



PAY POLICY

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V2	May 24	M Davies	Rewrite	FGB	May 25
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SOUTHROP C OF E PRIMARY SCHOOL PAY POLICY

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1. Statement of intent

Southrop C of E Primary School understands that a fair and transparent policy is needed to establish the pay structure of teaching staff at the school. As a result, the school has developed this policy to ensure that all members of teaching staff are aware of the basis on which the school determines teachers' pay, the process for annual pay reviews and progression, and the process for addressing any grievances teachers may have concerning their pay.

This document is in full accordance with the 'School teachers' pay and conditions document 2022 and guidance on school teachers' pay and conditions' (STPCD), which contains significant relevant detail that is not repeated here. All pay progression at the school is linked to performance. For this reason, all pay progression decisions will first be determined by the school's Teacher Appraisal and Capability Policy. This policy aims to:

- Assure the quality of teaching and learning at our school.
- Support recruitment and retention, and reward teachers appropriately.
- Ensure accountability, transparency, objectivity and equality of opportunity.

2. Legal Framework

This policy has due regard to all relevant legislation, and statutory and advisory guidance, including, but not limited to, the following:

- The Working Time Regulations 1998
- Employment Relations Act 1999 (as amended)
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended)
- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (as amended)
- The Flexible Working Regulations 2023 (As amended)
- The Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- DfE (March 2024) 'School teachers' pay and conditions document 2024 and guidance on school teachers' pay and conditions' (STPCD)
- The School Teachers' Pay and Conditions (England) (Amendment) Order March 2024
- DfE (2023) 'Implementing your school's approach to pay'
- ACAS (2015) 'Code of practice on disciplinary and grievance procedures'

This policy operates in conjunction with the following school policies:

- Appraisal Policy
- Disciplinary Policy
- Equality Information and Objectives

3. Roles and Responsibilities

The Governing Body is responsible for:

- The Governing Body will select a number of governors to administer and manage the Pay Policy
- The Governing Body will select a number of governors to lead the Pay Committee.
- The Governing Body, where necessary, will select an Appeal Pay Committee.
- Making any pay decisions at the school.
- Reviewing each teacher's salary on an annual basis.
- Ensuring arrangements are in place for notifying staff members of their positions on the pay range, as well as any allowances they may be eligible for.
- Ensuring that sufficient funds are available to support pay decisions.
- Determining the extent to which specific functions relating to pay determination and the appeals process will be delegated to others.
- Monitoring the outcomes of this policy and reviewing any changes as necessary.
- The Pay Committee will be made up of three governors.
- The Pay Committee will develop and use their term of references. Appendix C

The Headteacher are responsible for:

- Developing clear arrangements for linking teachers' performance to pay progression. Ensuring that effective appraisal systems are in place, and that members of staff have the knowledge and skills necessary to apply these procedures fairly.
- Submitting any pay recommendations to the governing board for approval.
- Ensuring that the governing board has sufficient evidence upon which to make decisions regarding pay.
- Keeping teachers well-informed of any decisions made regarding pay progression, as well as ensuring that written records are held.
- Maintaining records of decisions and recommendations made, and evidencing that all decisions have been made fairly.
- Submitting updates to this policy to the governing board for approval. Communicating any approved changes to this policy to all teaching staff.
- Carrying out their professional responsibilities, as outlined in Appendix B.

The Teachers are responsible for:

- Engaging with their appraisal; this includes working alongside their appraiser to ensure that there is a suitable amount of evidence available in order for an annual pay review determination to be made.
- Keeping records of their objectives and reviewing them throughout the appraisal process.
- Ensuring that they share any evidence for their appraisal that they consider relevant with their appraiser.
- Appraising the performance of other teachers, if delegated to do so by the Co Headteacher.
- Deciding whether they wish to apply for progression to the upper pay range.
- Carrying out their professional duties, as outlined in Appendix C.

4. Pay reviews and decisions

The Pay Committee will review each teacher's salary on an annual basis, with effect from 1st September, each academic year. The Pay Committee will conduct pay reviews at other times during

the academic year to reflect any changes in circumstances or job description which, in turn, reflect the teacher's pay entitlements.

The Pay Committee will act on behalf of the full governing board. They will conduct a pay review when a teacher joins the school or moves to the upper pay range.

All individual pay progression decisions will account for any uplift applied within the STPCD. Any recommendations in pay will be made in writing as part of teachers' annual appraisals. The Pay Committee will provide each teacher with a written statement no later than one month after any review, outlining:

- Any payments and financial benefits awarded to the teacher, as well as the period for which they are awarded.
- Any safeguarding financial entitlements.
- The nature of any fixed-term contract.
- In the case of a leadership group or leading practitioner teacher, the basis and criteria on which remuneration has been determined.
- The criteria for a pay review to be undertaken.
- Information on where this policy is located.
- The appeals procedure in relation to pay grievances.

Where a pay determination leads to, or may lead to, the start of a period of safeguarding, the governing board will give the required notification as soon as possible, and no later than one month after the date of a pay determination.

Under no circumstances will reductions in pay be backdated.

5. Pay Consideration for Teaching Staff

Leadership group pay scale

In accordance with Section 6 of the STPCD, the headteacher's salary will be calculated by using the number of pupils at the school (the total unit score) to determine the appropriate headteacher group. When determining where within the pay scale the headteacher will be placed, the governing board will consider the responsibilities of the role and any challenges specific to the role, as well as any other relevant considerations.

The Governing Body have discretion to award time limited payments to the head teacher for temporary or occasional responsibilities. These will be recorded and monitored and the Governing Body will ensure that such payments in any one year do not exceed 25% above the annual salary payable to the Head Teacher and the total sum of salary and other payments made to the Head teacher will not exceed 25% above the maximum of the Head teacher's group for their school.

Upon selecting a pay range, the governing board will ensure that there is enough room for performance-related pay progression over time.

Classroom teacher pay scale

The governing board will determine the starting salary within the given pay range to be offered to the successful candidate. The governing board will not restrict the pay range advertised, or pay progression available, other than the minimum of the main pay scale and the maximum of the upper pay range. When making pay determinations for new appointees, the governing board will award pay scale points to determine the starting salary of the teacher.

The governing board will adhere to the following process when awarding pay scale points for early career teachers (ECTs) and teachers on the main pay range:

- One point for every one year of service as a qualified teacher in a maintained school.
- One point for every three years of non-teaching experience spent working in a relevant area, including time spent working in an occupation relevant to a classroom teacher's role in a school and experience with children and young people.
- One point for every three years of other remunerated or unremunerated experience, including caring for children during a career break.

The Governing Body will consider whether or not to increase the salary of teacher who have completed a year of employment (as defined in annex 2, point 6 of the STPCD) since the previous annual pay determination.

Decisions regarding pay progression will be made with reference to the employee's appraisal reports and the pay recommendations they contain. It is possible for a "no progression" determination to be made without recourse to the capability procedure.

The Governing 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. The Governing Body must also ensure that ECTs are not negatively affected by the extension of the induction period to two years. This change does not prevent the school from awarding pay progression to ECTs at the end of their first year.

- To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence we will use will include self-assessment, "Pupil Voice", tracking pupil progress, and lesson observations.
- 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. The Governing Body will ensure that appropriate funding is allocated for pay decisions made under this policy
- In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to the school e.g. pupil progress, wider outcomes for pupils, improvement in specific elements of practice, such as behaviour management or lesson planning, effectiveness of teachers or other staff, wider contribution to the work of the school.
- The rate of progression will be differentiated according to an individual teachers' performance.

- Teachers may be eligible for 1 increment if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good.

Part-time teachers

Part-time teachers, i.e. those who work on an ongoing basis but for less than a full working week, will receive pay in accordance with the school's timetabled teaching week for a full-time teacher in an equivalent post.

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Supply Teachers

Supply teachers are defined in this policy as teachers who are engaged on a short notice basis, where the school is not obliged to offer work and the teacher is not obliged to accept any work offered.

A supply teacher will only be used on those occasions when it is necessary to fill a short term and/or unexpected vacancy where it is impractical to recruit by normal methods or for the time needed to undertake a recruitment and selection process. Supply teachers are paid between main pay scale 1 and main pay scale

Supply teachers will be paid for the hours that they are required to work including preparation, assessment and marking time where these activities are required by the school. Working requirements will be made clear and the hours to be claimed will be agreed with the supply teacher at the time the offer is made and before the commencement of their work. Supply Teachers who work a full timetabled day should be paid for a full day, of 6.5 hours which includes directed time, which must be agreed when the contract is offered.

It should be noted that the use of this calculation method enhances pay to include a 'rolled up' holiday entitlement to ensure that they receive a payment for periods when schools are not in session proportionate to colleagues employed on a regular basis. This fact should be made clear to supply teachers. This arrangement will be subject to future change.

Unqualified teacher pay scale

Where a staff member is a graduate teacher or is on the employment-based teacher training scheme, the governing board will determine whether the teacher is to be paid and be eligible for allowances as a qualified teacher or unqualified teacher. A member of staff on the unqualified teacher pay scale will be notified of their position on the pay range and any allowances they may be eligible for.

The governing board may determine that an additional allowance is appropriate for unqualified teachers, where the individual has:

- Taken on a sustained additional responsibility which is focussed on teaching and learning, and requires the use of the teacher's professional skills and/or judgement.
- Qualifications or experience which adds significant value to the role being undertaken.

An individual who works as an unqualified teacher, gains QTS and continues to work as a qualified teacher at the school will be transferred to a salary within the main pay range once they have obtained QTS. The governing board will pay the qualified teacher a lump sum which is the difference (if any) between the remuneration the teacher was paid as an unqualified teacher and the salary (not including any allowances) the teacher would have been paid as a qualified teacher, from the date QTS was obtained to the date the lump sum is paid. The qualified teacher will also be entitled to any allowance payable under this policy that the governing board deems appropriate.

Additional payments to Head teachers and Teachers

The Governing Body only has the discretion to make payments to teachers (except head teacher) for continuing professional development, initial teacher training activities and out of school learning activities. The governors have resolved to make such payments only in the most exceptional circumstances. The relevant body may make such payments as they see fit in line with the STPCD.

Honoraria are not accommodated in the STPCD therefore payment of this sort is prohibited for schools operating within the terms of the STPCD.

Discretionary Allowances and Payments

The STPCD makes provision for Governing Bodies to award additional allowances to teachers under a number of circumstances. These are detailed below. The school will only use such allowances under very specific circumstances where there are clear operational reasons to justify the additional payment. This reason will be clearly identified in each case and will be reflected in job descriptions and/or appointment letters. For part time staff the allowance or payment will be pro-rata. The governing body will conduct an annual formal review of all such awards.

In relation to the head teacher, any additional payment under this section will form part of the 25% limit on the use of all discretions unless the governing body choose to use the "wholly exceptional circumstances" discretion. The Headteacher pay range should take into account difficulties in recruitment or retention so no additional allowance can be paid to the Headteacher for these reasons.

6. Application to progress to the Upper Pay Scale

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. Applications for the upper pay range will only be made once a year using the Upper Pay Range Application Form. This form will be submitted to the teacher's appraiser at their performance appraisal meeting. Teachers simultaneously employed at an additional school can submit more than one application; however, the school is not bound by any pay progression made at an additional school. To move a teacher to the upper pay range, the governing board will be satisfied that both of the following criteria have been met, in accordance with the STPCD:

- The teacher is highly competent in all elements of the upper pay scale relevant standards
- The teacher's achievements and contributions to the school are substantial and sustained.
- The teacher has led an area of the curriculum or the school that has significant impact to the school and children development.

The governing board will be satisfied that the teacher has met the expectations for progression to the upper pay range if the Upper Pay Range Progression Criteria has been met successfully during two consecutive performance appraisals. The appraiser of the teacher, in conjunction with the headteacher, will make the initial decision as to whether the individual's application is successful. The teacher will receive notification of the name of the assessor for their application within 5 working days.

The governing board will make the final determination as to whether the individual's application is successful. Teachers will receive written notification of whether their application has been successful or not within 10 working days of submitting their application, and no later than one month after the initial application.

If unsuccessful, teachers will receive feedback from their appraiser within 15 working days of the decision, and no later than one month after the initial application, outlining the reasons for the decision, as well as future aims and objectives based on the unsuccessful criteria.

If successful, applicants will be moved to the upper pay range from the first day that they receive this entitlement. The governing board will decide where on the upper pay range an applicant will be placed, in accordance with the individual's performance. Teachers may be placed at different points on the upper pay range with consideration to:

- The nature of the post and the responsibilities required.
- The level of qualifications, skills and experience of the individual teacher

The school has determined that applications will be accepted for movement to the upper pay range at the following time *once per year in September*.

7. Pay consideration for School Support Staff

The governors will establish a grading structure for support staff within the school following consultation with staff and their representatives.

The Governing Body recognises its legal obligations in relation to equal pay and equal treatment and has resolved to adopt the county council's Job Evaluation Scheme in full as a means of meeting these obligations in relation to support staff. The Governing Board will be responsible for ensuring that support staff grading is reviewed when:

- New posts are created.
- An existing post has changed to the extent that an evaluation is felt to be necessary.
- A member of staff requests a review of the grade of their post.

It is suggested that the advice received in relation to the grading of posts under these circumstances will be based on a detailed job evaluation using the scheme applied throughout the county council.

Appeals against the grading of posts

- Support staff will be able to submit appeals against the grading of their post to the Pay Appeals Panel in line with the process in Appendix A.
- The appeal must indicate the basis for the appeal and include any additional information necessary to support the appeal.
- The Pay Appeals Panel will consider such representations including any additional evidence provided. If it agrees that there is a case for further consideration and agrees with the factual evidence provided, it should resubmit the amended job description to the Job Evaluation Scheme
- The results of this JE appeal will inform the Pay Appeals Panel, whose decision will be passed on to the appellant as soon as it is made.

Determination of starting salary on initial appointment to the school

Support staff new to the school will normally be placed on the minimum point of the scale to which they have been appointed. However, the governors have discretion to, on the recommendation of the Headteacher, give credit for skills and experience which is regarded as relevant and of particular value to the school.

Annual salary progression

- Incremental progression to the top of salary scales is automatic for support staff *unless* the school has determined there is unsatisfactory performance. Annual progression within a salary scale is intended to be recognition that members of the school's staff have met the requirements of their job and made a full contribution to the work of the school. Support staff who meets this requirement will be entitled to progress to the next point on scale on 1st April each year on the basis of satisfactory service throughout the previous calendar year. The governors will make arrangements to ensure that a review of performance is undertaken during the Autumn Term (Term two) each year as part of this process.
- There are separate arrangements for staff in their first year of service when the payment of a first increment must be delayed until six months service has been accumulated.

Circumstances in which points will be delayed or withheld

The governors have the power to withhold or delay the award of an annual salary point in cases where service during the course of the previous calendar year has been found to be unsatisfactory. This power will only be used as part of an ongoing formal performance procedure and where the member of staff has been given a formal warning, issued under the appropriate procedure. The governors will require that there is evidence available to demonstrate a proper process has been followed.

Review of job description and hours of work

The Pay Panel will request that the Co-Head teachers periodically review both the job description and hours of work for members of the school's support staff. The Co-Head teachers will be expected to make recommendations for changes where it is felt that hours of work have become inappropriate for the needs of the school and/or for the re evaluation of the grade of the post where the job description indicates that the job has changed.

Support Staff working in a part time capacity

Staff working throughout the year

Part time staff have identical entitlements in relation to pay as their full time colleague except that salary is paid on a pro rata basis to reflect the proportion of time worked. Salary entitlement for staff working all year round on a part time basis is as follows:

$$\frac{\text{Contracted hours of work}}{37} \times \text{Annual salary} = \text{Pro rata salary}$$

The resultant salary from this calculation includes the entitlement to 6.5 (7.5 after five years service) pro rata weeks of paid leave.

Annual leave entitlements are normally taken during school closure periods

Term time only staff

The same conditions apply to staff employed on a term time only basis except that the calculation reflects the shorter working year and a pro rata paid leave entitlement:

$$\frac{\text{Contracted hours of work}}{37} \times \frac{\text{Weeks worked} + \text{Pro rata leave entitlement}}{52.1429} \times \text{Annual salary}$$

Pay/compensation for additional work

Support staff must receive compensation for any additional work they are required to do by the head teacher or line manager. Permission must be sought before additional work is undertaken. Compensation will be agreed when permission is given for the additional work and will take the form of time off in lieu at a mutually agreed time or an additional payment. For full time staff a payment will take the form of an overtime payment at the rate specified in conditions of service, for part time staff the payment will be at plain time until 37 hours have been worked (aggregated over the course of a month) then overtime rates will apply.

8. Pay Appeals Process

Procedures for addressing grievances will be in accordance with the ACAS Code of Practice. Grievances regarding pay matters will be dealt with in accordance with the school's appeals procedure. The school strives to resolve all potential grievance issues informally.

Teachers have the right to raise formal appeals against pay determinations if they feel a pay determination has been unfairly made. Teachers who are dissatisfied with their pay recommendation will first have an informal meeting with their appraiser or headteacher to discuss the reasons for their dissatisfaction. If the teacher believes the pay determination to be incorrect following their informal meeting, they may make a representation to the pay committee by submitting a formal written statement.

The teacher will be given the opportunity to make representations, provide evidence, ask questions and bring witnesses forward during their meeting with the pay committee. The pay committee will make a final decision and will notify the teacher in writing of the final pay determination.

If the teacher does not agree with the final pay determination, they may appeal the decision to the appeals panel made up of governors. The teacher and their appraiser or the headteacher will have

the opportunity to present evidence and witnesses, and question each other regarding the determination. The appeals panel will notify the teacher in writing of the appeals decision and the reasons for this decision. This decision is final and the teacher will not be able to question the determination any further.

The Pay Appeals Panel is made up of three governors one of whom will act as Chair of the Panel. None of these governors are employed within the school and none will be a member of the Pay Panel or have been involved in any pay decisions. *[In schools where there is an interim executive board (IEB) alternative panel arrangements may be necessary]*

The Appeals Panel will

- Follow the appeals procedure
- Ensure that the terms of the Pay Policy and related procedures have been correctly applied
- Periodically report to the Governing Body to confirm progress. The workings of the Panel will however be confidential and no details of individual cases will be released. These progress reports will include recommendations for changes to the Pay Policy where this is felt to be desirable

9. Monitoring and review

The governing board will review this policy on an annual basis, ensuring that all processes and values are up-to-date and guarantee the equality of teachers in all instances. Any changes made to this policy will be communicated to all members of staff.

APPENDIX A

THE PAY APPEALS PROCEDURE

Any employee who is dissatisfied with a pay decision should

- Seek an informal discussion with the Head Teacher about pay recommendations to resolve the issue. Requests for this informal discussion should be made as soon as possible after receiving notice of the pay recommendation normally within 5 days.
- If the informal discussion does not change the recommendation and the employee remains dissatisfied he/she can submit written representations to the Pay Panel. Within 5 days of receiving the representations the Pay Panel will invite the employee to discuss the matter at a formal meeting. The Pay Panel will make a decision based on the recommendation and the employee's representations which will be confirmed in a written pay statement by the Pay Panel;
- If the employee remains dissatisfied with the pay decision they may submit written representations to the Chair of the Pay Appeal Panel about the pay decision. Such representation should include any additional facts/evidence for reconsideration and be submitted within 5 working days of the receipt of the pay statement
- The Pay Appeal Panel will acknowledge receipt of the employee's representations and arrange a meeting within 10 working days of receipt to consider the member of staff's concerns..
- At the meeting the employee and management will have the opportunity to present their evidence, call witnesses and question each other. The Panel can ask exploratory questions.
- Having heard the appeal the panel must reach a decision which must be confirmed to the employee in writing including their rationale for reaching the decision.
- The panel's decision is final and there is no recourse to the school's grievance procedure.
- The member of staff has the right to be accompanied at all formal meetings by a work colleague or trade union representative if they wish

APPENDIX B Pay Structure for Southrop C OF E Primary School September 2024

Post Title	Number in post	Pay Scales 2024-25	Salary Grade Range	Started this payscale
Head teacher FTE 1	1	L11	L11 - 22	Feb 23
Teacher FTE 0.66	1	UPS1	M1- M6 UPS1	Sept 24
SENDCo FTE 0.2364	1	UPS1	UPS1	Apr 23
Teacher FTE 0.88	1	M6	M1- M6	Sept 24
Teacher FTE 0.72	1	M5	M1- M6	Sept 24
Teacher FTE 0.44	1	M6 TLR 2a	M1- M6	Sept 20 Sept 23
1:1 TA	3		3.04-3.06/5.11-5.14, 1	
Cleaners	1	Contracted Out		
Lunchtime Supervisor	2	2.02-2.03		
Site Staff	1	2.02-2.03/3.04-3.06		
After School Club Leader	1	4.07-4.10		
Breakfast Club	1	2.02-2.03		

Definitions:

1. The terms L6 and L22 refer to the leadership pay scales as determined by the School Teachers' Pay and Conditions Document using the NASUWT tables
2. M1-M6 and UPS refer to the teaching pay scales as determined by the School Teachers' Pay and Conditions Document and set out in this policy
3. Other salary grade ranges quoted refer to the NJ support staff grading structure as used by GCC (Green Book)

APPENDIX C Pay Committee Terms of Reference

- To apply the School Pay Policy on behalf of the Governing Body fairly and equitably.
- To ensure that this policy links effectively with the school's Appraisal Policy for teachers (based on the Education (School Teachers' Appraisal) (England) Regulations 2012) and for support staff.
- To ensure that the school's management team provide all members of staff with a current and accurate job description and that this document is regularly reviewed.
- To regularly review the schools pay scales for leadership and teaching staff (and support staff where not required to use GCC pay grades and/or covered by national agreement)
- To make appropriate arrangements for the Headteacher's performance management, including planning statement, moderation and review as laid down in the school's Appraisal Policy
- To be responsible for the annual performance related pay decisions for staff and for receiving and processing requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.
- To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The School's Appraisal Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the School will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations, but will not be entitled to pursue the same concerns through two separate review routes.
- To exercise the governors' discretionary powers as specified in this document.
- To ensure that each teacher in the school has an annual review of their salary and a written salary statement, no later than one month after the date of determination.

The Pay Panel will keep its work and the results of individual reviews and decisions confidential. The Chair of the Panel will report to the full Governing Body periodically regarding progress and the work of the Panel but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary . Where this work indicates that

changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors.