

The Friary School

PAY POLICY



1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and how decisions will be made based on the teacher's performance
- Set out a clear framework for pay and progression throughout the school, while minimising the impact on workload for all concerned

Adopting this policy will:

- Maximise the quality of teaching and learning at our school
- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Help to ensure that decisions on pay are made in a fair, just and transparent way, while eliminating unnecessary bureaucracy for all concerned

This policy has been consulted on by relevant trade unions.

2. Legislation & Guidance

As an academy, we are free to determine our own approach to deciding teachers' pay. However, since all of our staff have a contract that specifically incorporates conditions from the School Teachers' Pay and Conditions Document (STPCD), these will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the [STPCD](#). It is also based on the [model pay policy](#) created by the Department for Education (DfE).

This policy complies with our funding agreement and Articles of Association.

This policy also takes into account the following:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#), which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [Seven Principles of Public Life](#), which require those conducting the procedures to be objective, open and accountable
- [The Data Protection Act 2018](#), which sets out requirements on how we handle personal data

Our procedures for addressing grievances in relation to pay are based on the ACAS grievance [code of practice](#) and are set out in our [Grievance Policy](#).

Our procedures for assessing early career teachers' performance and progress comply with the DfE's statutory guidance on [Induction for Early Careers Teachers \(England\)](#).

3. Definitions

The following definitions apply in this policy:

- 'Teacher' includes all staff qualified and appointed to teach at the school. This includes the leadership team and the Headteacher, unless otherwise stated
- 'Teaching and learning responsibility' is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- 'Main and upper pay ranges' are the ranges on which a classroom teacher's salary will be set
- 'Unqualified teacher pay range' is the range on which an unqualified teacher's salary will be set
- 'Leadership group' comprises the Headteacher, Deputy Headteachers and Assistant Headteachers

4. Roles & Responsibilities

Line managers will make recommendations on a teacher's pay following the teacher's appraisal.

Final pay decisions are made by the Governing Body.

Responsibility for making pay decisions is delegated to the Pay Committee of the Governing Body and ratified by the full Governing Body.

5. How Will We Decide Pay On Appointment

The Governing Body will determine the pay range for a vacancy before advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the Governing Body will take into account a range of factors, including:

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

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

5.1 Unqualified Teachers

Unqualified teachers will be paid on the unqualified teacher pay range in accordance with the STPCD.

Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference (if any) between their unqualified teacher salary and the salary they would have been paid as a qualified teacher for the same period (not including any allowances). The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

6. How We Will Decide On Pay Progression

6.1 Annual Reviews

The Governing Body will ensure that:

- Each teacher's salary is reviewed annually, with effect from between 1 September and no later than 31 October each year
- All teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled, in alignment with our annual appraisal period

Pay progression will be decided based on the teacher's performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

When making decisions, the Governing Body will take into account:

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our Appraisal Policy
- The pay recommendation made in the teacher's appraisal report
- Advice from the Senior Leadership Team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget

Teachers should expect to receive annual pay progression within their pay range. We will only withhold pay progression in cases of poor performance. Please refer to our teacher appraisal policy for information on how teachers whose performance is unsatisfactory will be supported.

Any requested supporting evidence will be kept to a minimum to negate unnecessary workload for all parties concerned.

6.2 Mid-Year Reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

6.3 Early Career Teachers

Early Career Teachers (ECTs) starting their induction on or after 1 September 2021 are not subject to annual appraisal and pay review cycles during their induction period.

Decisions on ECTs' pay will be made by means of the [statutory induction process for ECTs](#). The appropriate awarding body is responsible for deciding whether the ECT has met the induction standard on the basis of the Headteacher's recommendation.

In the case of ECTs, the appropriate awarding body must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in [The Education \(Induction Arrangements for School Teachers\) \(England\) Regulations 2012](#).

ECTs may be awarded pay progression at the end of the first year of their induction period. However, annual progression is not automatic or guaranteed.

6.4 Part-Time Teachers

Part-time teachers are teachers who are employed on an on-going basis at the school but who work less than a full working week.

Our Trust will give part-time teachers a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

6.5 Short-Notice / Supply Teachers

Teachers who are 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 will be calculated pro-rata.

7. Moving To the Upper Pay Range

7.1 Making Applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy. It is up to each teacher to decide whether they wish to apply to be paid on the upper pay range.

Applications can be made at least once a year. Teachers should submit their application in writing to the Headteacher by the 30 September of the academic year.

When submitting an application, please include:

- Results of appraisals under [The Education \(School Teachers' Appraisal\) \(England\) Regulations 2012](#), including recommendations on pay
- Evidence from the two preceding years of the application
- Where this information is not applicable or available, include a statement and summary of evidence to demonstrate that you have met the assessment criteria

Teachers who are simultaneously employed at another school(s) should submit separate applications if applying to be paid on the upper pay range in that school or schools. We will not be bound by pay decisions made by another school.

All applications will be reviewed by line managers and the Headteacher.

We will treat all applications fairly and impartially.

7.2 Assessment

In order to be eligible to be paid on the upper pay range, the Governing Body must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- 'Highly competent' means performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice

- 'Substantial' means the teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning
- 'Sustained' means the teacher's contributions have been maintained over a period of two years

Applications will be assessed by the Headteacher and then reviewed by the Governing Body's Pay Committee.

All applications will be assessed robustly, transparently and equitably.

7.3 The Decision

The assessment will be made and the applicant notified within by 5 November following the September application.

The decision will be made by the Governing Body who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications, experience and skills of the teacher.

If successful, applicants will move to the upper pay range from the start of that academic year and pay will be backdated to the 1 September of that term.

If unsuccessful, feedback will be provided by line managers in a 1-to-1 meeting, within 7 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

Decisions will also be communicated in writing. Any appeals against a decision not to move a teacher to the upper pay range are covered in Section 12.

8. Additional Allowances

Additional allowances may be allocated where appropriate and will be based on the following considerations:

- Teaching and learning responsibility (TLR) payments
- Where unqualified teachers take on a sustained additional responsibility or have qualifications and experiences which bring added value to the work being undertaken
- Where a teacher is 'acting up' and is assigned the duties of a school leader but is not appointed as a school leader
- Where a teacher is seconded
- Recruitment and retention incentives and benefits, offered to attract new teachers to a school and encourage existing teachers to remain, especially in hard-to-fill positions

These allowances will be awarded in line with the STPCD.

9. Leadership Pay

Leadership pay progression will take place on an annual basis as part of our appraisal procedures and over time progress up to the maximum laid out for the respective role.

10. Salary Safeguarding Arrangements

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs and/or disabilities (SEND) allowance
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD when applying and managing salary safeguarding.

11. Information to be Included in Pay Statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the Trust.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date, or the circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

12. Appealing A Decision On Pay Progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal. Teachers should attempt to resolve the matter informally at first, by speaking to the Headteacher.

If, after an informal discussion with the Headteacher, the teacher still feels that the decision made over their pay is unfair, they should set out their reasons for appealing in a letter to Pay Committee of the Governing Body within 5 working days of the pay statement being issued.

Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD conditions the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the grievance procedure is set out in our [Staff Grievance Policy](#).

If the appeal is upheld, the Pay Committee of the Governing Body will re-issue the pay statement with the correct information.

13. Further Considerations

Our school retains delegated authority from our Trust to make all pay-related decisions in accordance with this Teachers' Pay Policy.

Our school retains a commitment to salary benchmarking and reviews comparative roles being advertised whenever we seek to fill a role.

14. Monitoring Arrangements

This policy will be reviewed and approved annually by the full Governing Body.

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

15. Links with Other Policies

This policy is linked to our:

- Staff Grievance Policy
- Teacher Appraisal Policy
- Early Careers Teachers Policy

Reviewed By	Full Governors	Implementation Date	Jan 2025	Review Date	Jan 2026
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