

# Lingfield Primary School

A Personal Best School



## Pay Policy

Date Agreed by Governors	Autumn 2024
Review Date	Autumn 2026

## 1. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life.

### **The purpose of the policy is to:**

- a) Enable the Governing Body to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and school policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness and accountability.
- b) Maintain and improve the quality of education provided for pupils in the school by having a whole school pay policy that supports the school improvement plan and reflects the agreed aims of the school.
- c) Support the equitable and objective determination of appropriate pay for staff under the school's professional development policy.
- d) Provide a staffing structure that will enable the school to achieve its aims and objectives under the school development plan.

### **The Governing Body is committed to:**

- e) Reviewing the pay policy annually against the targets set under the school improvement plan, the confines of the agreed budget and the Governing Body's spending priorities.
- f) Working within framework documents referred to in staff contracts, specifically:
  - a) **For teachers:** The School Teachers' Pay and Conditions Document and statutory regulations affecting the employment and conduct of teaching staff.
  - b) **For support staff:** Surrey Pay.
- g) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- h) Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

## 2. The Pay Committee: Terms of Reference

- a) The Governing Body will annually appoint, from its members, a Pay Committee with the delegated powers described in the following terms of reference.
- b) The Pay Committee will consist of three governors who are not members of staff at the school, and the headteacher in an advisory capacity.

### **The Pay Committee will have fully delegated powers to:**

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee feels it to be appropriate, any matter may be passed to the full Governing Body for ratification.
- d) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.

- e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- f) Recommend to governors the annual budget needed for the payment of staff.

**The Committee shall be required to:**

- g) Minute all decisions taken and submit their minutes to be noted by the full Governing Body.
- h) Keep abreast of relevant developments and advise the Governing Body when the Pay Policy needs to be revised.

### **3. Determining Salary for New Appointments**

#### **3.1 Classroom Teachers (All Teachers Other than Leadership Group)**

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

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Governing Body may take into account a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

In determining the specific starting salary for a successful applicant, the selection panel will take into account the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel may, at its discretion, recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to reapply separately through the school's procedure. This is provided there is scope within the established pay range for the post to award a starting salary on the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see 5.2).

Teachers without QTS will be placed on the pay range for unqualified teachers.

Additional allowances may be awarded to new appointments where the Governing Body deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 has been met.

#### **3.2 Leadership Group**

The salary range for all staff paid on the leadership spine will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities that attach to the role.

##### **Headteacher**

The Individual School Range (ISR) of 7 points for the head teacher, will also be determined by reference to the school group size and the appropriate positioning of the pay range of any deputy or assistant head teacher at the school, as specified in the School Teachers' Pay and Conditions Document. The school is currently a Group 3 School. The ISR for the current headteacher extends from point L18 to point L24.

The Governing Body will only re-determine the head teacher's ISR in the circumstances specified in the School Teachers' Pay and Conditions Document.

The Governing Body may determine that additional payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining salary. Any such payments will be subject to the overall restrictions on headteacher's pay set out within the STPCD.

#### **Deputy Head Teacher and Assistant Head Teacher**

The 5 point salary range for a deputy head teacher and assistant head teacher shall be determined by reference to the STPCD, taking into account the appropriate positioning of the pay range of the headteacher and any other member of the leadership group at the school.

The Governing Body will only re-determine the pay range of a deputy or assistant head teacher in circumstances specified in the STPCD.

Certain allowances may be awarded to deputy and assistant headteachers where the Governing Body deems this to be appropriate (see Section 6).

### **3.3 Support Staff**

The appointment of support staff shall be in accordance with provisions set out in the School Staffing (England) Regulations 2009 (as amended)

The salary gradings for posts shall be based on the job description prepared by the head teacher or other appropriate person and have regard to the terms and grading applicable for similar roles or work throughout the LA and to any model frameworks for the pay and grading of support staff produced by the LA. In determining matters of pay and grading, the Governing Body will have particular regard to the provisions set out in the DfE's guidance.

For support staff newly appointed on Surrey Pay grades, appointment will normally be made on the first point of the pay range. However the appointment can be made on any of the points within the range where the Governing Body wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is promoted or re-graded they will normally be placed on the bottom point of the new scale unless other assimilation arrangements have been agreed or are appropriate.

## **4. Pay Reviews and Progression**

### **4.1 All Teachers (Including Leadership Group)**

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1 September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Governing Body.

All eligible teaching staff will have their pay reviewed annually. The Governing Body will complete annual pay reviews for all eligible teachers, other than the headteacher, by 31 October. The head teacher's annual pay review will be completed by 31 December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also 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.

All teachers can expect to receive regular, constructive feedback on their performance and are subject to professional development discussions that recognise their strengths, inform plans for their future development and help to enhance their professional practice. All teachers are expected to engage fully with this process.

To be eligible for consideration of performance related pay progression teachers must normally have been in post at the school for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness, maternity or family-related leave.) Newly appointed teachers who have not been in post for 26 weeks as of 1<sup>st</sup> September will not be eligible for performance related pay progression with effect from 1<sup>st</sup> September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

#### **4.2 Determining Pay Progression (Classroom Teachers)**

'Classroom teachers', for the purposes of this paragraph, includes all teachers other than the Leadership Group.

Salary determinations effective from 1 September 2023 will be made with reference to teachers' professional development and the pay recommendations contained within them. In the case of newly qualified teachers (NQTs/ECTs), pay decisions will be made by means of the statutory induction process.

The school's scheme for determining pay progression for classroom teachers is contained within Appendix 1. This scheme will be applied to pay determinations made with effect from 1<sup>st</sup> September 2023, resulting from evidence collected during the 2022/2023 professional development cycle.

#### **4.3 Determining Pay Progression (Leadership Group)**

The headteacher, deputy head teacher and assistant head teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to an annual professional development process at which point performance against objectives will be reviewed before any performance points will be awarded.

Once a teacher has moved on to the Leadership Group, if eligible, they will be considered for further progression each year, however, annual pay progression within the range for this post is not automatic. The Governing Body will consider whether to award one or two pay progression points. Two pay progression points will only be awarded in cases of exceptional performance.

#### **4.4 Determining Pay Progression (Support Staff)**

Pay progression to the next fixed pay point will be applied from 1<sup>st</sup> April each year, subject to performance until the top of the grade is reached.

Pay progression may be withheld when an employee has performed unsatisfactorily. This will take place only within the context of the Governing Body's disciplinary/capability procedure.

## **5. Movement to the Upper Pay Range**

### **5.1 Applications and Evidence**

Any qualified teachers, who have reached the top of the main pay scale, may be recommended for the upper pay range and any such recommendations will be assessed in accordance with this policy. It is the responsibility of the teacher to decide whether or not they wish to be put forward for this next career step.

All recommendations will include evidence from recent professional development cycles. The evidence should usually cover at least the previous two year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier professional development evidence.

In the event that information from the professional development cycle is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the requirements, should be presented instead.

### **5.2 Assessment**

An application from a qualified teacher will be successful where the Governing Body is satisfied that over the past 2 years:

- a) The teacher is highly competent in all elements of the Teachers' Standards; and
- b) The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy,

- "Highly competent in all elements of the Teachers' Standards" means:
  - That the teacher's practice is consistently good or outstanding.
  - That the teacher maintains good pupil progress and accelerates progress for target children
  - That the teacher's subject knowledge is secure in all areas of the N.C resulting in interesting and motivating planning of children's learning and subsequent progress
  - That the teacher ensures high standards in the classroom environment and children's books
  - That the teacher is skilled in behaviour management to secure learning
  - That the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.
- "Substantial and sustained" achievements and contribution means:
  - That the teacher contributes at a strategic level to subject policy initiatives;
  - That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
  - That the teacher contributes more broadly to the life of the school;
  - That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two

consecutive professional development reports demonstrating the required standard has been met.

The initial recommendation will be made by the headteacher who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind his/her working hours commitment.

The headteacher will consult with other members of the Leadership Team, as appropriate, when considering the evidence.

### **5.3 Notification and Feedback**

After completing the assessment, the headteacher will notify the Governing Body of his/her recommendation. Once the Governing Body has determined the final decision, the headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 31<sup>st</sup> October in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school's pay appeals procedure (see Section 8).

### **5.4 Pay Progression for Successful Applicants**

Successful applicants will be moved onto the upper pay range from 1<sup>st</sup> September following the application. It is the school's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range.

## **6 Allowances & Other Payments (Teaching Staff)**

### **6.1 Teaching and Learning Responsibility Payments (TLR's)**

#### **TLR1s and TLR2s**

TLR1s and TLR2s are awarded to the holders of the posts indicated in the school's staffing structure, which is attached to this Pay Policy. The current values of the TLR1s and TLR2s awarded are also indicated on the staffing structure. TLRs are awarded where the Governing Body is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.

The annual value of a TLR1 for the academic year 2023/24 must be between £9,272 and £15,690 (FTE).

The annual value of a TLR2 for the academic year 2023/24 must be between £3,214 and £7,847 (FTE)

In setting the values of TLR1s and TLR2s the Governing Body will have regard to the relative weight of different posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Governing Body deems to be relevant. Where posts are deemed to be of equal weight they will be allocated the same value. TLRs may not be awarded to leadership group post holders or unqualified teachers.

#### **TLR3s**

The Governing Body may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities. To award a TLR3, the Governing Body must be satisfied that the significant responsibility is one not required of

all classroom teachers and which is focused on teaching and learning, requires the exercise of a teacher's professional skills and judgment and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2023/24 must be between £639 and £3,169 (FTE).

The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period.

## **6.2 Recruitment and Retention Allowances**

The Governing Body will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the Governing Body anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Governing Body will take into account the following factors:

- Whether the post is in a nationally recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Governing Body believes is having a detrimental impact on the recruitment and retention of staff.

**Where such an incentive or benefit is awarded the Governing Body will determine:**

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid\*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

(\*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the leadership pay range.

The Governing Body will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

## **6.3 Special Educational Needs Allowances**

An SEN allowance of between £2,539 and £5,009 (FTE) per annum for the academic year 2023/24 will be paid to a teacher:



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

#### **6.4 Additional Payments**

The Governing Body may make such payments as it sees fit to a teacher, other than a headteacher, in respect of:

- a) Continuing professional development undertaken outside the school day
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) Participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) 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.

#### **6.5 Allowances for Unqualified Teachers**

Unqualified teachers are not permitted to hold TLR or SEN allowances

The Governing Body may, however exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

#### **7. Allowances & Other Payments (Support Staff)**

The Governing Body reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

#### **8. Pay Appeals**

##### **8.1 All Teachers (Including Leadership Group)**

In the event of a teacher seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision-maker (usually either the head teacher or the Chair of the Pay Committee) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion. The Pay Committee should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher

should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Committee he/she should do so within 10 working days of the written notification of the Pay Committee's decision, setting out the grounds for appeal. Any appeal against the decision of the Pay Committee should be heard by a panel of governors who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD or this policy;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal then he/she must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the head teacher, and they are appealing against the decision of the Pay Committee, it will be for the Chair of that committee to determine whether a representative of the committee and/or the head teacher should be present to defend their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

## **8.2 Support Staff**

Where a member of support staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with the Governing Body's adopted grievance procedure

## **9. Access to Salary Records**

Staff may have access to their salary records by giving reasonable notice during term time to the School Business Manager

**10.** The school processes personal data as part of the payroll process in accordance with the Governing Body's adopted data protection policy.

## **11. Policy Review**

This policy will be reviewed following the publication of the School Teachers' Pay & Conditions Document 2023 or earlier if required.

## APPENDIX 1

### PAY PROGRESSION FOR CLASSROOM TEACHERS 2023

This appendix explains how pay progression will be determined for classroom teachers with effect from 1<sup>st</sup> September 2022.

#### Pay Structure

The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. These salary figures reflect those applicable for the 2023/2024 academic year.

Main Pay Range		Unqualified Teachers	
	£*		£*
Minimum	<b>31,252</b>	Minimum	<b>21,933</b>
	33,150		24,293
	<b>35,204</b>		<b>26,656</b>
	37,436		28,738
	<b>39,687</b>		<b>31,102</b>
	42,689		33,464
Maximum		Maximum	

  

Upper Pay Range	
	£*
Minimum	<b>44,579</b>
	46,179
	<b>47,839</b>
Maximum	

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**Professional Development and Performance Ratings**

As outlined in section 4.1, all teachers are expected to participate in ongoing professional development. The details of how this will operate, including the evidence which will be used to assess performance, are documented on Staff Safe. This professional development report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Professional Development Best Practice Guidance.

The performance ratings for pay decisions effective from 1<sup>st</sup> September 2023 are shown below:

1. Exceeded: outstanding competence in all elements of the Teachers Standards. (Secure subject knowledge in all areas of the National Curriculum planned as interesting and motivating learning; high standards in classroom environments and books; skilled behaviour management to secure learning; professional working relationships.)
2. Met: competent in all elements of the Teachers Standards. (Secure subject knowledge in all areas of the National Curriculum planned as interesting and motivating learning; high standards in classroom environments and books; skilled behaviour management to secure learning; professional working relationships.)
3. Unsatisfactory: not fully meeting all elements of the Teachers Standards (as above)

Performance ratings will be linked to a pay recommendation as follows:

Unsatisfactory (3)	No pay increase awarded
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Met(2)	One point on the relevant pay range awarded
Exceeded (1)	Two points on the relevant pay range

All pay awards are subject to available headroom within the applicable pay range.

Discretionary honorariums may be available for outstanding leadership and impact on school development priorities.

### **Pay Recommendations**

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the professional development evidence and taking into account advice from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Governing Body.

### **Review**

The Governing Body will review this process on an annual basis and reserves the right to change the process at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

## APPENDIX 2

### PAY PROGRESSION FOR LEADERSHIP GROUP 2023

This appendix explains how pay progression will be determined for members of the leadership group with effect from 1<sup>st</sup> September 2023

#### Pay Structure

The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. These salary figures reflect those applicable for the 2023/24 academic year.

<b>Leadership Pay Range</b>	<b>£</b>
<b>L1</b>	<b>48,484</b>
<b>L2</b>	<b>49,668</b>
<b>L3</b>	<b>50,876</b>
<b>L4</b>	<b>52,116</b>
<b>L5</b>	<b>53,383</b>
<b>L6</b>	<b>54,685</b>
<b>L7</b>	<b>56,125</b>
<b>L8</b>	<b>57,383</b>
<b>L9</b>	<b>58,785</b>
<b>L10</b>	<b>60,261</b>
<b>L11</b>	<b>61,789</b>
<b>L12</b>	<b>63,189</b>

<b>Leadership Pay Range</b>	<b>£</b>
<b>L21a</b>	<b>77,730</b>
<b>L21b</b>	<b>78,507</b>
<b>L22</b>	<b>80,419</b>
<b>L23</b>	<b>82,373</b>
<b>L24a</b>	<b>83,554</b>
<b>L24b</b>	<b>84,391</b>

<b>L13</b> <b>64,737</b>	
<b>L14</b> <b>66,316</b>	
<b>L15</b> <b>67,928</b>	
<b>L16</b> <b>69,705</b>	
<b>L17</b> <b>71,285</b>	
<b>L18a</b> <b>72,311</b>	
<b>L18b</b> <b>73,034</b>	
<b>L19</b> <b>74,811</b>	
<b>L20</b> <b>76,641</b>	

#### **Professional Development Reports and Performance Ratings**

As outlined in section 4.1, all teachers are expected to participate in ongoing professional development. The details of how this process will operate, including the evidence which will be used to assess performance, are contained within the school's Professional Development Best Practice Guidance. The professional development report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Professional Development Best Practice Guidance.

The performance ratings for pay decisions effective from 1<sup>st</sup> September 2023 are shown below:

Met	One point on the relevant pay range awarded
Exceeded	Two points on the relevant pay range awarded

All pay awards are subject to available headroom within the applicable pay range.

Discretionary honorariums may be available for outstanding leadership and impact on school development priorities.

#### **Pay Recommendations**

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the professional development report and taking into account advice from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Governing Body.

### **Review**

The Governing Body will review the operation of this process on an annual basis and reserves the right to change it at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

## APPENDIX 3

### AGENDA FOR PAY APPEAL HEARING

**(An appeal against a pay decision by a headteacher will need to be modified accordingly)**

#### **Lingfield Primary School**

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence, and calling witnesses\* if applicable.
3. The representative of the Pay Committee/headteacher to ask questions of the appellant and witnesses\* if applicable.
4. The Appeal Committee to ask questions of the appellant and witnesses\* if applicable.
5. The representative of the Pay Committee/headteacher to respond to the appellant's appeal, and calling witnesses\* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the Pay Committee/headteacher.
7. The Appeal Committee to ask questions of the representative of the Pay Committee/headteacher.
8. The appellant and/or his/her representative to summarise.
9. The representative of the Pay Committee/headteacher to summarise.



10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed.

\*Where witnesses are called it is usually advisable that they are called in one at a time. They should be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.