feedback.

To be completed by the head teacher

Name of teacher School/LA service

Please record your overall judgements below.

Teachers' Standards

To be successful, the teacher must meet the Teachers' Standards as well as each of the post Threshold* standards. Assessment against the post-Threshold* standards may not proceed where the teacher does not meet the Teachers' Standards. You should provide a detailed explanation below why the Teachers' Standards have not been met.

Post-Threshold Standards*

Please provide a detailed explanation why, in your judgement, all the post-Threshold* standards have not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher.

Teachers' Standards/Threshold* Standards [please delete as appropriate] not met.

Signature

electronically.

Print name School name Date

Please paste in electronic/scanned signature above if submitting the application form

NB This page should be passed back to the teacher where either the Teachers' Standards have not been met or the progression to the Upper Pay Range has not been achieved.

Standards for Upper Pay Range

As well as meeting the current Teachers' Professional Standards (Appendix 1) the following standards should be met.

The teacher should be able to show evidence of increased attainment.

Professional Attributes

Frameworks

P1 Contribute significantly, to implementing whole school policies and practice and to promoting collective responsibility for their implementation including contributing to policy development and coaching/mentoring of staff.

Professional Knowledge and Understanding

Teaching and learning

P2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

Share knowledge with colleagues to strengthen practice across the school. Mentor students and inexperienced teachers

Taught across different key stages

Cross key stage understanding of pedagogy.

Assessment and monitoring

P3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

Use data as an assessment and evaluation tool

P4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

Subjects and Curriculum

P5 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

Leading on use of data analysis to increase attainment.

Health and well-being

P6 Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.

Professional Skills

Planning

P7 Be flexible, creative and adept at designing learning sequences within lessons and across

lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

Teaching

P8 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

Team working and collaboration

P9 Promote collaboration and work effectively as a team member.

P10 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Advanced Skills Teachers **Application for assessment for main scale teachers**

Request for Progression to the Upper Pay Range

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your request for assessment against the relevant standards and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and where required provided with written feedback.

Signed

Head teacher

AST 1

*Post-threshold teachers' standards mean

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