



## Lavington Park Federation

### *Pay policy (based on WSCC model policy)*

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### **Model policy for determining teachers' pay**

The Governing Body of Lavington Park Federation of Graffham CE Infant School and Duncton CE Junior School adopted this policy on 13<sup>th</sup> February 2025.

## **1. Introduction**

The School Teachers' Pay and Conditions Document (STPCD) requires schools to have a pay policy which sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals.

Schools must stay within the legal framework set out in the STPCD and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection).

All procedures for determining pay should be consistent with the principles of public life - objectivity, openness, and accountability.

Pay policies should always be clear on the need to eliminate unnecessary bureaucracy when making pay decisions, including, for example, in making sure the use of evidence is proportionate.

This Pay Policy implements the provisions of the STPCD and should be read in the context of that document.

## **2. Aims and Scope**

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) 2024 and has been consulted on with the recognised teaching trade unions and the headteachers consultative groups. It is recommended that maintained schools adopt this

document and, in addition, adhere to the DfE guidance as set out in '[Managing Teachers' And Leaders' Pay](#)'.

This policy applies to all teachers and school leaders employed in this school with effect from 1st September 2024. It also applies to West Sussex County Council's Centrally Employed Teachers with effect from 1st September 2024. The use of the word 'teachers' should generally be read to mean all teachers including the headteacher and members of the school's leadership group.

For Centrally Employed Teachers the term Headteacher should be read as 'Manager', the term Governing Body should be read as 'Head of Service' and school should be read as 'Service'. The arrangements for the Pay Committee for Centrally Employed Teachers will be made by WSCC. Refer to Appendix 2 for more information.

In adopting this pay policy, the **aim** is to:

- *Help to ensure that decisions on pay are managed in a fair, just and transparent way.*
- *Maximise the quality of teaching and learning at the school.*
- *Support the recruitment and retention of a high-quality teacher and support staff workforce.*
- *Enable the school to recognise and reward staff appropriately for their contribution to the school.*

**Note:** information about support staff pay can be found in the 'Support Staff Pay and Conditions' guidance document.

### 3. Changes Resulting from the School Teachers' Pay and Conditions Document (STPCD) 2024

In accordance with the [School Teachers' Pay and Conditions Document \(STPCD\)](#), from 1st September 2024, the following changes:

- A 5.5 per cent uplift has been applied to all pay points and allowances for both teachers and leaders applicable from 1st September 2024.
- The removal of the requirement for performance related pay requirement from 1st September 2024.

### 4. Annual Pay Reviews for Teachers

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than 31st October and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable, will give information about the basis on which it was made.

**Where a pay determination leads to, or may lead to, the start of a period of salary 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.**

## **5. Basic Pay Determination on Appointment**

### **Classroom Teachers - Pay on Appointment**

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

In making such determinations, the Governing Body may take into account a range of factors, including:

- Nature of the post.
- Level of qualifications, skills and experience required.
- Market conditions.
- Wider school context.

These factors are examples only, are not intended to provide an exhaustive list, and may not apply to all appointments.

There is no assumption that a teacher will be paid at the same rate they were being paid in a previous school or Authority. The only exception to this is where a teacher applies for a post within the same school, without a break in service. In this situation, the [School Teachers' Pay and Conditions Document \(STPCD\)](#) requires the teacher's current salary to be maintained.

Section 4 of the guidance document that accompanies this policy document provides further information on internal candidates.

### **Pay Portability**

Whilst there is no longer any statutory requirement in the STPCD for the Governing Body to match teachers' previous salaries when they are appointed to a post, the Governing Body does have discretion to set salaries on appointment. This includes the freedom to pay teachers more or less than their previous salary from the start of their new employment in a school.

Governing bodies will need to be mindful of the following:

- The need to attract, recruit and maintain teachers.
- Decisions about pay do not discriminate against teachers because of a protected characteristic under the Equality Act 2010. Salary determinations made at school level should also be monitored to ensure that decisions in respect of starting salary/pay portability are not discriminatory.

The relevant body must avoid discriminating against teachers returning to the profession following a career break whether they return to the same school or to another school. Blanket policies against pay portability are likely to disadvantage

women teachers who have taken a break from teaching to give birth and/or to care for their children.

Schools are advised to ensure that their adverts for vacancies clearly stipulate the pay range that is offered for the post.

## **Unqualified Teachers - Pay On Appointment**

The Pay Committee will pay any unqualified teacher in accordance with paragraph 17 of the STPCD. The Governing Body will determine where a newly appointed unqualified teacher will be placed on the range, having regard to any qualifications or experience they may have, which are considered to be of value. The Governing Body will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.

## **Headteachers - Pay on Appointment**

The Governing Body will determine the pay range for a vacancy prior to advertising it.

**1. The pay range for the Headteacher is determined by defining the role and determining the Headteacher Group** – the [School Teachers' Pay and Conditions Document \(STPCD\)](#) sets out the minimum and maximum salary amounts a Governing Body is able to pay a Headteacher of each school size.

**2. Setting the indicative pay range** - in determining this, the Governing Body will take into account the following factors:

- Scale and challenge of the role.
- Budgetary considerations.
- Market conditions.
- Scope for progression.
- Relationship to other positions within the school.

Normally, the pay range set for the Headteacher's role will not exceed the maximum of the Group Size. However, the maximum of the Headteacher's pay range and any additional allowances may exceed the maximum of the Group Size by up to 25% if there are specific circumstances that warrant a higher-than-normal payment.

Additionally, in exceptional circumstances which are supported by a business case, the maximum of the range plus allowances may exceed the 25% limit. Refer to the guidance document for the process to be followed in such situations.

**3. Deciding the starting salary and individual pay range** - on appointment the Governing Body will determine the starting salary within that range to be offered to the successful candidate. In making such determinations the Governing Body may take into account a range of factors, including:

- Nature of the post.
- Level of qualifications, skills and experience required.
- Market conditions.
- Wider school context.
- How closely the candidate meets the requirements of the post.

- Candidate's previous salary.

These factors are examples only, are not intended to provide an exhaustive list, and may not apply to all appointments.

In all circumstances the rationale for the setting of the pay range, and determining the starting salary, must be recorded, and justified.

Further information is available to school governors in the booklet published by Governors Services titled 'Determining Pay of Headteachers and Deputies West Sussex Guidance for Governors'. It is available on West Sussex Services for Education.

## **Assistant/Deputy Headteachers - Pay On Appointment**

The Governing Body will determine the pay range for a vacancy prior to advertising it. The pay range for Assistant Headteachers / Deputy Headteachers is determined by:

### **1. Defining the role and determining the position of the Assistant / Deputy's role**

- the Governing Body must ensure there is an appropriate differential maintained between the Headteacher and other leadership roles as necessary. It is not expected that the pay range for the Assistant/Deputy Headteacher will overlap with the range set for the Headteacher, unless there are exceptional circumstances.

**2. Setting the indicative pay range** - establishing the available pay range for the Assistant/Deputy Headteacher role within the minimum and maximum amounts specified. In determining this, the Governing Body will take into account the following factors:

- All permanent responsibilities of the role.
- Challenges specific to the role.
- Market conditions.
- Budgetary considerations.
- Scope for progression to other school leadership positions. The range set for the post must not exceed the Headteacher's school Group size.

**3. Deciding the starting salary and individual pay range** - on appointment the Governing Body will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Governing Body may take into account a range of factors, including:

- Nature of the post
- Level of qualifications, skills and experience required
- Market conditions
- Wider school context

These factors are examples only, are not intended to provide an exhaustive list, and may not apply to all appointments.

**Note:** further information is available to school governors in the booklet published by Governors Services titled 'Determining Pay of Headteachers and Deputies West Sussex Guidance for Governors'. It is available on West Sussex Services for Education.

## 6. Appraisal and Pay Progression

In this school all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Appraisal Policy.

The Governing Body must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the relevant pay ranges set out in Appendix 1.

The Governing Body must decide how pay progression will be determined.

A written pay recommendation is required for every teacher following the outcome of the school's appraisal arrangements as set out in the Appraisal Policy.

Pay progression must be awarded and the criteria this school will use when making decisions on pay progressions are:

Following the changes introduced in the 2024 STPCD, this school chose not to retain performance related pay. Following an individual teacher's annual appraisal and, subject to the provisions of this pay policy, teachers should expect to receive pay progression within the relevant range unless they are subject to capability procedures.

In the case of Early Career Teachers (ECTs), the Governing Body must determine their 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.

## 7. Movement to the Upper Pay Range

### **Applications and Evidence**

Any qualified teacher 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 they wish to apply to be paid on the Upper Pay Range.

For an application to be successful, the application must evidence to the governance board's satisfaction that the criteria in this pay policy is met. However, the application process and collection of evidence should be proportionate and will aim to minimise the workload for employees and for

the school.

Applications may be made at least once a year.

*This should take place approximately one month before the annual performance meetings and lead to a discussion about what is expected.*

If a teacher is simultaneously employed at another school(s), they should submit separate applications if they wish to apply to be paid on the Upper Pay Range in another school. This school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence *from the adherence to the schools values and ethos; the work undertaken within the priorities of the SIP; and the teaching standards.*

### **The Assessment**

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

- (a) The teacher is **highly competent** in all elements of the relevant standards; *and*
- (b) The teacher's achievements and contribution are **substantial** and **sustained**.

For the purposes of this pay policy, '**highly competent**' means *that we would expect the teacher to demonstrate competence in the areas of:*

- Pupil progression
- Teacher effectiveness
- Wider contribution/effectiveness *and*
- Personal and professional development.

For the purposes of this pay policy, '**substantial**' means *that the teacher has at least four years' experience within a classroom setting or has other relevant subject matter or other relevant transferable experience.*

For the purposes of this pay policy, '**sustained**' means *that a teacher will be able to supply evidence of at least two consecutive appraisals where the overall assessment of performance has been 'Good' or 'Outstanding'. These will usually be obtained within the school in which they have applied to admission to the Upper Pay Range. However, in exceptional circumstances, evidence from another source may be considered.*

The application will be assessed *with transparent and developmental discussions to support the applicant/colleague. The headteacher will make the assessment and then discuss with the colleague. The final determination will be brought to the Pay Committee of the Governing Body.*

### **Processes and Procedures**



The assessment will be made within two weeks of the application, usually within the performance management meeting.

If successful, applicants will move to the Upper Pay Range from *the beginning of the academic year*.

- The nature of the current post and the responsibilities it entails.
- The level of qualifications, skills, and experience of the teacher.

If unsuccessful, feedback will be provided by *the headteacher in a timely manner and in a developmental and constructive way, giving targets and support to lead towards the next application in the following year*.

Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's appeals arrangements set out in Appendix 4 of this Pay Policy.

### **Progression Through The Upper Pay Range**

Progression through the Upper Pay Range will be determined every other year.

Progression through the Upper Pay Range is managed in accordance with section 6 of this Pay Policy titled 'Appraisal and Pay Progression', and the criteria outlined in the paragraphs above under 'The Assessment'.

Section 5 of the guidance document that accompanies this policy document provides further information on Upper Pay Range progression.

## **8. Managing Appeals Against Pay Determination**

Teachers have the right to raise formal appeals against pay determinations if, for example, they believe that the person or committee by whom the decision was made:

- (a) incorrectly applied the school's pay policy
- (b) incorrectly applied any provision of the STPCD
- (c) failed to have proper regard to statutory guidance
- (d) failed to take proper account of relevant evidence
- (e) took account of irrelevant or inaccurate evidence
- (f) was biased OR
- (g) unlawfully discriminated against the teacher.

For more information about the Appeals Procedure refer to Appendix 4.

## **9. Part-Time Teachers**

Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time.

The Governing Body will give them 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.

## 10. Short Notice / 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, with periods of employment of less than a day being calculated pro rata based on 1265 hours.

Existing supply teachers will continue on their current salary point, and this should be guaranteed all the time they continue within the same school.

Newly appointed supply teachers, or supply teachers taking on a new supply contract in in a different school, will have their salary determined in accordance with this policy.

## 11. Monitoring the Impact of the Policy

The Governing Body will monitor the outcomes of this policy on a regular basis. In this school the monitoring will take place *termly* including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with Equalities legislation.

## 12. Allowances and TLR Payments

### Acting Allowances

Teachers who are assigned and carry out the duties of the Headteacher, Deputy Headteacher, or Assistant Headteacher can receive an acting allowance.

The Governing Body will, within a four-week period of the teacher starting acting duties, decide whether or not the acting post holder will be paid an allowance.

In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and will be paid from the first day of absence.

The amount payable should be decided by the Governing Body and must:

- Not be lower than the minimum of the pay range set for the post the teacher is covering.
- Be a reasonable and appropriate amount.
- Be paid only for as long as the teacher occupies the position on an acting basis.

If the teacher is appointed permanently to the post, then they will be appointed in accordance with Appendix 1 of this policy.

### Additional Payments for Classroom Teachers

The Governing Body may make additional payments as it sees fit to classroom teachers (but **not** headteachers) in respect of:

- Continuing Professional Development undertaken outside the school day.
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.

- Participation in out-of-school hours learning activity agreed between the teacher and the headteacher.
- Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

No other payments such as bonuses or honoraria will be made to teachers.

The guidance document that accompanies this policy document provides further information on Additional Payments.

### **Recruitment and Retention Allowance**

The Governing Body can award lump sum payments, periodic payments or other financial assistance, support or benefits as a recruitment or retention initiative as set out in the relevant paragraph of the [School Teachers' Pay and Conditions Document \(STPCD\)](#) to teachers, other than to the Leadership Group (see below). It will make clear at the outset, in writing, the expected duration of the award and the review date after which it may be withdrawn.

The Governing Body will review all recruitment and retention allowances annually.

Headteachers, Deputy and Assistant Headteachers may not be awarded payments for recruitment and retention other than for reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations must be taken into account when determining the salary range.

### **Special Educational Needs (SEN) Allowance**

A SEN allowance on a range of no less than £2,679 (the minimum) and no more than £5,285 (the maximum) per annum is payable to a classroom teacher in accordance with this paragraph. Refer to section 21 of the [School Teachers' Pay and Conditions Document \(STPCD\)](#) for more information, specifically 21.3.

The Governing Body will award a SEN allowance to a classroom teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN.
- In a special school.
- Who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service.
- In any non-designated setting that is analogous to a designated special class or unit, where the post:
  - Involves a substantial element of working directly with children with SEN;
  - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
  - Has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the Governing Body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- Whether any mandatory qualifications are required for the post;
- The qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

The Governing Body must set out in its pay policy the arrangements for rewarding classroom teachers with SEN responsibilities.

### **Teaching and Learning Responsibility (TLR) Payments**

The Governing Body may award a TLR payment to a classroom teacher (except unqualified teachers) as set out in the following paragraphs.

A TLR1 or a TLR2 will be paid for clearly defined and sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning.

The value of the TLR is subject to a minimum and maximum amount as set out in the [School Teachers' Pay and Conditions Document \(STPCD\)](#). TLRs within this school will be paid on one of the Levels listed in Appendix 1, which will be determined according to the size and complexity of the duties for which they are being awarded. Find below an illustration of the types of responsibility which will attract TLRs of specified reference points:

A TLR1 and TLR2 may not be held at the same time and cannot be awarded to unqualified teachers.

Posts to which TLRs have been attached will be reviewed regularly by the Governing Body, who will ensure that the posts meet the criteria for the payment of TLRs.

The Governing Body may award a TLR3 of between £675 and £3,343 for a clear time limited period. The Governing Body will set out in writing to the teacher the period of time the TLR3 will be awarded for and the amount of the award. The TLR3 will be paid in monthly instalments. The Governing Body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic. No salary safeguarding will apply in relation to the ending of an award of a TLR3.

Section 5 of the guidance document that accompanies this policy document for provides further information on TLR payments.

### **Temporary Discretionary Payments to Headteachers**

Any additional payment made to the Headteacher must be for clearly temporary duties and responsibilities that are in addition to the post for which their salary has been determined. The Governing Body will not take into account factors which were considered when determining the pay range for the post.

The total sum of temporary discretionary payments made to the Headteacher in any school year must not exceed 25% of their annual salary or, when combined with their annual salary, exceed 25% above the maximum of their Headteacher Group.

Only in wholly exceptional circumstances will the Governing Body consider awarding an additional temporary discretionary payment to the Headteacher that exceeds the 25% limit. Where this is proposed the approvals process, set out in the guidance document which accompanies this policy, must be followed. The limit does not apply to payments that are made:

- For residential duties; and/or
- For relocation expenses that relate solely to the personal circumstances of the Headteacher.

Salary safeguarding does not apply to the ending of temporary discretionary payments that are made to Headteachers.

The guidance document that accompanies this policy document includes further information on Temporary Discretionary Payments.

### **Unqualified Teachers' Allowance**

The Governing Body may award an additional allowance to an unqualified teacher, where the teacher has taken on a sustained additional responsibility which:

- Is focused on teaching and learning or requires the exercise of a teacher's professional skills and judgement; OR
- Where they have qualifications or experience which bring added value to the role being undertaken.