



# The Holy Spirit Catholic Primary School Pay Policy 2019/2020

## **The Holy Spirit Pay Policy**

Headteacher : Mr J McDonald  
Chair of Governors : Mrs. B. Burgess

**October 2019**

**Based on the Halton Model Pay Policy  
(Human Resources Section)  
In partnership with the  
People Directorate**

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## **General Statement**

The School Teachers Pay and Conditions Document places a statutory duty on schools and LA's to have a pay policy in place that sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. This document has been produced as a model, which Governing Bodies may wish to adapt, and adopt, to fit the particular needs/circumstances of their school.

## **Summary of changes to pay and conditions since 2019**

The main changes to the Document and accompanying guidance since 2018 make provision for the September 2019 pay award and the devolution of teachers' pay arrangements in Wales from September 2018 as referred to above .

A 2.75% uplift has been applied to the statutory minima and maxima of all pay ranges and allowances .

Except for teachers and leaders on the minima of their respective ranges or group ranges, schools must determine – in accordance with their own pay policy – how to take account of the uplift to the national framework in making individual pay progression decisions.

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**Model policy for determining teachers' pay**

The Governing Body of \_\_\_\_\_ School adopted this

Policy on \_\_\_\_\_

*This policy will be reviewed annually*

## Section One

### 1.0 INTRODUCTION

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions.

The Governing Body has developed this policy using LA advice, the School Teachers' Pay and Conditions Document and Guidance Documents from the Department for Education (DfE).

The Governing Body will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and their contribution to the school.

In adopting this pay policy the aim is to:

- To maintain and improve the quality of education provided for pupils in the school by having a whole school pay policy, which supports the school's improvement plan.
- To have a staffing structure related to the school's improvement plan.
- To recruit, retain, motivate and develop staff.
- To demonstrate to all staff that the Governing Body is managing and applying its pay policy in a fair, objective and responsible way in a spirit of openness and accountability.
- To meet the statutory requirements of the School Teachers' Pay and Conditions Document.
- To make clear compliance with the following legislation, as amended: the Employment Relations Act 1999 and the Employment Act 2002, The Employment Rights Act 1996, the Part-Time Worker (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and the Equality Act 2010.

Pay decisions at this school are made by the **Personnel, Finance & Pay Matters**

### 1.1 Interpretation

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been changed.

## **1.2 Position Statement (2019/20)**

The staffing structure of the school, to include, Leadership, Teachers and Support Staff is set out in Appendix One

All teachers employed at **THE HOLY SPIRIT CATHOLIC PRIMARY** are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time. A copy of the latest version may be found in the school office and on request can be emailed.

- The School Teacher's Pay and Conditions Document currently in force provides the Statutory Conditions of Employment of School Teachers and sets out entitlements to salaries and allowances.
- The Governing Body recognises that the Pay and Conditions of Service for support staff are set out in National and Local Agreements.
- Provide equal opportunity for all staff regardless of gender, race (nationality, national origin, and ethnic origin), disability, age or sexual orientation.
- Make information available to staff about vacant posts, allowances, enhancements, temporary and acting posts.
- Ensure payments are awarded in a fair, equitable and consistent manner to ensure that there are proper pay relativities within the school.
- Are based on the current Job Description of the member of staff involved.
- The Governing Body recognises that the policies can only be applied within the provisions and constraints of the school budget.
- The Governing Body allocates monies each year to meet staffing costs. Additional discretionary assessments/payments will be subject to budgetary provision each year.
- The Governing Body **Personnel/Staffing Committee** will consult fully with members of staff and their professional associations/unions when (re) drafting the pay policy.
- Each member of the staff and the Governing Body will be given a copy of the pay policy.

## **1.3 Performance Management/Appraisal**

This is set out in a separate policy.

Appraisal Policy for teachers and Appraisal policy for support staff



## 1.4 Pay Reviews/Progression

The Governing Body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October each year.

The Governing Body must decide how pay progression will be determined, subject to the following:

- (a) the decision whether or not to award pay progression must be related to the teacher's performance, as assessed through the school's appraisal arrangements in accordance with the 2012 regulations in England.
- (b) a recommendation on pay must be made in writing as part of the teacher's appraisal report, and in making the decision the Governing Body must have regard to this recommendation;
- (c) where a teacher is not subject to the 2012 regulations, the Governing Body must determine through what process the teacher's performance will be assessed and a pay recommendation made for the purposes of making its decision, except in the case of newly qualified teachers (NQTs), in respect of whom the Governing Body must do so by means of the statutory induction process set out in The Education (Induction Arrangements for School Teachers) (England) Regulations 2012 or The Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005;
- (d) pay decisions must be clearly attributable to the performance of the teacher in question;
- (e) continued good performance as defined by the school's pay policy should give a classroom or unqualified teacher an expectation of progression to the top of their respective pay range;
- (f) a decision may be made not to award progression whether or not the teacher is subject to capability proceedings.

The Personnel, Finance & Pay Matters Committee have delegated powers to undertake the annual assessments

The Governing Body also recognises that it may be necessary to undertake further assessments during the school year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

## 1.5 The Pay Committee

The Governing Body delegates to the Personnel, Finance & Pay Matters Committee the power to apply the policy.

Decisions will be communicated to each member of staff by the head in writing in accordance with the School Teachers' Pay and Conditions Document 2019. Decisions on the pay of the head will be communicated by the chair of the **Personnel, Finance & Pay Matters Committee** in writing in accordance with the School Teachers' Pay and Conditions Document 2019.

## 1.6 Appeals

***Appeals against pay decisions must meet the requirements of the dispute resolution provisions of employment law. The following process may be adopted by schools as the means by which appeals against pay decisions are considered.***

The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made. If the teacher is not satisfied he/she should seek to resolve this by discussing the matter informally with the *headteacher* within ten working days of the decision.

Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow the formal appeals process.

The teacher should set down in writing the grounds for questioning the pay decision and send it to *headteacher* within ten days of the outcome of the discussion referred to above. The *headteacher* will convene a hearing within ten working days of receipt of the letter questioning the pay decision. The teacher has the right to be accompanied by a colleague or union representative at the hearing. Following the hearing the employee will be informed in writing by *headteacher* of the decision and the right to appeal.

The appeal will be heard by the *Pay Appeals Committee* within 20 working days of the receipt of the written appeal notification. The teacher has the right to be accompanied by a colleague or union representative. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reason for the decision.

The Governing Body shall apply the appropriate schools procedure (Pay Appeals procedure) to deal with these matters. (See Appendix two)

## **Section Two**

### **2.0 Classroom Teachers Pay**

A teacher on the main pay range will be paid such salary within the following pay range for teachers;

<b>Main Pay Range for teachers 2019</b>	
	<b>£</b>
<b>Minimum</b>	<b>£24,373</b>
<b>Maximum</b>	<b>£35,971</b>

***The maximum shown above includes the 2.75% uplift to the maximum of the main pay scale as set out in the 2019 teachers pay award.***

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

On appointment the Governing Body is committed to the principle of portability and \*will/may apply this principle along with a range of other factors including:

- previous teaching experience.
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

### **September 2019 Pay Award**

\*The school recognises the recommendation of the STRB to individual salaries, pay ranges and allowances, and how to take account of the uplift to the national framework in making individual pay progression decisions.

Specifically, a 2.75% uplift has been applied to the all pay ranges and allowances .

Progression through the main pay range shall be in accordance with the school's Performance Management/Appraisal Policy.

### **2.1 Teaching and Learning Responsibility Payments (TLRs)**

The Governing Body may award a TLR to a classroom teacher, subject to the criterion set out in the School Teachers' Pay and Conditions Document 2019

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure.

The values of the TLRs from 1<sup>st</sup> September 2019 to be awarded are set out below:

The annual value of a TLR 1 must be no less than £8,069 and no greater than £13,654

Posts at TLR 1 level will carry a value of £8 069

The annual value of a TLR 2 must be no less than £2,796 and no greater than £6,829

Posts at TLR 2 level will carry a value of £2 796

The annual value of a temporary TLR 3 must be no less than £555 and no greater than £2,757

Posts at TLR 3 level will carry a value of £ 555

The Governing Body will only award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent temporary TLR3

Where a TLR is awarded to a part-time teacher it will be paid on a pro-rata basis.

The Governing Body recognises that TLR 1 and 2 Payments should be safeguarded as detailed in the School Teachers' Pay and Conditions Document 2019.

## **2.2 Recruitment and Retention**

The Governing Body reserves the right to make recruitment and retention payments to teachers

It is the agreed policy of this Governing Body to award recruitment and retention incentives in accordance with the School Pay and Conditions Document 2019.

In this school there is a retention payment for a teacher in respect to her role as NQT / Mentor for students from the University of Chester and support for young staff.

## **2.3 Special Educational Needs Allowance**

The School Teachers' Pay and Conditions Document 2019 enable the payment of an SEN allowance of no less than £2,209 and no more than £4,359 per annum where applicable.

- a. In any SEN post that requires a mandatory SEN qualification
- b. In a special school

- c. Who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service
- d. In any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post:
  - i. Involves a substantial element of working directly with children with special educational needs
  - ii. Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs: and
  - iii. Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service

**Allowance – Sept 2019**

**£2 209**

#### **2.4 General Safeguarding Principles**

Applies to a teacher who loses a post (“the old post”), as a result of;

- (a) the discontinuance of a school;
- (b) a prescribed alteration to, or the reorganisation of, a school; or
- (c) the closure or reorganisation of any other educational establishment or service;

and who then takes up a new post on or after 1<sup>st</sup> January 2006 (“the new post”) and is employed by the same authority or at a school maintained by the same authority, and in the case of a teacher within paragraph (b) the new post is at a different school.

The Governing Body will operate salary safeguarding arrangements in accordance with the provisions of the School Teachers Pay and Conditions Document.

#### **2.5 Residential Duties**

Any payment to teachers for residential duties must be determined by the Governing Body.

The Governing Body does not anticipate that such activity as outlined in the School Teachers' Pay and Conditions Document will take place at the school during the current school year and therefore will not be exercising this discretion at this time.

#### **2.6 Additional Payments - Teachers**

The Governing Body will make payments to all teachers other than a head teacher, in respect of:

### **(a) Initial teacher training activities**

Separate/additional ITT payments will only be awarded in exceptional circumstances

### **(b) Payment For Out Of School Hours Learning Activity**

The Governing Body does not anticipate that such activity as outlined in the School Teachers' Pay and Conditions Document will take place at the school during the current school year and therefore will not be exercising this discretion at this time.

### **Additional Payments – Head teacher**

The Governing Body does not anticipate that such activity as outlined in the School Teachers' Pay and Conditions Document will take place at the school during the current school year and therefore will not be exercising this discretion at this time.

## **2.7 Honoraria**

The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the School Teachers Pay and Conditions Document 2019 for the payment of bonuses or honoraria in any circumstances.

## **2.8 Part time teachers**

Teachers employed on an on-going basis at the school but who work less than a full working day or week is deemed to be part time. The determination of salary for new and existing part-time teachers will be calculated in accordance with the pro rata principle as set out in the School Teachers' Pay and Conditions Document 2019.

## **2.9 Short Notice/Supply Teachers**

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked. Teachers should be paid for all the hours they are required to be on the school premises. Allowance should be made for non-contact time.

## **2.10 Unqualified Teachers**

An unqualified teacher on the unqualified teacher pay range will be paid such salary within the following pay range for unqualified teachers;

<b>Unqualified Teacher Pay Range 2019</b>	
	<b>£</b>
<b>Minimum</b>	<b>£17,682</b>
<b>Maximum</b>	<b>£27,965</b>

The Governing Body will pay unqualified teachers on the above pay scale in accordance with the School Teachers' Pay and Conditions Document 2019.

The Governing Body will only employ unqualified teachers under the following circumstances:

- a) Trainees working towards QTS,
- b) Overseas trained teachers who have not exceeded the four years they are allowed without having QTS, and
- c) Instructors who are people with a particular skill who can be used for so long as a qualified teacher is not available.

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

On appointment the Governing Body will determine the starting salary within this range, in making such determinations the Governing Body may take into account a range of factors including;

- a) previous experience (*which could include industrial or commercial training*)
- b) relevant qualifications
- c) time spent working in an occupation relevant to the teacher's work at the school
- d) experience with children/young people

## **2.11 Unqualified Teachers' Allowance**

The Governing Body will not pay an unqualified teachers' allowance to unqualified teachers when the governing body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience

## **2.12 Leading Practitioners**

Leading Practitioner posts are for those teachers whose primary purpose is the modelling and leading improvement of teaching skills.

The Governing Body has not, at this time, appointed a Leading Practitioner post

The Governing Body has established the following pay scale(s) for Leading Practitioner teaching posts paid on the Leading Practitioner Pay Range;

<b>Leading Practitioner Teacher Pay Range 2019</b>	
	<b>£</b>

<b>Minimum</b>	<b>£41,267</b>
<b>Maximum</b>	<b>£62,735</b>

Salary progression will depend on the performance being reviewed annually against previously agreed performance criteria.

### 2.13 Post Threshold Teachers

The Governing Body will move onto the Upper Pay Spine any eligible teacher who has been successful in the threshold assessment. Teachers who wish to do so should apply for threshold assessment to the head teacher by **31<sup>st</sup> October**.

### 2.14 Upper Pay Range

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 or not they wish to apply to be paid on the upper pay range.

Teachers will be eligible for progression to the upper pay range having reached the top of the main pay range. Applications for progression on to the upper pay range may be made once a year and should be carried out in accordance with the schools [\*\(The Holy Spirit Catholic Primary's policy and include in Appendix attached to this document\)\*](#)

The Governing Body has established the following pay scale(s) for the Upper pay range;

<b>Upper Pay Range 2019</b>	
	<b>£</b>
<b>Minimum</b>	<b>£37,654</b>
<b>Maximum</b>	<b>£40,490</b>

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

On appointment the Governing Body is committed to the principle of portability and \*will/may apply this principle along with a range of other factors including:

- previous teaching experience.
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

## Section Three

### 3.0 Leadership Group (Head teacher, Deputy Head teacher and Assistant Head teachers)



The pay ranges for the head teacher, deputy head teacher(s) and assistant head teacher(s) will be determined in accordance with the criteria specified in the School Teachers Pay and Conditions Document 2019,

### **3.1 School Group**

The Governing Body has determined that the School's head teacher group is group 1

(This has been determined in accordance with paragraphs 5 to 8 of the School Teachers Pay and Conditions Document 2019)

### **3.2 Leadership Pay Ranges**

The determination of leadership group pay introduced in the 2014 Document should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.

The Governing Body must determine a pay range for the headteacher and for deputy headteachers and assistant headteachers in accordance with paragraphs 9.2 to 9.4 of the School Teachers Pay and Conditions Document 2019.

When determining the leadership pay range, the Governing Body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the Governing Body may wish to take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post. The Governing Body must ensure that there is appropriate scope within the range to allow for performance related progression over time.

The maximum of the deputy or assistant headteacher's pay range must not exceed the maximum of the headteacher group for the school, calculated in accordance with paragraphs 6.1-6.6 or 7.1-7.9 of the STPCD 2019. **The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.**

### **3.3 Pay Review/Progression**

The Governing Body will review the pay of those in the leadership group (namely headteachers, deputy headteachers and assistant headteachers) each year who have completed a year of employment since the previous pay determination and, if they determine to do so, to what salary within the relevant pay range determined under paragraphs 4.4, and, where applicable, 5.3 and 9.1. This will usually take place in the autumn term.

The Governing Body must decide how pay progression will be determined in accordance with paragraphs 11.1 and 11.2 of the School Teachers Pay and Conditions Document 2019

### **3.4 Acting Allowance**

The Governing Body will consider, within four weeks, whether to award an acting allowance where a teacher is assigned and carries out duties of a Headteacher, a Deputy head teacher, or Assistant Headteacher who acts up to cover the post of Head teacher.

In the absence of the head teacher, the deputy head teacher can be required to assume the duties of the head teacher; an assistant head teacher cannot, but can agree, to undertake the duties of a head teacher.

If the Governing Body determines an acting allowance is to be paid, where a pay range (as the case may be) has been determined, remuneration must not be lower than the minimum of that range.

### **3.5 Temporary Payments**

The Governing Body may award temporary payments to a Head teacher in accordance with paragraphs 10.1 – 10.4 of the School Teachers Pay and Conditions Document 2019. The total sum of temporary payment must not exceed 25% of the annual salary unless in wholly exceptional circumstances and with the agreement of the Governing Body. The Governing Body must seek external independent advice before producing a business case, seeking such agreement.

## **Section Four**

### **4.0 Support Staff**

The Governing Body determines the number and structure of support staff posts in the school.

### **4.1 Grading**

The Governing Body has adopted the NJC Job Evaluation scheme for support staff.

### **4.2 Salaries**

Payment to support employees is in accordance with the provisions of the Single Pay Spine and the current National and Local Agreements. The Governing Body will determine the point within the relevant grade, which is to be offered to a candidate upon taking up his/her appointment.

### **4.3 Salary on Promotion or Regrading**

On regrading or promotion to a grade with a higher maximum salary, the employee will normally be paid a salary on the new grade which is one increment above the salary they would have received in the former grade on the effective date of the grading change, or at the minimum point of the new salary grade if this is more than one increment above the former salary.

The Governing Body reserves the right to grant more than one increment or pay at a salary above the minimum on appointment will only be exercised very exceptionally in the case of a regrading.

### **4.4 Accelerated Increments**

The Governing Body will use its discretion when considering any recommendation by the Head Teacher to award accelerated increments to any member of the support staff provided that the maximum of the grade is not exceeded. Accelerated increments will only be considered in exceptional circumstances e.g. especially meritorious work over a sustained period.

### **4.5 Withholding Increments**

The Governing Body is aware that, subject to certain circumstances an increment may be withheld “following an adverse report on an officer” The Governors anticipate that this would only be considered in circumstances where concern had been expressed about a person’s performance and with advice from the LA.

### **4.6 Support Staff – Additional Duties**

The Governing Body will exercise its discretion in relation to additional duties.

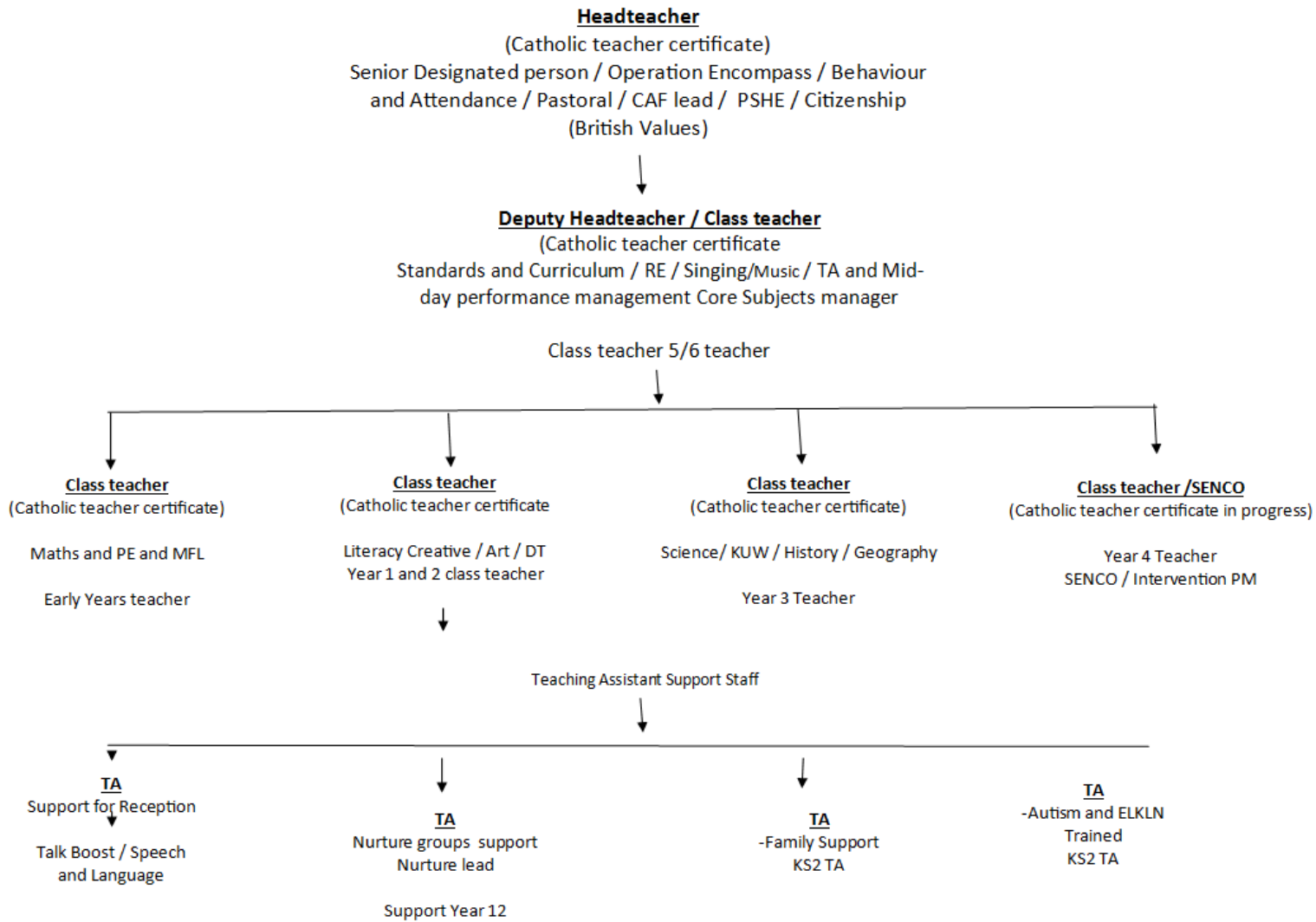
An employee, who temporarily undertakes duties and responsibilities outside of the scope of their grade, may be eligible for payment of an honorarium. This is subject to the approval of the Governing Body. There are two circumstances in which this may become payable;

- a) based upon undertaking the full duties and responsibilities of a higher graded post for a continuous period of four weeks or more or
- b) based upon undertaking a percentage of the duties and responsibilities of a higher graded post over an extended period.



# APPENDIX ONE

## SCHOOL STAFFING STRUCTURE AND SALARY VALUES





## **APPENDIX TWO**

### **PAY APPEALS PROCEDURE**

If an unsuccessful application is made, the Head teacher will give verbal feedback within 5 working

The decision of the HT will be confirmed in writing, stating the basis on which the decision was made, within 10 days of the application (or within 5 days after verbal feedback -).

If the teacher is not satisfied he/she should seek to resolve this by discussing the matter informally with the head teacher within ten working days of the written confirmation.

Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow the formal appeals process.

The teacher should set down in writing the grounds for questioning the pay decision and send it to head teacher within ten days following the 'informal' discussion referred to above.

The head teacher will convene a hearing with Governors (Personnel Committee) within ten working days of receipt of the letter questioning the pay decision. The teacher has the right to be accompanied by a colleague or union representative. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reason for the decision.

## **APPENDIX THREE**

### **UPPER PAY RANGE PROGRESSION CRITERIA**

#### **Teachers Standards 2012**

The matrix for the teacher's standard used in the school is an aide memoire to help teachers to review their performance against:

- 1. The standards expected of teachers within the current legal framework*
- 2. The standards expected of teachers at specific phases as their career progresses*

Staff can use this matrix to reflect on their current performance as part of the appraisal process.

This can be done through highlighting which can then form the basis of the discussion for setting targets for their performance alongside outcomes from lesson observations, pupil progress meetings, work and planning scrutiny and evidence within the classroom environment.

There is no need to keep a separate file of evidence.



**Preamble:**

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards of work and professional conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up to date and are self critical; forge positive professional relationships ;and work with parents in the best interest of their pupils.

At The Holy Spirit school we as a learning community are always “In pursuit of excellence” and the learning experiences in which children are engaged are organised intentionally to drive learning and achievement .Teacher performance is the most important driver of pupil achievement and thus must be intentionally and transparently assessed to help teachers improve their practice.

**Beliefs:**

- Our teachers work hard every day to deliver on the urgent promise to provide an outstanding education for all pupils
- Our teachers see no barriers to learning for any student and offer no excuses or complacency
- Our teachers honour their commitments to provide an outstanding education by contributing to a work environment that is exceptionally professional, collegial, stimulating and supportive.
- Our teachers work hard for their teams, pitch in, collaborate and share best practice, preserving a sense of team fun and celebration.
- Our teachers have outstanding capacity for improvement as professionals

**And Finally**

Teaching is a craft which is incremental it takes time and experience to master the art of being an outstanding teacher

**PROFESSIONAL SKILLS LEVEL DESCRIPTORS TO ACCOMPANY 3 PAY BAND STRUCTURE (pay Policy appendix 4)**

Name

Pay Point

Date

Self/School Assessment

Page 1

Professional Area	Relevant Standards	Band 1 TEACHER			Band 2 ACCOMPLISHED TEACHER			Band 3 EXPERT TEACHER		
		M1	M2	M3	M4	M5	M6	U1	U2	U3
<b>PROFESSIONAL PRACTICE</b>	1.1(1);1.2(2,3,5) 1.3 (1,3) 1.4(1,2,3) 1.5 all 1.6 (1) 1.7 (1,2,3) 1.8 (3) 2.1 (2,4) Preamble	Many – but not all – aspects of teaching over time are good			All aspects of teaching over time are good			Many aspects of teaching over time are outstanding		
<b>PROFESSIONAL OUTCOMES</b>	1.1(2) 1.2(1,2,3) 1.5(1) 1.6 (3,4) Preamble	With appropriate additional support, most pupils progress in line with school expectations			Most pupils progress in line with school expectations without additional support			Significant numbers of pupils exceed school expectations		
<b>PROFESSIONAL RELATIONSHIPS</b>	1.1(1) 1.6(4) 1.7(4) 1.8(2,3,5) 2.1 (1,3,4) Preamble	Positive working relationships established with pupils, colleagues and parents			These working relationships result in good progress by all groups of pupils and productive sharing of professional			Working relationships with colleagues are characterised by an enthusiastic commitment to helping them		

			<b>practice with others.</b>			<b>overcome professional challenges</b>		
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**PROFESSIONAL SKILLS LEVEL DESCRIPTORS TO ACCOMPANY THE HEAD SUPPORT 3 PAY BAND STRUCTURE**

Name

Pay Point

Date

Self/School Assessment

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Professional Area	Relevant Standards	Band 1 TEACHER			Band 2 ACCOMPLISHED TEACHER			Band 3 EXPERT TEACHER		
		M1	M2	M3	M4	M5	M6	U1	U2	U3
<b>PROFESSIONAL DEVELOPMENT</b>	1.2(4,5) 1.3(1,2,4,5) 1.4(5) 1.5(2,3,4) 1.6(1) 1.8(4) 2.1(2) 2.3 Preamble	Develops professional practice in line with advice from more experienced colleagues			Takes a proactive role in identifying areas for professional development, accessing advice and adapting practice			Proactively leads the professional development of others in a way which leads to improved outcomes for pupils		
<b>PROFESSIONAL CONDUCT</b>	1.1(3) 1.7(1) 1.8(1) 2.1(all) 2.2 2.3 Preamble	Meets the standards for professional conduct set out in the Teachers' Standards			Meets the standards for professional conduct set out in the Teachers' Standards			Meets the standards for professional conduct set out in the Teachers' Standards		

## **UPPER PAY RANGE PROGRESSION CRITERIA**

### **MOVEMENT TO Band 3 – Expert Teacher (previously THE UPPER PAY RANGE);**

#### **Applications and Evidence:**

Any qualified teacher may apply to be paid on Band 3 and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid as an ‘Expert Teacher’.

The Governing Body will consider applications from a teacher during the summer term for progression at the start of the following academic year. The closing date for applications to cross the threshold to Band 3 (Expert Teacher) is 31<sup>st</sup> May. A teacher may submit one application in any academic year.

An application for progression to Band 3 – Expert Teacher (previously the ‘upper pay range ‘) will be assessed by the head teacher and a decision notified to the teacher in writing within 20 working days.

**The Assessment:** An application from a qualified teacher will be successful where the Head teacher is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant 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’ means (e.g. performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice)  
‘substantial’ means (e.g. of real importance, validity or value to the school; play an enhanced role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning); and  
‘sustained’ means (e.g. maintained continuously over a long period e.g. three terms)  
(Insert schools procedure to apply for progression to the upper pay scale)

## Appendix 4 Support Staff pay Scales

### NJC PAYSCALES & ALLOWANCES - 2019/20

Job Evaluate Grade	SCP	New Salary 01.04.19	Monthly Salary	Hourly 32.50	Hourly 37.00	Hourly 37.00 Abated
HBC1	01	£17,364	1447.00	10.2464	9.0002	8.9852
	02	£17,711	1475.92	10.4512	9.1801	9.1651
HBC2	03	£18,065	1505.42	10.6601	9.3636	9.3486
	04	£18,426	1535.50	10.8731	9.5507	9.5357
HBC3	05	£18,795	1566.25	11.0908	9.7419	
	06	£19,171	1597.58	11.3127	9.9368	
HBC4	07	£19,554	1629.50	11.5387	10.1354	
	08	£19,945	1662.08	11.7694	10.3380	
	09	£20,344	1695.33	12.0049	10.5448	
	10	N/A	#VALUE!	#VALUE!	#VALUE!	
	11	£21,166	1763.83	12.4899	10.9709	
HBC5	12	£21,589	1799.08	12.7396	11.1902	
	13	N/A	#VALUE!	#VALUE!	#VALUE!	
	14	£22,462	1871.83	13.2547	11.6427	
	15	£22,911	1909.25	13.5197	11.8754	
	16	N/A	#VALUE!	#VALUE!	#VALUE!	
	17	£23,836	1986.33	14.0655	12.3548	
HBC6	18	N/A	#VALUE!	#VALUE!	#VALUE!	
	19	£24,799	2066.58	14.6338	12.8540	
	20	£25,295	2107.92	14.9264	13.1111	
	21	N/A	#VALUE!	#VALUE!	#VALUE!	
	22	£26,317	2193.08	15.53	13.6408	
HBC7	23	£26,999	2249.92	15.93	13.9943	
	24	£27,905	2325.42	16.47	14.4639	
	25	£28,785	2398.75	16.99	14.9200	
	26	£29,636	2469.67	17.49	15.3611	
	27	£30,507	2542.25	18.00	15.8126	
HBC8	28	£31,371	2614.25	18.51	16.2604	
	29	£32,029	2669.08	18.90	16.6015	
	30	£32,878	2739.83	19.40	17.0415	
	31	£33,799	2816.58	19.94	17.5189	
HBC9	32	£34,788	2899.00	20.53	18.0315	
	33	£35,934	2994.50	21.20	18.6255	
	34	£36,876	3073.00	21.76	19.1138	
	35	£37,849	3154.08	22.33	19.6181	
HBC10	36	£38,813	3234.42	22.90	20.1178	
	37	£39,782	3315.17	23.48	20.6201	
	38	£40,760	3396.67	24.05	21.1270	
HBC11	39	£41,675	3472.92	24.59	21.6013	
	40	£42,683	3556.92	25.19	22.1237	
	41	£43,662	3638.50	25.76	22.6312	
	42	£44,632	3719.33	26.34	23.1340	
	43	£45,591	3799.25	26.90	23.6310	

LABORATORY TECHNICIANS £209 P.A. : ADVANCED = £ 209 + £152 = £361 P.A  
 CRA SPECIAL NEEDS ALLW £1289.00 PA

Appendix 5 The Holy Spirit Pay Scale 2019

THE HOLY SPIRIT PRIMARY					
		CURRENT			
Spine	Salary £	Agreed %	Salary £	Agreed %	Salary £
Point	1st Sept 2017	UPLIFT	1st Sept 2018	UPLIFT	1st Sept 2019
<b>L1 - MINIMA LEADERSHIP RANGE</b>	<b>39,374</b>	<b>1.50%</b>	<b>39,965</b>	<b>2.75%</b>	<b>41,064</b>
L2	40,359	1.50%	40,964	2.75%	42,091
L3	41,367	1.50%	41,987	2.75%	43,142
L4	42,397	1.50%	43,033	2.75%	44,217
L5	43,452	1.50%	44,104	2.75%	45,317
L6	44,542	1.50%	45,210	2.75%	46,453
L7	45,743	1.50%	46,430	2.75%	47,707
L8	46,798	1.50%	47,500	2.75%	48,806
L9	47,965	1.50%	48,684	2.75%	50,023
L10	49,196	1.50%	49,934	2.75%	51,308
L11	50,474	1.50%	51,232	2.75%	52,640
L12	51,639	1.50%	52,414	2.75%	53,855
L13	52,929	1.50%	53,723	2.75%	55,201
L14	54,250	1.50%	55,064	2.75%	56,578
L15	55,600	1.50%	56,434	2.75%	57,986
L16	57,076	1.50%	57,933	2.75%	59,526
L17	58,388	1.50%	59,264	2.75%	60,894
L18	59,857	1.50%	60,755	2.75%	62,426

<b>M1 - MINIMA OF MAINSCALE</b>	<b>22,917</b>	3.50%	23,720	2.75%	24,372
M2	24,726	3.50%	25,592	2.75%	26,296
M3	26,716	3.50%	27,651	2.75%	28,411
M4	28,769	3.50%	29,776	2.75%	30,595
M5	31,039	3.50%	32,125	2.75%	33,009
M6a	33,491	3.50%	34,663	2.75%	35,616
<b>M6b - MAXIMA OF MAINSCALE</b>	<b>33,824</b>	3.50%	35,008	2.75%	35,971
<b>U1 - MINIMA OF UPPER PAY SCALE</b>	<b>35,927</b>	2.00%	36,646	2.75%	37,654
U2	37,258	2.00%	38,003	2.75%	39,048
<b>U3 - MAXIMA OF UPPER PAY SCAL</b>	<b>38,633</b>	2.00%	39,406	2.75%	40,490
<b>UQ1- MINIMA OF UQT RANGE</b>	<b>16,626</b>	3.50%	17,208	2.75%	17,681
UQ2	18,559	3.50%	19,208	2.75%	19,737
UQ3	20,492	3.50%	21,209	2.75%	21,792
UQ4	22,425	3.50%	23,209	2.75%	23,848
UQ5	24,360	3.50%	25,213	2.75%	25,906
<b>UQ6- MAXIMA OF UQT RANGE</b>	<b>26,295</b>	3.50%	27,216	2.75%	27,964
<b>TLR3 - minima</b>	<b>529</b>	2.00%	540	2.75%	555
<b>TLR3 - maxima</b>	<b>2,630</b>	2.00%	2,683	2.75%	2,757
<b>TLR2 - minima</b>	<b>2,667</b>	2.00%	2,721	2.75%	2,796
<b>TLR2 - maxima</b>	<b>6,515</b>	2.00%	6,646	2.75%	6,829
<b>TLR1 - minima</b>	<b>7,699</b>	2.00%	7,853	2.75%	8,069
<b>TLR1 - maxima</b>	<b>13,027</b>	2.00%	13,288	2.75%	13,653
<b>SEN - minima</b>	<b>2,106</b>	2.00%	2,149	2.75%	2,208
<b>SEN - maxima</b>	<b>4,158</b>	2.00%	4,242	2.75%	4,359