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# Westmorland Primary School Pay Policy 2025-2026

<b>Produced by</b>	HR and Organisational Development Services, Corporate Support Services Directorate
<b>Date approved and agreed</b>	
<b>Review Date</b>	<del>Autumn Term 2025</del>
<b>Review Date</b>	Autumn 2026
<b>Notes:</b>	
<p>The School Teachers' Pay and Conditions Document applies to Local Authority maintained schools and requires schools and Local Authorities to have a pay policy which sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. The Stockport model policy provides a consistent framework to be adopted and adapted by individual school Governing Boards to suit their own circumstances.</p> <p>The 2024 model pay policy is based on the DfE model policy and previous versions of the Council's model pay policy and previous consultation with the trade unions.</p>	



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## Pay Policy 2024

The Governing Board of Westmorland Primary School adopted this policy on

Review Body:	Full Governing Body
Leadership Group Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	Annually
Reviewed:	Autumn 2024
Next Review:	Summer / Autumn 2025

### 1. 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.

In adopting this pay policy, the aim is to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.

The Resources Committee/Full Governing Body makes pay decisions at this school.

### 2. Equalities and Pay Progression

The Governing Board will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

### 3. Job Descriptions

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Board (see Appendix E). Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility.



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## 4. Pay Records

Both the School and Teachers should keep their own employment records including appraisal and pay documentation.

## 5. Appraisal

The Governing Board will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers as a key mechanism for the continuing improvement of the School. The arrangements for appraisal in the school are set out in a separate policy document.

Governors will ensure that in relation to pay decisions the outcomes of the appraisal process are taken into account in accordance with the requirements of STPCD 2024 Paragraph 19 and the School's appraisal policy.

The Leadership Team will moderate objectives; assessment and initial pay recommendations to ensure consistency, fairness and compliance with the schools equality obligations.

## 6. Obligations

The Governing Board, Headteacher & Teacher will fulfil its obligations as set out in the School's Appraisal Policy and in accordance with the School Teachers' Pay and Conditions (STPCD), the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book') and the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and the Council's pay/grading system.

The Headteacher will submit any responses made by employees and trade unions during the consultation on updated pay policies to the Governing Board for approval.

**Living Wage:** In line with the decision made at the Council meeting on 25<sup>th</sup> April 2013 to approve the implementation of the Living Wage (as determined by the Living Wage Foundation) the Living Wage was introduced at this school from 1 April 2014, If the pay of any employee falls below the level of the Living Wage a supplement to their salary will be paid to bring in line with the Living Wage.

## 7. Differentials

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the Governing board's need to recruit, retain and motivate sufficient employees of the required quality at all levels.



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## 8. Discretionary Pay Awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## 9. Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Board will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

## 10. Pay Reviews

The governing board will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. (A pay statement template is attached at Appendix D)

Reviews may 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.

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

### Pay range for Headteachers

The Governing Body has a statutory duty to assign a school group size whenever it sees fit. In addition, it must also determine a pay range for the head teacher including when it proposes to appoint a new head teacher. When determining the leadership pay range the relevant 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 relevant 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 relevant body must ensure that there is appropriate scope within the range to allow for performance related progression over time.

Pay ranges for head teachers should **not** normally exceed the maximum of the head teacher group. However, the head teacher's pay range (where determined on or after the 1 September 2014) may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.



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It should also re-determine the head teacher's pay range if it becomes necessary to change the head teacher group (including where the head teacher becomes responsible and accountable for more than one school in a federation on a permanent basis). They may also determine the head teacher's pay range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. The relevant body should not take account of the salary of the serving head teacher if they re-determine the head teacher pay range for a new appointment.

The Governing Body will calculate the head teacher group size each September and determine the pay range within the parameters of the current STPCD.

The Governing Body will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There should be a proper record made of the reasoning behind the determination of the pay range and any temporary payments made to the head teacher.

The pay range for the **head teacher** for the academic year 2024-2025 is as follows:

#### **L11-L24**

A recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision; the relevant body must have regard to this recommendation.

When head teachers are appointed temporarily accountable for more than one school, this role should be regarded as an acting headship on a temporary basis. There is an expectation that these temporary arrangements should be time limited and subject to regular review and the maximum duration should be no longer than **two years**.

The circumstances in which the Governing Body will consider awarding a pay point are where their appraisal outcome confirms the head teacher has met their individual objectives; is meeting all of the head teacher standards; pupil progress is improving; there has been positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school.

The circumstances in which the Governing Body will consider awarding additional pay points are where their appraisal outcome confirms the head teacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

### **Determination of temporary payments to head teachers**



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The Governing Body will determine a pay range, which takes into account the full responsibilities of the head teacher's post. Temporary payments in addition to the salary arising from the head teacher's point on the pay range will be made in accordance with the current STPCD.

The total sum of the temporary payments made to a head teacher in any school year (with the exclusion of residential payments and/or relocation expenses) must not exceed 25% of the annual salary, which is otherwise payable to the head teacher. Furthermore, the total sum of salary and other payments made to a head teacher must not exceed 25% above the maximum of the head teacher group unless there are wholly exceptional circumstances, external independent advice has been sought and with the agreement of the Governing Body.

### Other payments and allowances for head teachers

Head teachers are not eligible for teaching and learning responsibility payments or recruitment and/or retention allowances. Where the relevant body conducts a formal review of a recruitment or retention incentive or benefit awarded to a head teacher, deputy head teacher or assistant head teachers awarded under a previous document, they may continue to make that payment at its existing value until such time as the head teacher, deputy head teacher or assistant head teacher's pay range is determined under this document.

### Pay range for other leadership group members (other than head teachers)

The Governing Body has determined that 1x deputy Headteacher post and 2 x assistant Headteacher posts are to be included in the school's staffing structure. Where there is more than one deputy head teacher or more than one assistant Headteacher, the Governing Body have the discretion to determine different pay ranges for each post.

The professional duties of deputy and assistant Headteachers are set out in the current STPCD.

The Governing Body will determine a pay range for deputy and assistant head teachers. The Governing Body must ensure that the pay range for deputy and assistant head teachers is determined in accordance with the current STPCD, and with due regard to pay rates for other teaching posts and the head teacher.

The pay range for **deputy head teachers** for the academic year 2024-2025 is as follows:

#### L10-L14

The pay range for **assistant head teachers** for the academic year 2024-2025 is as follows

#### L5-L10



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The Governing Body will determine the pay range for deputy and assistant head teachers in the following circumstances:

- When it proposes to make new appointments;
- Where there is a significant change in the responsibilities of serving deputy or assistant Headteachers;

The circumstances in which the Governing Body will consider awarding **one point** are where their appraisal outcome confirms the deputy or assistant head has met their individual objectives; is meeting all of the Teacher Standards for their career position; pupil progress is improving; they have had a positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school..

The circumstances in which the Governing Body will consider awarding more than one point in one year are where their appraisal outcome confirms the deputy or assistant head has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay.

In making any decision to exercise its discretion in this respect, the Governing Body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Deputy and assistant head teachers are not eligible for teaching and learning responsibility payments or recruitment and/or retention allowances.

## **11. Basic Pay Determination on Appointment**

The governing board will determine the pay range for a vacancy prior to advertising it.

On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the governing board may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required



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For appointments advertised where the teacher is already paid on a point within the advertised range the same salary will be either maintained or exceeded within the advertised range.

The Governing Board will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice, which may include portability of existing pay level.

## 12. Pay Ranges

### Unqualified Teacher Pay Range

Unqualified Teacher Pay Range	£
<b>Minimum</b>	<b>£21,731</b>
U2	£24,224
U3	£26,716
U4	£28,914
U5	£31,410
<b>Maximum</b>	<b>£33,902</b>

### Qualified Teacher - Main Pay Range

Main Pay Range	£
M1	£31,650
M2	£33,483
M3	£35,674
M4	£38,034
M5	£40,439
M6	£43,607

### Qualified Teacher - Upper Pay Range

Upper Pay Range	£
UPR1	£ 45, 646
UPR2	£ 47, 338
Maximum – UPR 3	£ 49,084



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## 13. Pay Progression

At Westmorland Primary School all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

The criteria this school will use when making decisions on pay progressions are:

Observations indicate high quality teaching consistently. Willingness shown to identify CPD needs including attending courses. Pupil progress is measurable and consistent. Teachers are supportive of each other and implement the schools policies consistently.

### ***Main Pay Range***

A main pay range teacher will be awarded annual pay progression where they have met or exceeded the criteria set out in the School's Appraisal Policy.

In the case of Early Careers Teachers, whose appraisal arrangements are different, the relevant body must ensure that ECT's are not negatively affected by the extension of the induction period from one to two years in relation to pay.

### ***Upper Pay Range***

In accordance with paragraphs 14.2 – 14.3 of the STPCD 2024, the pay committee will determine that one point be awarded to a teacher on the upper pay range if the Headteacher and the Pay Committee are satisfied that the teacher is meeting or exceeding the criteria set out in the School's Appraisal Policy, and is consistently demonstrating that they are meeting all elements of the teaching standards

At Westmorland Primary School, a teacher already paid on the Upper Pay Range is highly competent and plays a positive critical role in the wider life of the school. In addition, the teacher has made a distinctive contribution to the raising of pupil standards continuously over a period of at least two school year/s whilst paid on their current pay point in the Upper Pay Range

Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

## 14. Movement to the Upper Pay Range

### **Application and Evidence**



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Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

## The Process

- Applications may be made at least once a year.
- The closing date for applications is 31<sup>st</sup> July each year;

The process for applications is:

- Complete a one page A4 sheet explaining/evidencing the reasons for the uplift
- Submit the application form and supporting evidence to the Headteacher by the cut-off date of 31<sup>st</sup> July 2025.
- You will receive notification of the name of the assessor of your application within 5 working days;
- The DHT will assess the application, which will include a recommendation to the pay committee of the relevant board;
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor;
- The pay committee will make the final decision, advised by the Headteacher;
- Teachers will receive written notification of the outcome of their application by 10th December 2025. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school-working days of the date of notification of the outcome of the application. Feedback will be given discretely and in a positive and encouraging way and will include advice and support on areas for improvement in order to meet the relevant criteria in any subsequent application.
- Successful applicants will move to the minimum of the UPR on 1<sup>st</sup> September of that year. Backdated after Pay Committee consideration at start of December.



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- Unsuccessful applicants can appeal the decision. The appeals process is set out in paragraph 31 of this policy.

## **The Assessment**

An application from a qualified teacher will be successful where the governing board is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- Highly competent means 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 real importance to the school, plays a critical role in the life of the school, makes a distinctive contribution to the raising of pupil standards, takes advantage of appropriate opportunities for professional development, and use the outcomes effectively to improve pupils' learning.
- Sustained means maintained performance continuously over a long period in order to help them meet the relevant standards and develop their teaching practice.

Leaders (HT/DHT) against the teacher standards will assess the application.

- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant board;
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor;
- The pay committee will make the final decision, advised by the Headteacher;

## **Processes and procedures**

The assessment will be made within 10 working days before the applicant will receive a response to their application.

If successful, applicants will move to the minimum of the upper pay range on 1<sup>st</sup> September of that academic year.



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If unsuccessful, feedback will be provided by the Headteacher.

- Teachers will receive written notification of the outcome of their application as soon as possible after 31<sup>st</sup> July. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school-working days of the date of notification of the outcome of the application. Feedback will be given discretely and in a positive and encouraging way and will include advice and support on areas for improvement in order to meet the relevant criteria in any subsequent application.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in point 22 of this policy.

## 15. Allowances

### Teaching and Learning Responsibility Payments

Where a teacher takes on a clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning on a permanent basis, the pay committee will award a TLR 1 or 2 in accordance with paragraphs 20.1 – 20.5 of the STPCD 2024 and paragraphs 47 to 54 of the section 3 guidance. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.4 of the STPCD 2024.

The annual value of a TLR 1 payment must be no less than £9,782 and no more than £16,553 and the annual value of a TLR 2 payment must be no less than £3,391 and no more than £8,279

In Westmorland Primary School, a TLR 2 a will be awarded for the following responsibilities: EAL lead, KS2 phase lead x 2, Nurture x 1, Science lead x 1

- The pay committee may award a TLR3 of an annual value for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 of the STPCD 2023. The Governing Board will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. The Governing Board should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic. No safeguarding will apply in relation to an award of a TLR3.



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## **16. Other payments to teachers**

### **Acting Allowances**

Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with paragraph 23.1 of the STPCD 2024. The Full Governing Body will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance.

In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence. Any teacher, who carries out the duties of Headteacher, Deputy Headteacher, or Assistant Headteacher, for a period of four weeks or more, will be paid at an appropriate point of the Headteacher's pay range, Deputy Headteacher range or Assistant Headteacher range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a head teacher, deputy head teacher or assistant head teacher and work to the relevant teachers' standards.

### **Recruitment and Retention Incentive Benefits**

The Governing Board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive to teachers (paragraph 27 of the STPCD 2024 and paragraphs 70 -72 of the section 3 guidance).

The pay committee will consider exercising its powers under paragraph 27 of the STPCD 2024 where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Governing Board will, nevertheless, conduct an annual formal review of all such awards.

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment and retention payment be made to a head teacher, deputy or assistant head teacher other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a member of the leadership group including non monetary benefits must be taken into account when determining the pay range and is subject to the overall 25% limit on salary and payments as contained in the current STPCD.



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Where the Governing Body already pays a recruitment or retention incentive or benefit awarded to a head teacher, deputy head teacher or assistant head teacher under a previous document, subject to review, it may continue to make that payment at its existing value until such time as the respective Pay Range is determined under the current STPCD.

In the case of retention, a recommendation to offer incentives or benefits would be made by the head teacher, to the pay committee.

In the case of recruitment difficulties, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the pay committee unless authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment and retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the head teacher, or the selection panel, for consideration by the pay committee. Recommendations and authorisations must be recorded.

## **Additional Payments**

In accordance with paragraph 26.1 of the STPCD 2024 and paragraphs 60 - 69 of the section 3 guidance, the Governing Board may make payments as they see fit to a teacher, but not a Headteacher, in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the Headteacher;
- additional responsibilities and activities due to, or in respect of, the provisions of services relating to the raising of educational standards to one or more additional schools.

The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26.1 of the STPCD 2024 where advised by the Headteacher.

For part-time teachers payment will be calculated on a pro-rata daily basis at 1/195<sup>th</sup> of the teacher's actual salary.

## **17. Support Staff**

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Section 2 of the Staffing and Employment Advice for Schools October 2018 (paragraphs 2.8 – 2.11), in accordance with the Local Authority's job evaluation scheme and National Joint Council Conditions of Service for Local Government. The



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pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in Appendix B to this policy.

## **18. Part-Time Employees**

**Teachers:** Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Board will apply the provisions of the STPCD in relation to part-time teachers' pay and working time, in accordance with paragraph 40 and 41 of STPCD 2024, and paragraphs 39 – 44 and 79 - 86 of the section 3 guidance.

The governing board will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a fulltime teacher in an equivalent post.

**All staff:** The Headteacher and Governing Board will ensure that all part-time employees are treated no less favourably than a full-time comparator.

## **19. Teachers Employed on a Short Notice basis/Supply Teachers**

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata. This daily rate should be in line with the payment tables in point 12 above

## **20. Salary Sacrifice Arrangements**

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the STPCD 2024 and paragraph 73 of the Section 3 guidance.

## **21. Procedures for Pay Decisions**

The Governing Board will ensure it makes funds available to support pay decisions through its determination of the annual pay budget on the recommendation of the pay committee and the schools spending plan.

The Governing Board has delegated its pay powers to the Resources committee. Any person employed to work at the school, other than the Headteacher and an



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appropriate member of the Senior Leadership Team, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must declare and withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially. No member of the Governing Board who is employed to work in the school shall be eligible for membership of this committee.

The pay committee will be attended by the Headteacher and an appropriate member of the Senior Leadership Team in an advisory capacity. Where the pay committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the Headteacher's pay, that person will withdraw at the same time as the Headteacher while the committee reaches its decision. Any member of the committee required to withdraw will also do so.

The terms of reference for the pay committee will be determined annually by the Governing Board (School Governance (Procedure) (England) Regulations 2003 (SI2003/1377). The current terms of reference are stated in Appendix A.

The report of the pay committee will be placed in the confidential section of the Governing Board's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

## 22. Appeals Procedure – Informal & Formal

Pay recommendations will be contained within Appraisal Reports and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation this should be initially raised with the person making the recommendation at the review meeting. This first stage, **informal**, appeal should be recorded on the review reports for consideration by those responsible for making pay decisions.

An employee may make a **formal** appeal against a decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.

The grounds of appeals are that the decision maker(s):

- incorrectly applied the provisions of the Teachers' Pay & Conditions Document / national / local terms and conditions
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence and/or took account of irrelevant or inaccurate evidence;
- were biased; or
- otherwise unlawfully discriminated against the employee.

Formal Appeals will be heard by the Pay Appeals Committee.



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All pay recommendation appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.

The procedure for the conduct of the appeal meeting is at Appendix B of this pay policy

Any written submissions relevant to the appeal, must be circulated to all parties at least 5 working days prior to the meeting.

The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

The decision of the Governing Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.

The Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee.

The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

## **23. Monitoring the impact of the policy**

The governing board will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers to assess its effect and the school has continued compliance with equalities legislation. Teachers and representatives will be consulted on any changes to it.



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## **Appendix A: Terms of Reference Pay Committees**

### **PAY COMMITTEE**

#### **Delegation of Function**

The Governing Board shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff.

This policy must be approved by the full board after having been received and minuted, a report upon consultation (including comments made and any changes made/not made as a result of these.

Following approval by the Governing Board, the committee meet with the Headteacher to review the pay recommendations for all teachers

#### **Membership**

The Staff Pay Committee shall consist of at least three named members of the Governing Board, none of whom shall be employees or Associate Members or will have a conflict of interest by acting in this capacity.

The Headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice but must withdraw when their own salary is being discussed.

#### **Quorum**

Three Governors – none of whom shall be school employees or Associate Members

#### **Terms of Reference**

- To establish a pay policy for all school employees.
- To send the final draft Pay policy to the Governing Board for approval
- To be responsible for the administration and review of the pay policy
- To advise the Governing Board/Finance or Resources Committee on current and future pay levels;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for teachers (by 10/12/24) as set out in the Pay Policy, taking account of any recommendations made on the appraisal review report, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the Headteacher (10/12/24), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;



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- To monitor and report to the full Governing Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.



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## **PAY APPEALS COMMITTEE**

### **Delegation of Function**

The Governing Board shall establish a Pay Appeals Committee to deal with all formal appeals against pay decisions.

Governing Boards may agree to support another governing board with the appeals process but this must be agreed and minuted at a full governing board meeting of each school,

### **Clerking**

The meeting of the Staff Pay Appeals Committee should be minuted.

### **Membership**

The Pay Appeals Committee shall consist of at least three named members of the Governing Board, none of whom shall be employees or Associate members, members of the Pay Committee or who will have a conflict of interest in acting in this capacity.

The Headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case, but then must withdraw from the meeting).

### **Quorum**

Three Governors - none of whom shall be school employees, Associate Members or members of the Pay Committee

### **Terms of Reference**

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.



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## Appendix B – Formal Pay Appeals Meeting Procedure

The meeting should be attended by the employee, his/her colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The headteacher should attend to provide information and advice (except where s/he is the appellant).

- Introductions and opening remarks
- Member of staff and/or representative to present case (and call witnesses if appropriate)
- Pay Committee Representative to ask questions
- Pay Appeals Committee to ask questions
- Pay Committee Representative to respond (and call witnesses if appropriate)
- Member of staff and/or representative to ask questions
- Pay Appeals Committee to ask questions
- [Headteacher to add any relevant information (where not the appellant)]
- Employee or representative to make closing statement
- Both parties withdraw to allow Pay Appeals Committee to consider their decision
- Either both parties invited back to hear the decision or the decision will be communicated in writing within 48 working hours.



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## Appendix C – Application to be paid on the Upper Pay Range

# Application to be paid on the Upper Pay Range

### Eligibility criteria

- In order to be considered eligible to apply you will need to hold Qualified Teacher Status on the date of your application
- To be paid on the Upper Pay Range you must be assessed as meeting the expectations set out in the Pay Policy.
- Please enclose copies of appraisal reports and any additional evidence to support your application. You may submit additional evidence if you wish to do so to support your application.

Print, sign and date the form, keeping a copy and pass it to your Headteacher by 31/7/2025.

**Name:**.....

I confirm that I am applying to be paid on the Upper Pay Range with effect from 1 September 2025

I consider that I meet the criteria to be paid on the Upper Pay Range as set out in my school's Pay Policy and enclose copies of my last two Appraisal Review Reports which contain the evidence to support this.

**Signed:**.....

**Date:**.....



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(To be completed by the Headteacher]

Application for Upper Pay Range Assessment for

(Teacher's name)

The criteria for Upper Pay Range *have / have not\* been met.* (\*delete as applicable)

Signed:.....

Date.....

The Teaching Standards *have / have not been met throughout the assessment period*

Explanation/evidence (include assessment of quality of teaching overall during the assessment period and outcomes for pupils.)

Appraisal objectives *have / have not been met through the assessment period*

Explanation/evidence

Evidence of contribution to the wider school development and ethos

Evidence of relevant CPD and application and impact of this development



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**Other comments**



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Addressee

Date

Dear

**Your annual salary statement - September 5**

I write to confirm that, in accordance with the school's pay policy, with effect from 1 September 2025 your salary has been determined as follows:

Annual salary £                      Main Range/Unqualified Teachers Range/Leading Practitioners Range/Upper Pay Range (delete as necessary)

**Additional payments**

[Select any applicable payments, delete those that don't apply]

Teaching and Learning Responsibility Payment	TLR [insert level]	£
Special Needs Allowance  Reason (if applicable):		£
Other  Reason for this payment:		£

Type, nature and value of protected/safeguarded sum(s) [please give details and amount]



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<b>Total annual salary</b>	<b>£</b>
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### Additional temporary payments

[Select any applicable payments, delete those that don't apply]

Payment name	Reason for payment	Annual amount and duration
Teaching and Learning Responsibility Payment TLR3		£ From: To:
Recruitment incentives	[Include details of any pay increase and how/when it will be paid]	£ From: To:
Retention incentive	[Include details of any pay increase and how/when it will be paid]	£ From: To:
Other		£ From: To:

Please note that temporary payments are not subject to safeguarding once they end.

### Further information

Salary arrangements are set out in the school's Pay Policy, which is determined by the school's Governing Board in accordance with the School Teachers' Pay and Conditions Document. The Pay Policy sets out the pay rates the Governing Board has adopted, and the arrangements for annual salary assessment and progression.

A copy of the school's pay policy (which includes the appeals process) including the staffing structure is available from the **Headteacher/your line manager/Name of relevant person.**



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Signed on behalf of the Governing Board:

Name:

Date

Name of school:



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## Appendix E – School Staffing Structure

### Westmorland Primary School

### Staffing Structure 2024-2025

Headteacher	-	Martin Henderson
Deputy Headteacher	-	Karla George
Assistant Headteacher	-	Jen Sherstone
Assistant Headteacher (SENCO)	-	Elizabeth Garner
Early Years Teacher (Nursery)	-	Lydia Riley (P/T)/Jen Sherstone
Early Years Teacher (Nursery)	-	Emma Carnell (P/T) (F/T)
Reception Teacher	-	Emily Palmer (P/T)
Reception Teacher	-	Lindsey Cowell (P/T)
Reception Teacher	-	Molly Smith
Reception Teacher (Mat leave)	-	Heather O'Connell (P/T)
Year 1 Teacher	-	Jessica Doyle-Ward
Year 1 Teacher	-	Faye Preston
Year 1 / 2 Teacher	-	Sarah Beckingham
Year 2 Teacher	-	Katie Wade (P/T) /Jen Sherstone
Year 2 Teacher	-	Charlotte Gillis
Year 3 Teacher	-	Morgan Poynton
Year 3 Teacher	-	Jen Gray
Year 4 Teacher	-	James Kelly
Year 4 Teacher	-	Tom Finn
Year 5 Teacher	-	Sarah Thomas
Year 5 Teacher	-	Clare Johnson
Year 6 Teacher (Job share)	-	Emma Leyland
Year 6 Teacher (Job share)	-	Kathy Williams
Year 6 Teacher	-	Tom Lawler
Booster Teacher	-	Phil Waddington (P/T)



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PPA Teacher	-	Elisa Alvarez
Nurture Provision Teacher	-	Kelsey Rodgers-Poynton (P/T)
Nurture Provision TA	-	Hannah Walker
Nurture Provision TA	-	Yvonne Waters (P/T)
HLTA	-	Barbara Bee
		Natalie Bresnahan
		Sandra Jackson
		Julie Sidgwick
		Gillie Littlewood
Teaching Assistant	-	Marie Brinsley
		Kelly Foster
		Debbie Gallimore (P/T)
		Hannah Kenny
		Zoe Mathieson (P/T)
		Tracey Maddocks (P/T)
		Dannii Maslin-Barr
		Jen Sampson
		Sarah Stuart
		Georgi Lawson-Adie (F/T)
		Annie Smith
		Sophie Traylor (P/T) (F/T)
		Shauna Beech
		Chelsea Garlick
		Lauren Page
		Menal Pooran
Reading Recovery Teacher	-	Ros Entwistle (P/T)
		Elaine Owens (P/T)
Reading Recovery TA	-	Sandra Smith (P/T)
School Business Manager	-	Jill Rippon (P/T)
Administrative Assistant	-	Toni Drayson



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Safeguarding, Data and Progress Manager	-	Tracey Taylor
Senior Learning Mentor	-	Amanda Barr
Learning Mentor	-	Diane Evans
Parent Engagement Officer	-	Emily McNally
Breakfast Club	-	Sarah Stuart
		Christine Molloy
		Amanda Barr
		Danni Maslin Barr
		Gemma Hughes
Midday Supervisor	-	Gillie Littlewood
		Sarah Stuart
Midday Assistant	-	Marie Brinsley
		Elaine Brown
		Laura Hodkinson
		Karen Markwell
		Christine Molloy
		Cassie Waller
		Danni Maslin Barr
		Louise Hodkinson
		Katie Curry
Caretaker	-	Michaela Hughes
Premises Staff	-	Nicole Hallard
		Elaine Brown
		Laura Hodkinson
		Gemma Towers
		Louise Hodkinson
		Gemma Hughes



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SMBC – November 2024