



Redborne Upper School

Teaching Staff Pay Policy

This policy will be evaluated and reviewed every three years by the Deputy Headteacher: Quality of Education (Chris Graves) and the Headteacher (Olly Button)

This policy is available on the school website, on request to parents and carers, the LA and Ofsted through the Headteacher.

Date approved by governors: September 2023

Date for review: July 2026

Table of Contents

Table of Contents	2
School acknowledgement	3
Teaching Staff Pay Policy	4
1. General Criteria	4
2. Background	4
3. Experience and Qualifications	5
4. Responsibilities	5
5. Recruitment and Retention	7
6. Special Needs	7
7. Initial Teacher Education	8
Post Graduate Certificate of Education (PGCE)	8
Undergraduate ITT - BA (QTS) PE	8
8. Out of School Learning Activities	8
9. Lead Practitioners	9
10. Unqualified Teachers	9
11. Upper Pay Spine	10
12. Headteacher, Deputy Heads and Assistant Head Teachers	11
13. Safeguarded Salaries	13
14. Review of the Policy	13
15. Personnel Committee	13

School acknowledgement

Under the Teachers' Pay and Conditions of Service Document, Governors are charged with devising pay policies to take account of the flexibilities allowed within a national framework. The Governors are concerned with many resource issues such as buildings, equipment and career development, as well as the recruitment of teaching and non-teaching support staff. This document is part of that overall exercise and deals with a pay policy for the teaching staff of the school. The Governors have agreed the following policy statement:

It is the intention of the Governors to seek high quality teaching staff and to remunerate them properly. The overriding consideration for the Governors is to provide a policy which is clear and fair, which sets out the means by which the aim of recruiting, retaining and motivating a highly qualified staff can be achieved and which secures the objectives of the school. The Governors recognise the crucial role of effective management for the success of the school.

Teaching Staff Pay Policy

1. General Criteria

1.1 In all its decisions the Governors will take into account the staffing structure of the school, affordability, legislation in respect of equal pay and opportunities, employment law, the current Pay and Conditions document and any other relevant source.

2. Background

2.1 The Governing Body of Redborne Upper School will operate a policy in respect of its responsibilities as the “relevant body” as defined in the School Teachers’ Pay and Conditions Document (and any other relevant conditions of service) which will:

- Grade posts appropriately within the conditions of employment identified within the Document (and any other relevant conditions of service).
- Take into account pay relativities between posts within the school.
- Ensure that any discretion, in the award of salary points or additional payments is exercised in a fair, transparent and equitable manner.
- Give recognition to assigned increased responsibility, whether on a temporary or permanent basis.
- Take into account, where relevant, pay levels in other schools, both inside and outside the Authority, particularly those of a similar type and in a similar neighbourhood.
- Require the Salaries Sub-Committee, via their delegated responsibilities, to have appropriate regard for the budget approved by the Governing Body. The Governing Body expects the Sub-Committee to seek additional advice, where necessary.
- Establish procedures for addressing grievances in relation to their pay

2.2 A Salaries Sub-Committee consisting of three members of the Governing Body, who are not employed by the school, with a named alternative will undertake an annual review of all teaching staff salaries including the Headteacher and Deputy Head Teachers.

2.3 A quorum for this Sub-Committee is three Governors. This Sub-Committee will have full delegated powers and will consult the Headteacher, other than when the Headteacher’s salary is being considered.

2.4 Accordingly members of staff should feel free to discuss their salary position with the Headteacher.

2.5 The annual review will take place during the Autumn Term. The outcome will be clearly communicated to each teacher.

2.6 A new teacher in the school will be informed of his/her points on the scale when appointed.

2.7 All staff will receive a statement setting out their pay position in the Autumn Term of each academic year.

3. Experience and Qualifications

3.1 A new entrant to the profession will normally be placed on point M1 of the pay scale.

3.2 The main pay scale will consist of four equal increments between the minimum, M1 and maximum M6 points on the scale

3.3 A teacher, including a part-time or occasional supply teacher, would normally be awarded an experience point for each school year in which the teacher has taught for part of at least 26 weeks.

3.4 All teachers will normally be awarded an additional point for experience each September, subject to satisfactory progress having been made in the preceding year

3.5 If a teacher's performance is considered unsatisfactory, identified via performance management or other means, they should be informed of this in writing before the end of the school year and before the Governing Body reaches a judgement on pay progression.

3.6 A teacher who can demonstrate, on appointment, other experience which is considered to be of value to the teacher's duties may start at a point higher than M1.

3.7 Sick leave will count as a period of service for the purpose of the award of experience points, but the award of such points for absences from duty other than for holiday periods and maternity leave will be discretionary.

3.8 The Governors will continue to seek the assistance of the Authority and the Teacher Regulation Agency (TRA) to verify teachers' qualifications and previous experience for salary purposes if necessary.

4. Responsibilities

4.1 The Governors' and the Headteacher will identify and publish a staffing structure for the school, based on the needs of the school and subject to annual review.

4.2 As part of "Management of staff" duties the Headteacher will have the

responsibility for:

- reporting to the Chair of Governors annually the professional development of all teachers at all standards of performance
- advising the Governing Body on the adoption of effective procedures to deal with incompetent teachers and keeping the Governing Body informed of the general operation of the procedures

4.3 The Salaries Sub-Committee, on the advice from the Headteacher, will award appropriate teaching and learning responsibility allowances (TLRs) linked to clearly defined responsibilities which are included within the job description. These can be awarded on a permanent basis where the teachers concerned are entitled to continue receiving those points until they cease to perform the specified extra duties.

4.4 Temporary allowances will be allocated for duties lasting a set time e.g. one term, two terms, one year or longer. This could be, for example, for responsibility for a one-off task or for covering for prolonged absence, (where the absence is for a period of more than one half-term and the Headteacher requires the duties of the post to be fully carried out.)

4.5 The award of the TLR allowances will be linked to the scope and nature of the responsibilities involved including, but not limited to, the numbers of students, staff (including support staff) and courses for whom the post holder has supervisory responsibility.

4.6 The size of the TLR allowance will be reviewed periodically, including on any occasions when the post becomes vacant. If, as a result of a TLR review, the allowance associated with the post is adjusted downwards, the existing post holder will have his or her salary protected while they continue to hold that post.

4.7 Six levels of permanent TLR awards are typically available within the school: TLR 2a, 2b, 2c, 1a, 1b and 1c. These awards will be given to colleagues who have responsibilities within faculties, departments or year teams. The value of these TLRs will be in the range set out by the STPCD.

4.8 Senior posts with whole school responsibilities will be placed on an appropriate five point range on the leadership spine.

4.9 A TLR awarded to part-time teachers who are carrying out a job share will be paid pro-rata at the same proportion as the teachers' part time contract.

4.10 A TLR awarded to a teacher who works part-time but who retains full responsibility, for example as a subject leader, will be paid at the full TLR value. TLRs awarded to part-time teachers in pastoral roles, will be paid pro-rata.

4.11 The Governing Body may award a teacher a TLR 3, for a one off time limited responsibility agreed in advance. In determining the award, the Governors will also determine the period over which the payment is to be made. Payments over £600

will be made in equal monthly instalments.

5. Recruitment and Retention

5.1 The Salaries Sub-Committee has the discretion to make awards to meet clearly defined recruitment and retention needs.

5.2 In considering the award of additional points for recruitment and retention, the Committee will have regard to fluctuations in the supply of suitably qualified and experienced teachers.

5.3 Decisions will be based on objective evidence collected during the recruitment process. Recruitment and retention awards may be made for a fixed term of up to three years. Awards for retention would be renewable in exceptional circumstances.

5.4 A recruitment allowance may be payable if:

- a first advertisement has failed to produce a suitable candidate for appointment;
- the best candidate is an experienced teacher who is applying for a post that would otherwise entail a drop in salary;
- if it were felt desirable to recruit staff with specific skills;
- the candidate needs to relocate in order to take up the post.

5.5 A retention allowance may be payable if it were felt desirable to retain staff with specific skills.

6. Special Needs

6.1 The Salaries Sub-Committee shall award an SEND allowance to teachers who have been engaged wholly or mainly in teaching students with statements of special educational needs in designated special classes.

6.2 This allowance will be payable only where the teacher makes a particular contribution to the teaching of students with special educational needs which is significantly greater than that which would normally be expected of a classroom teacher.

6.3 One of these points will be awarded mandatorily while the second will be discretionary.

6.4 The Salaries Sub-Committee may award a second SEND allowance to teachers who are wholly or mainly engaged in teaching students with special educational needs, at their discretion, taking into account the relevant experience and qualifications of the teacher and the extent of the duties attached to the job.

6.5 The payment will be in a range, in line with national recommendations. The Governing Body will take into account the structure of the school's SEND provision

and the following factors:

- whether any mandatory qualifications are required for the post
- the qualification or expertise of the teacher relevant to the post OR
- the relevant elements of the post.

7. Initial Teacher Education

Post Graduate Certificate of Education (PGCE)

7.1 The school receives funding from the HE provider (e.g. University of Bedfordshire) for each student participating in a teaching placement at Redborne. This includes core PGCE and Redborne PGCE.

7.2 Redborne allocates £9.00 per day for each day that a student teacher is in school with the member of teaching staff who is responsible for mentoring them during the placement. The mentor does not receive any additional time as this is a paid role. The formulas will be subject to periodic review.

7.3 The school also receives funding from the Bedfordshire Training Partnership/CTG (and sometimes other accredited SCITTs) and the school passes this money directly to their lead mentors and mentors.

Undergraduate ITT - BA (QTS) PE

7.4 The school receives funding from the provider (e.g. University of Bedfordshire) for each student participating in a teaching placement at Redborne. This includes BA (QTS) PE.

7.5 Redborne allocates £200 of this funding to the member of the teaching staff who is responsible for mentoring the student teacher while on placement, as well as 1 hour per week mentoring time. The formulas will be subject to periodic review.

7.6 Staff who participate in these ITT mentoring programmes will be paid a taxable sum.

8. Out of School Learning Activities

8.1 Teachers may receive additional payments for out-of-school hours learning activities which meet the following criteria:

- Participation will be by agreement only.
- The agreement will stipulate the minimum number of days or hours to be worked.
- Payment will be made for hours beyond the 1,265 directed time and such other time as may be needed to enable teachers to effectively discharge their

professional duties.

- Payment will only be made for courses which are self-financing or which attract additional grant funding for that specific purpose.
- Teachers will be eligible for payment if they work with groups of students, or on activities (including professional development), or on days which are clearly outside their normal duties.

8.2 For activities where it is appropriate to pay leaders of the events at an hourly rate, the Governors have determined that payment will be made at Visiting Lecturer rate.

8.3 This rate will also be used where colleagues are engaged to provide additional services over and above their normal duties in connection with the provision of professional development opportunities for colleagues.

8.4 Governors have the discretion to make additional payments for professional development work undertaken outside the school day.

9. Lead Practitioners

9.1 The Governors may appoint a Lead Practitioner to a post on the staffing establishment of the school and will determine a range of 5 consecutive points within the relevant pay spine when advertising the post. The Lead Practitioner will normally commence duties on the lowest point within the 5 point range. In setting the range the Governors will consider the nature of the work (including any work with teachers in other schools) the scale of this challenge, any professional competencies required and any relevant recruitment considerations. The Governors will have due regard to the question of salary differentials with other classroom teachers and staff on the Leadership Group.

9.2 Pay will be reviewed once per year against agreed performance criteria in accordance with the School's appraisal policy. Movement up the pay spine will be achieved on sustained high quality of performance.

10. Unqualified Teachers

10.1 It is the intention of the Governors to appoint qualified staff to all teaching posts wherever possible.

10.2 Should this not be possible, unqualified teachers may be appointed usually on a temporary basis. Their pay will be based on the Unqualified Teachers' salary scale.

10.3 In determining the appropriate point on the scale the Salaries Sub-Committee will have regard to:

- the difficulties of recruitment and/or retention;
- the responsibilities of the post;

- the specialist skills offered by the unqualified teacher;
- the qualifications of the unqualified teacher;
- the previous experience of the unqualified teacher relevant to the post.

10.4 The Salaries Sub-Committee may pay additional allowances as they consider appropriate where the teacher's salary is not adequate having regard to responsibilities or for any qualifications or experience relevant to a teaching post.

11. Upper Pay Spine

11.1 There will be three points on the Upper Pay Spine with the intermediate point (UPS 2) being between the minimum (UPS 1) and the maximum (UPS 3) point on the scale

11.2 Teachers can apply for assessment to obtain access to the upper pay scales. Application is voluntary.

11.3 The Headteacher assesses applicants against national standards. This is a personal entitlement regardless of whether or not the teacher remains in the same school, or moves on to another school.

11.4 If a member of staff is on M6 they are eligible to apply for UPS 1 in the summer term of that year, to start on UPS 1 from 1 September, having completed a year on M6. Any late application will be backdated to 1 September in the school year in which the progression is approved.

11.5 Progression through Upper Pay Spine should be on the basis of sustained and substantial performance and contribution to the whole school as a teacher. The Headteacher will recommend teachers to move up the pay spine using evidence from:

- the outcome of Professional Performance Reviews (PPR)
- student progress data.

11.6 The Headteacher will take account of this information and the progress of students taught by the teacher in the past two years. The Headteacher will expect to see that:

- On the whole, students taught by the teacher have made good progress against prior attainment.
- The case made by the teacher in the Threshold Application has been sustained.
- There has been a satisfactory PPR outcome. It will be appropriate for the Headteacher to talk to the PPR reviewer.
- The teacher is highly competent in all elements of the relevant standards.

11.7 Staff progressing from UPS 1 or UPS 2, do not need to apply for this progression. Providing the criteria in 11.4-11.6 has been met, they will receive

confirmation in the Autumn term and will move to the next level after two years at the previous level.

11.8 Staff may apply for progression through the main or upper pay scale yearly, by writing a letter to the Headteacher. Progression will be successful where they are able to demonstrate substantial and sustained contributions and achievements.

11.9 For the purpose of this pay policy “highly competent” means one or more of:

- coaching and mentoring to other teachers
- the ability to demonstrate effective teaching practice
- assisting colleagues to make a wider contribution to the work of the school
- assisting colleagues to achieve the relevant standards and develop their teaching practice.

11.10 For the purpose of this pay policy “substantial” means one or more of:

- matters of validity and value to the school
- playing a key part in the life of the school
- a distinctive contribution to raising student achievement
- professional development used effectively to improve the learning of students

11.11 For the purpose of this pay policy “sustained” means continuously maintained over a significant period of time. This would normally be a minimum of two school years at Redborne and five years working as a teacher.

11.12 If there is a doubt about a teacher’s progress up to UPS 2 or UPS 3, the Headteacher will notify the member of staff concerned. The teacher will then have 10 working days in which to submit any additional evidence they believe to be relevant.

11.13 If any teacher is not recommended for progression to UPS 1, UPS 2 or UPS 3, they will be informed of the right of Appeal to the Governors’ Pay Committee within 10 working days. If the member of staff wishes they may apply again the following academic year.

12. Headteacher, Deputy Heads and Assistant Head Teachers

12.1 The Governors’ Salaries Sub-Committee will agree to a seven point group range for the Headteacher and five point ranges for Deputy Heads and Assistant Head Teachers.

12.2 The appropriate range for Headteacher and Deputies will be agreed by the Governors based on the size of the school and other extenuating factors.

12.3 Pay progression will be determined within or above the normal range at the

discretion of the Salaries Sub-Committee based on the criteria identified in the School teachers' Pay and Conditions document as follows:

- The individual school range (ISR) of the school based on the national points formula;
- the responsibility and complexities of the post;
- recruitment and retention;
- length of service;
- performance achieved over the year based on targets agreed annually, in particular, those identified in the School Development Plan and negotiated with the SIP.

12.4 In considering the pay range of the Headteacher, Deputy Head and Assistant Head Teacher, the Salaries Sub-Committee will give greatest priority to the responsibility of the post. However, on the appointment of a new Headteacher or Deputy the Salaries Sub-Committee will recommend a starting salary to the full Governing Body.

12.5 The Governors having regard to Deputy Heads and Assistant Heads as Senior Leaders are anxious to maintain appropriate differentials. The pay range for Assistant Heads will be set so that the minimum point will be above the salary of the highest paid classroom teacher, which in practice at Redborne will be U3 + TLR 1c.

12.6 The pay range for Deputy Heads will normally be set so that the minimum point on the pay range is above the highest point of the highest paid assistant head.

12.7 The maximum movement up the Leadership pay spine is two points per year.

12.8 Within one month of the commencement of a period of absence of a Headteacher, or Deputy Head, the Governing Body is required to consider whether payment of an acting allowance would be appropriate to an individual who is called upon to act as the Headteacher or Deputy Head.

12.9 Where the Governing Body decides that, for reasons other than absence, it would be in the best interests of the school that a temporary or acting post should be awarded at senior team level, the principles set out above may not always apply. The salary levels in these cases may take into account:

- the previous salary of the post holder
- salaries of other comparable post holders within the school
- whether the appointment has been subject to competitive interview.

12.10 The Headteacher's range of 7 points (above point 43) were set in consultation with the SIP and will be revised annually against performance criteria set the previous year. The designated SIP will advise the Governing Salary Sub-Committee.

13. Safeguarded Salaries

13.1 The Governors will continue to honour safeguarded salaries implemented by the LA or where a change of role has been agreed by the Governing Body.

14. Review of the Policy

14.1 The Governing Body will review this policy every three years, more frequently when required to do so.

14.2 The Governing Body in liaison with the Headteacher and other senior staff will consult the staff at the time of the annual or other review of the policy.

14.3 The staffing structure of the school will be reviewed periodically in order that the pay of no one employee is considered in isolation. In reviewing the staffing structure, the Governing Body will give due consideration to the issues of salary differential and similar pay for posts carrying similar responsibilities.

14.4 The pay for all staff will be reviewed on an annual basis, usually at the end of September.

15. Personnel Committee

15.1 The terms of reference of the Personnel Committee include the following:

- To draw up a staff pay policy for ratification by the full Governing Body and to monitor its implementation, this being reviewed annually.
- To consider all matters concerning staff conditions of service and make recommendations to the full Governing Body.
- To draw up a staff recruitment policy and oversee its implementation.

15.2 An Appeals Committee of three Governors, the members of which will not include members of the Salaries Sub-Committee, would hear any appeal against the decisions of the Salaries Sub-Committee.