

# Pay Policy

<b>Approved by:</b>	The Governing Body of St Paul's	<b>Date:</b> 18 <sup>th</sup> March 2024
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<b>Last reviewed on:</b>	March 2024
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<b>Next review due by:</b>	March 2025
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## 1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and clearly explain how decisions will be made based on the teacher's performance
- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way
- This policy has been consulted on by staff and relevant trade unions.

## 2. Legislation and guidance

This policy complies with the [School Teachers' Pay and Conditions Document \(STPCD\)](#). It is based on the [model pay policy](#) created by the Department for Education (DfE).

We will also refer to our local authority's pay policy.

As such, this policy complies with the [STPCD](#). It is also based on the [model pay policy](#) created by the Department for Education (DfE).

This policy complies with our funding agreement and articles of association.

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#), which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [Seven Principles of Public Life](#), which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice](#) and are set out in our staff grievance procedures.

Our procedures for assessing early career teachers' performance and progress comply with the DfE's statutory guidance on [Induction for Early Career Teachers \(England\)](#).

### 3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Unqualified teacher pay range** is the range on which an unqualified teacher's salary will be set
- **Leadership group** comprises the headteacher, deputy headteacher and assistant headteacher

### 4. Roles and responsibilities

Line managers will make recommendations on a teacher's pay following the teacher's appraisal.

Final pay decisions are made by the governing board.

Responsibility for making pay decisions is delegated to the Headteacher and ratified by the full governing board.

### 5. How we will decide pay on appointment

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

To determine the salary, the governing board will take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school context

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

#### 5.1 Unqualified teachers

Unqualified teachers will be paid on the unqualified teacher pay range. Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference (if any) between their unqualified teacher salary and the salary they would have been paid as a qualified teacher for the same period (not including any allowances). The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

## 6. How we will decide on pay progression

### 6.1 Annual reviews

The governing board will ensure that each teacher's salary is reviewed annually between 1 September and 31 October, in alignment with our annual appraisal period.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

When making decisions, governing body will take into account:

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our appraisal policy
- The pay recommendation made in the teacher's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget

When deciding pay progression based on performance, we will consider:

- Whether the measure of performance will be absolute or relative or a combination of both.
- The levels of performance that will be required for progression to be awarded
- How progression will be differentiated – so that the very highest performers can progress faster.

The decision can be 'no pay progression' without triggering the capability policy.

### 6.2 Mid-year reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

A written statement will be given after any review and will give information about why it was made.

### 6.3 Early career teachers

Early career teachers (ECTs) starting their induction on or after 1 September 2021 are not subject to annual appraisal and pay review cycles during their induction period.

Decisions on ECTs' pay will be by means of the [statutory induction process for ECTs](#). ECTs may be awarded pay progression at the end of the first year of their induction period. However, annual progression is not automatic or guaranteed, and decisions regarding pay progression will be made based on:

- Evidence gathered during progress reviews and assessment periods
- Formal assessment reports

There is no statutory requirement to award ECTs pay progression on completing their induction. The decision on any pay progression will instead be made:

- With regard to the ECT's performance and their final review
- With due regard to the government's expectation that good classroom teachers should expect to reach the maximum of their pay range within 5 years of starting their career teaching

## 7. Moving to the upper pay range

### 7.1 Making applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy.

Applications can be made at least once a year.

Applications will be submitted in writing to the Headteacher. All applications will be treated fairly and impartially.

When submitting an application, please include:

- Results of appraisals under the 2012 regulations, including recommendations on pay
- Where this information is not applicable or available, a statement and summary of evidence to demonstrate that you have met the assessment criteria

### 7.2 Assessment

In order to be eligible to be paid on the upper pay range, the governing board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- **'Highly competent'** means:  
Performance which is good enough to provide coaching, mentoring and advice to other teachers, 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:  
The teacher's contributions are of real importance, validity or value to the school; play a critical 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
- **'Sustained'** means:  
The teacher's contributions have been maintained over a long period

### 7.3 The decision

The assessment will be made and the applicant notified within 5 working days.

The decision will be made by the governing body who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher.

If successful, applicants will move to the upper pay range from the the start of the next term. Pay will be backdated to the date the decision was made.

If unsuccessful, feedback will be provided by line managers in a 1-to-1 meeting, within 5 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

Decisions will also be communicated in writing. Any appeals against decisions are covered by our staff grievance procedures.

## 8. Additional allowances

- Teaching and learning responsibility (TLR) payments
- Special educational needs (SEN) allowances
- Where unqualified teachers take on a sustained additional responsibility or have qualifications and experience which brings added value to the work being undertaken
- Where a teacher is "acting up" and is assigned the duties of a school leader but is not appointed as a school leader
- Where a teacher is seconded
- Where a teacher takes on residential duties

## 9. Leadership pay

The statutory pay range for members of the leadership group is:

### Leadership Group Pay Range 2023 – Annual Salary

Minimum and Maximum	England (excluding the London Area)	Inner London Area	Outer London Area	Fringe Area
Min	£47,185	£56,100	£50,929	£48,484
Max	£131,056	£139,891	£134,765	£132,352

## 10. Salary safeguarding arrangements

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD when applying and managing salary safeguarding.

## 11. Information to be included on pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the Headteacher.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date, or the circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

## 12. Appealing a decision on pay progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal. Teachers should attempt to resolve the matter informally at first, by speaking to the Headteacher.

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to Governing Body within 5 working days of the pay statement being issued.

Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD/other relevant terms and conditions the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the grievance procedure is set out in our staff grievance procedures, which is based on the [Acas Code of Practice](#) for addressing grievances.

If the appeal is upheld, the Governing Body will re-issue the pay statement with the correct information.

### **13. Support Staff**

St Paul's will ensure that each member of support staff's salary is reviewed annually with effect from April if eligible.

The salary scales used will be in accordance with the Green Book and Local Authority pay scales

Support staff who work 38 weeks per year are deemed to be term-time only.

Salaries are calculated by taking into account the pay for contracted weekly hours and holidays (including bank holidays etc.) over a full year. There is a proportion of pay retained each pay period to enable paid over the 12 months to coincide with your annual salary. At the end of the contract, if a whole 12 months have not been completed from the anniversary of the start date of employment, pay will be recalculated, adjusted and a credit or debit will be made to final pay. Transferring schools within the LEA may also generate an adjustment.

### **14. Monitoring arrangements**

This policy will be reviewed and approved annually by the full governing board.

The governing board will consider the outcomes and impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

### **15. Links with other policies**

This policy links with our policies on:

- Staff grievance procedures
- Teacher appraisal
- Early career teacher (ECT) induction

**Appendix 1**  
**Teachers Pay 2023**

## Teachers' Pay Scales September 2023

Below are the current pay scales for teachers in maintained schools and local authorities for 2023 in England excluding the London Area.

**Please Note:** Pay progression linked to performance.

Advisory Pay Ranges	September 2022 £	September 2023 £	Hourly Rate 2023 (Salary / 1265 hours)
<b>Unqualified Teacher Pay Range</b>			
1 Minimum	19,340	20,598	16.28
2	21,559	22,961	18.15
3	23,777	25,323	20.02
4	25,733	27,406	21.66
5	27,954	29,772	23.54
6 Maximum	30,172	32,134	25.40
<b>Main Pay Range</b>			
M1 Minimum	28,000	30,000	23.72
M2	29,800	31,737	25.09
M3	31,750	33,814	26.73
M4	33,850	36,051	28.50
M5	35,990	38,330	30.30
M6 Maximum	38,810	41,333	32.67
<b>Upper Pay Range</b>			
U1 Minimum	40,625	43,266	34.20
U2	42,131	44,870	35.47
U3 Maximum	43,685	46,525	36.78
<b>Teaching and Learning Responsibility (TLR) Payment 1</b>			



	Minimum	8,706	9,272	
	Maximum	14,732	15,690	
<b>Teaching and Learning Responsibility (TLR) Payment 2</b>				
	Minimum	3,017	3,213	
	Maximum	7,368	7,847	
<b>Teaching and Learning Responsibility (TLR) Payment 3 (Fixed term)</b>				
	Minimum	600	639	
	Maximum	2,975	3,168	
<b>Special Educational Needs Allowances</b>				
	Minimum	2,384	2,539	
	Maximum	4,703	5,009	
<b>Lead / Advanced Practitioners Pay Range</b>				
1	Minimum	44,523	47,417	37.48
2		45,639	48,606	38.42
3		46,778	49,819	39.38
4		47,941	51,057	40.36
5		49,136	52,330	41.37
6		50,368	53,642	42.40
7		51,725	55,087	43.55
8		52,917	56,357	44.55
9		54,239	57,765	45.66
10		55,633	59,249	46.84
11		57,075	60,785	48.05
12		58,391	62,186	49.16
13		59,850	63,740	50.39
14		61,343	65,330	51.64
15		62,869	66,955	52.93
16		64,541	68,736	54.34
17		66,022	70,313	55.58
18	Maximum	67,685	72,085	56.98



<b>Leadership Group Pay Range</b>				
1	Minimum	44,305	47,185	37.30
2		45,414	48,366	38.23
3		46,548	49,574	39.19
4		47,706	50,807	40.16
5		48,895	52,074	41.17
6		50,122	53,380	42.20
7		51,470	54,816	43.33
8		52,659	56,082	44.33
9		53,973	57,482	45.44
10		55,360	58,959	46.61
11		56,796	60,488	47.82
12		58,105	61,882	48.92
13		59,558	63,430	50.14
14		61,042	65,010	51.39
15		62,561	66,628	52.67
16		64,225	68,400	54.07
17		65,699	69,970	55.31
18		67,351	71,729	56.70
19		69,022	73,509	58.11
20		70,733	75,331	59.55
21		72,483	77,195	61.02
22		74,283	79,112	62.54
23		76,122	81,070	64.09
24		78,010	83,081	65.68
25		79,949	85,146	67.31
26		81,927	87,253	68.97
27		83,956	89,414	70.68

28	86,040	91,633	72.44
29	88,170	93,902	74.23
30	90,365	96,239	76.08
31	92,597	98,616	77.96
32	94,898	101,067	79.89
33	97,256	103,578	81.88
34	99,660	106,138	83.90
35	102,137	108,776	85.99
36	104,666	111,470	88.12
37	107,267	114,240	90.31
38	109,922	117,067	92.54
39	112,601	119,921	94.80
40	115,410	122,912	97.16
41	118,293	125,983	99.59
42	121,258	129,140	102.09
43	Maximum 123,057	131,056	103.60

**Please Note:** The School Teachers' Review Body (STRB) recommended that no pay uplift be applied to the maximum values on the Leadership Group Pay Range (LGPR) or to maximum values on any of the eight headteacher group pay ranges in 2015.

This restriction was applied to the maximum of each of the eight headteacher group pay ranges only. It does not apply where a head / deputy / assistant headteacher is not earning the maximum on a headteacher group pay range, but is placed on one of the corresponding points on the LGPR – L18, L21, L24, L27, L31, L35 or L39 – which have all increased by 1% in each year between 2014 and 2017, 1.5% in 2018, 2.75% in 2019, no increase in 2020 and 5% in 2022.

**LOCAL GOVERNMENT SERVICES PAY SCALES  
APRIL 2023**

Band		SCP	Annual	Per month	Per week	Per hour
3	1 & 2	2	<b>£22,366</b>	£1,863.83	£428.94	£11.59
	4	3	<b>£22,737</b>	£1,894.75	£436.05	£11.79
		4	<b>£23,114</b>	£1,926.17	£443.28	£11.98
5		5	<b>£23,500</b>	£1,958.33	£450.68	£12.18
		6	<b>£23,893</b>	£1,991.08	£458.22	£12.38
	6	7	<b>£24,294</b>	£2,024.50	£465.91	£12.59
		8	<b>£24,702</b>	£2,058.50	£473.74	£12.80
		9	<b>£25,119</b>	£2,093.25	£481.73	£13.02
		10	<b>£25,545</b>	£2,128.75	£489.90	£13.24
	7	11	<b>£25,979</b>	£2,164.92	£498.23	£13.47
		12	<b>£26,421</b>	£2,201.75	£506.70	£13.69
		13	<b>£26,873</b>	£2,239.42	£515.37	£13.93
		14	<b>£27,334</b>	£2,277.83	£524.21	£14.17
		15	<b>£27,803</b>	£2,316.92	£533.21	£14.41
		16	<b>£28,282</b>	£2,356.83	£542.39	£14.66
	8	17	<b>£28,770</b>	£2,397.50	£551.75	£14.91
		18	<b>£29,269</b>	£2,439.08	£561.32	£15.17
		19	<b>£29,777</b>	£2,481.42	£571.07	£15.43
		20	<b>£30,296</b>	£2,524.67	£581.02	£15.70
		21	<b>£30,825</b>	£2,568.75	£591.16	£15.98
		22	<b>£31,364</b>	£2,613.67	£601.50	£16.26

Please note: SCP1 was removed from April 23.

Senior Officer Grades		Pay			
Band	SCP	Annual	Per month	Per week	Per hour
SO1	23	<b>£32,076</b>	£2,673.00	£615.16	£16.63
	24	<b>£33,024</b>	£2,752.00	£633.34	£17.12
	25	<b>£33,945</b>	£2,828.75	£651.00	£17.59
SO2	26	<b>£34,834</b>	£2,902.83	£668.05	£18.06
	27	<b>£35,745</b>	£2,978.75	£685.52	£18.53
	28	<b>£36,648</b>	£3,054.00	£702.84	£19.00



Principal Officer Grades		Pay			
Band	SCP	Annual	Per month	Per week	Per hour
PO1	27	<b>£35,745</b>	£2,978.75	£685.52	£18.53
	28	<b>£36,648</b>	£3,054.00	£702.84	£19.00
	29	<b>£37,336</b>	£3,111.33	£716.03	£19.35
	30	<b>£38,223</b>	£3,185.25	£733.04	£19.81
PO2	29	<b>£37,336</b>	£3,111.33	£716.03	£19.35
	30	<b>£38,223</b>	£3,185.25	£733.04	£19.81
	31	<b>£39,186</b>	£3,265.50	£751.51	£20.31
	32	<b>£40,221</b>	£3,351.75	£771.36	£20.85
PO3	32	<b>£40,221</b>	£3,351.75	£771.36	£20.85
	33	<b>£41,418</b>	£3,451.50	£794.32	£21.47
	34	<b>£42,403</b>	£3,533.58	£813.21	£21.98
	35	<b>£43,421</b>	£3,618.42	£832.73	£22.51
PO4	35	<b>£43,421</b>	£3,618.42	£832.73	£22.51
	36	<b>£44,428</b>	£3,702.33	£852.04	£23.03
	37	<b>£45,441</b>	£3,786.75	£871.47	£23.55
	38	<b>£46,464</b>	£3,872.00	£891.09	£24.08
PO5	38	<b>£46,464</b>	£3,872.00	£891.09	£24.08
	39	<b>£47,420</b>	£3,951.67	£909.42	£24.58
	40	<b>£48,474</b>	£4,039.50	£929.64	£25.13
	41	<b>£49,498</b>	£4,124.83	£949.28	£25.66
PO6	40	<b>£48,474</b>	£4,039.50	£929.64	£25.13
	41	<b>£49,498</b>	£4,124.83	£949.28	£25.66
	42	<b>£50,512</b>	£4,209.33	£968.72	£26.18
	43	<b>£51,515</b>	£4,292.92	£987.96	£26.70

Special Salary Grades		Pay			
Band	SCP	Annual	Per month	Per week	Per hour
Special A	1	<b>£50,467</b>	£4,205.58	£967.86	£26.16
	2	<b>£51,492</b>	£4,291.00	£987.52	£26.69
	3	<b>£52,533</b>	£4,377.75	£1,007.48	£27.23
	4	<b>£53,448</b>	£4,454.00	£1,025.03	£27.70

	5	<b>£54,378</b>	£4,531.50	£1,042.87	£28.19
Special B	1	<b>£53,584</b>	£4,465.33	£1,027.64	£27.77
	2	<b>£54,494</b>	£4,541.17	£1,045.09	£28.25
	3	<b>£55,431</b>	£4,619.25	£1,063.06	£28.73
	4	<b>£56,362</b>	£4,696.83	£1,080.92	£29.21
	5	<b>£57,282</b>	£4,773.50	£1,098.56	£29.69
Special C	1	<b>£56,595</b>	£4,716.25	£1,085.38	£29.33
	2	<b>£57,523</b>	£4,793.58	£1,103.18	£29.82
	3	<b>£58,464</b>	£4,872.00	£1,121.23	£30.30
	4	<b>£59,310</b>	£4,942.50	£1,137.45	£30.74
	5	<b>£60,303</b>	£5,025.25	£1,156.50	£31.26
Special D	1	<b>£61,469</b>	£5,122.42	£1,178.86	£31.86
	2	<b>£63,997</b>	£5,333.08	£1,227.34	£33.17
	3	<b>£66,651</b>	£5,554.25	£1,278.24	£34.55
	4	<b>£69,060</b>	£5,755.00	£1,324.44	£35.80
	5	<b>£71,590</b>	£5,965.83	£1,372.96	£37.11
Special E	1	<b>£72,855</b>	£6,071.25	£1,397.22	£37.76
	2	<b>£75,387</b>	£6,282.25	£1,445.78	£39.08
	3	<b>£77,917</b>	£6,493.08	£1,494.30	£40.39
	4	<b>£80,447</b>	£6,703.92	£1,542.82	£41.70
	5	<b>£82,978</b>	£6,914.83	£1,591.36	£43.01

**Allowances**

Sleeping-in Duty Payment	£40.76
Standby Duty Allowance	£32.81