London Borough of Haringey

Model Teachers Pay Policy – (September 2025)

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1. Introduction

1.1 In line with the recommendations in the STRB's 35th Report, from 1 September 2025 a 4% increase will be applied to all pay and allowance ranges and advisory points for teachers. All pay uplifts will be back dated to 1 September 2025.

1.2 This pay policy seeks to ensure that all staff are fairly and equitably rewarded for their contribution to the school. This policy is intended to be a whole school policy; however, it predominately relates to setting a framework for making decisions on teachers' pay.

1.3 This policy has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document 2025 (STPCD). This policy should be read and implemented in accordance with the STPCD.

1.4 The policy will be reviewed annually by the governing body and particularly where there are changes in the STPCD affecting areas of discretion to be exercised by the "relevant body" (which, for community schools, is the governing body).

1.5 The Policy should be read in conjunction, as appropriate, with other Human Resources policies and procedures, including in particular the school's Safer Recruitment Policy and the school's policy on Organisational Change. These are available from the school or HR Schools SharePoint Site.

1.6 The school will maintain a staffing structure, which shows the number and grades of jobs within the school. Staff, through their professional associations and trade unions, will be consulted on any proposed changes to this structure.

1.7 The Governing Body/Trustees/IEB has delegated full powers to the Resources Committee. This Committee is responsible for determining all pay matters in accordance with the Pay Policy, the school's appointment procedure and the school's Performance Management Policy. The Governing Body, operating through this Committee, will ensure that discretionary pay elements are used in a fair, equitable and consistent manner.

1.8 The headteacher will make recommendations on pay for all staff in the school, and the Pay and Personnel Committee will make the recommendation for the pay of the Headteacher. The Pay and Personnel Committee will oversee all pay decisions and the decisions will be reported to the full Governing Body meeting.

2. Principles

2.1 The governing body of Rhodes Avenue Primary School is committed to the operation of an appraisal process for teachers and support staff, with the objective of supporting the progress of pupils and the maximising of professional development of all staff.

2.2 In adopting this Pay Policy, the aim is to:

- assure the quality of teaching and learning at the school;
- support recruitment and retention and reward teachers appropriately; and

- ensure accountability, transparency, objectivity, and equality of opportunity.

2.3 In this school, all staff can expect to receive regular, constructive feedback on their performance. In addition, all staff will be given an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

2.4 Pay decisions at this school are made by the Governing Body, which has delegated certain responsibilities and decision-making powers to the appropriate committee as set out in Appendix One. This Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The Head Teacher/Executive Headteacher shall be responsible for advising the Committee on its decisions.

2.5 The governing body will ensure that its processes are open, transparent and fair. All decisions made in line with this policy will be reasonable and justified.

2.6 The Governing Body will maintain teachers' previous pay grade (excluding allowances or appointment to leadership grade) in accordance with the principle of pay portability.

2.7 The Governing Body will ensure that staff are aware of the procedures within which pay decisions are made and that any appeals arising from decisions on remuneration are addressed objectively, fairly and within agreed timescales.

2.8

3. Roles and Responsibilities

3.1 The governing body will:

- Maintain and improve the quality of education offered by the school by adopting a pay policy, which supports the school's overall aims and priorities (as set out in the school developmentplan).
- Balance the competing demands made on the school's limited budget so that allneeds are addressed as effectively as possible.
- Manage its pay policy in a fair, reasonable and openmanner.
- Keep its policy in line with the government's initiatives around workforce reform.
- Support the Council's policy to pay employees an hourly rate no lowerthan the minimum and maximum recommended in the STPCD.
- In relation specifically to leadership pay:
    - Consider annually whether or not to increase the salary of members of the leadership group;
    - Ensure that leadership salaries are within their school's group size and set individual salary range (ISR) for all staff on leadership grade.
    - Set the appropriate levels of pay for the different roles;
    - Assure themselves that pay decisions can be reasonable and justified;
    - Identify and consider budgetary implications of pay decisions and consider these in the school's spending plan.

- Establish a pay committee, comprising of at least three governors. All governors will be eligible for membership of the pay committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest cannot be called into question in terms of any form of bias to one individual or another on the basis of prior, existing or expected future relationships, professional or personal. Decisions of the pay committee will be placed in the confidential section of the governing body's agenda.

3.2 The Pay Committee will:

- Ratify pay decisions for individual teachers as required by the pay policy;
- Review the implementation of the policy annually including assessment of the impact of the policy on progression trends to ensure compliance with equalities legislation, consulting with the headteacher, staff and trade union representatives; and submitting findings to the governing body for approval; and
- Be responsible for organising teacher pay appeals.

3.3 The headteacher will:

- Submit any updated pay policy to the governing body for approval;
- Ensure that the school's Senior Leadership Team (SLT) are briefed as appropriate on the application of the governing body's approach to pay progression and ensure consistency of approach in the application of this policy;
- Have the final say on all recommendations in relations to pay progression or otherwise;
- Submit pay recommendations to the governing body and ensure the Governing Body has sufficient information upon which to make pay decisions;
- Ensure that teachers are informed about decisions reached and that records are kept of recommendations and decisions made.
- Ensure that every teacher received their annual salary statement to ensure compliance.

4. Equality

4.1 Decisions relating to pay must always be applied fairly and in accordance with employment legislation and the school's Equality and Diversity in Employment Policy.

5. Teachers' pay

All teachers employed at the school are paid in accordance with the statutory provisions of the STPCD, as updated. A copy of the STPCD 2025 may be viewed online.

6. Pay Progression

6.1.1. The governing body (committee) will ensure that every teacher's salary is reviewed with effect from (and any decisions backdated to) 1 September each year and no later than 31 October (31 December for headteachers). By 31 October, the governing body will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled.

6.1.2 Pay reviews for all teachers, including the headteacher, will be conducted in line with the STPCD. The governing body must consider annually whether or not to increase the salary of teachers who have completed a year of employment with the school since the previous annual pay determination and, if so, to what salary within the relevant pay ranges.

6.1.3 All teachers including unqualified teachers are able to incrementally progress through their pay range yearly unless there is a performance reason why this should not be the case. In such circumstances, the teacher would have been informed that this would be the case before the last performance review meeting. Progression will normally be one increment (pay spine column point) on the 1st of September each year or the anniversary of their appointment with the school until they reach the top of their range.

6.1.4 The governing body may decide to withhold progression if a teacher is undergoing capability proceedings.

6.2 Headteacher Pay

Determining the Headteacher group and pay range

6.2.1 The governing body must assign the school to a headteacher group as set out in the STPCD by reference to the school's total unit score, calculated in accordance with the STPCD before determining the headteacher's pay range for the post**.** This determination includes STPCD advice on headteacher pay if the headteacher is appointed as headteacher of more than one school. In any determination or redetermination of leadership pay, the pay range for the headteacher will start no lower than the minimum of the relevant headteacher group and the pay range for any deputy or assistant head in the school.

6.2.2 Where the headteacher is appointed as headteacher of more than one school on a permanent basis (Executive Headteacher), the governing body of the headteacher's original school or, under the Collaboration Regulations, the collaborating body must calculate the headteacher group by combining the unit score of all the schools for which the headteacher is responsible to arrive at a total unit score, which then determines the headteacher group.

On Appointment:

6.2.3 When determining the headteacher pay range, the governing body will take into account:

- all the permanent responsibilities of the role, including any permanent responsibility as the headteacher of more than one school;
- any challenges that are specific to the role;
- all the other relevant considerations, for example, any recruitment and retention difficulties, the requirements for a fixed-term appointment or candidate specifications, including how well the appointee meets the requirements of the post;
- would it be appropriate to set the starting salary above the minimum of the relevant headteacher group; and
- how much room is appropriate for progression for the individual?

6.2.4 The pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the governing body may determine to use its discretion to set the leadership pay range to exceed the maximum where they determine that circumstances specific to the role or candidate warrant a higher than normal payment. The maximum of the headteacher's pay range and any additional payments made in line with paragraph 10 of the STPCD 2025 must not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances. In both such circumstances the governing body must seek external independent advice and supported by a business case (e.g. from the LA) before a decision. In the case of community and voluntary controlled schools, any decision to pay more than the school's group size must be agreed by the relevant local authority officer (e.g. Director Schools and Learning) before such pay can be offered and confirmed to the headteacher.

6.2.5 When determining the headteacher pay range to advertise, the governing body will consider whether or not it would pay above the advertised pay range for an exceptional candidate. If the governing body considers that it would, this information will be clearly stated in the advertisement and/or recruitment pack. The governing body will record its reasons for the determination of the head pay range and salary on appointment.

6.2.6 Where the headteacher pay range has been determined above the our school's group size, a new determination should be made to align the headteacher's pay with our headteacher's pay group. Any shortfall following the new determination will be safeguarded in line with STPCD..

6.2.7 The governing body will ensure that the process of determining the remuneration of the headteacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the headteacher pay range and the ratification of decisions made in this respect.

6.2.8 The headteacher pay range for the academic year 2025-2026 is as set out in Appendix 4.

6.3 Headteacher pay progression **(See paragraph 6.for further details)**

6.3.1 The governing body must consider annually whether or not to increase the salary of the headteacher who has completed a year of employment since the previous pay determination in their school and, if it determines to do so, to what salary within the relevant pay range.

6.3.2 The pay committee may re-determine the serving headteachers "pay range", in accordance with the provisions of the STPCD, as at 1 September or where a teacher started other date than for the annual salary determination for 1st September, this will be with effect from the anniversary date of the teacher taking up that post in the school.

6.4 Temporary payments to the headteacher

6.4.1 An additional temporary payment (of up to 25% of annual salary) in accordance with the provisions of the STPCD and will only be considered for additional responsibilities that are undertaken on a clearly temporary or irregular basis, and which have not already been taken into account when determining the headteacher pay range, for example, any temporary responsibility for additional

schools. All recruitment and retention considerations must be taken into account when setting the headteacher's pay range.

6.5 Overall limits on Headteacher pay

6.5.1 Ordinarily, the pay committee will ensure that the total sum of salary and any other payments made to the headteacher in any school year does not exceed 25% above the maximum of the headteacher group, excepting any additional payments made for residential duties that are a requirement of the post or payment in respect of relocation benefits which relate solely to the personal circumstances of the headteacher.

6.5.2 In wholly exceptional circumstances, the governing body will consider using its discretion to exceed the normal limits on temporary payments and the sum of total salary, as set out in the STPCD. However, before agreeing to do so, the governing body will seek advice from the Council before providing such agreement.

6.6 **Deputy/Assistant headteachers**

Determining the Deputy / Assistant headteacher pay range

6.6.1 Posts will meet the basic criterion of "leadership responsibilities across the whole school to be paid on the leadership pay ranges. The professional duties of deputy and assistant headteachers are set out within the STPCD 2025.

6.6.2 The governing body will determine a five point pay range for head of school, deputy and assistant headteachers on 1 September each year or at any other time of year in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in circumstances and / or the responsibilities of serving deputy or assistant headteachers.

6.6.3 The governing body will, when a new appointment for deputy/assistant needs to be made, determine the pay range to be advertised and agree pay on appointment as follows

- The deputy/Assistant will start no lower than the minimum of the leadership scale;
- The pay committee will determine a pay range which 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, including recruitment and retention factors;
- Ensure that salary on appointment is such that there is scope for future pay progression.
- Ensure that the start of the minimum assistant headteacher range is higher than that of the highest paid class teacher in the school.

6.6.4 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. The governing body will record the rationale for leadership pay determinations and the reasons for any

redetermination of pay.

6.6.5 When determining the deputy/assistant head pay range to advertise, the governing body will consider whether or not it would pay above the advertised pay range for an exceptional candidate. If the governing body considers that it would, this information will be clearly stated in the advertisement and/or recruitment pack. The pay committee will record its reasons for the determination of the deputy/assistant head pay range and salary on appointment.

6.6.6 The governing body has determined that 1 deputy headteacher post and 2 assistant headteacher posts are to be included in the school's staffing structure. Where there is more than one deputy headteacher or more than one assistant headteacher, the governing body have the discretion to determine different pay ranges for each post.

6.6.7 The governing body has determined a pay range for deputy and assistant headteachers in accordance with the provisions of the STPCD 2025 with due regard to pay rates for other teaching posts in the school and the headteacher.

6.6.8 The maximum of the deputy or assistant headteacher's pay range must not exceed the maximum of the headteacher group for the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.

6.6.9 The pay range for teachers on leadership grades for the academic year 2025-2026 are set out in Appendix 4.

6.7 **Deputy** / Assistant headteacher pay progression (See 6 for further details)

OTHER CLASSROOM TEACHERS

There are four pay ranges for other teachers:

I. the Main Pay Range for qualified teachers and shouldn't be paid on any other pay range;
II. the Upper Pay Range (Thresholds);
III. the Leading Practitioners Pay Range; and
IV. the Unqualified teachers pay range.

6.8 Leading practitioners

6.8.1 The governing body has determined that 2 leading practitioner posts are to be included in the school's staffing structure. These posts have the primary purpose of modelling and leading improvement of teaching skills. Additional duties will be set out in the job description of the leading practitioner. Successful candidates will demonstrate excellence in teaching and will be able to contribute to leading the improvement of teaching skills.

6.8.2 Where there is more than one leading practitioner post, the governing body has the discretion to determine different pay ranges for each post. The governing body will be able to justify its decision.

Determining the Leading Practitioner pay range

6.8.3 The pay range for each leading practitioner post for the academic year 2025-2026 is set out in Appendix 4.

6.8.4 A Leading Practitioner is not eligible for a teaching and learning responsibility payment or a special educational needs allowance.

Progression on the Leading practitioner pay range (See 6 for further details)

6.9 Classroom teachers

On appointment – Teachers with posts on the Main and Upper Pay Ranges

6.9.1 The Governing Body 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.

6.9.2 In making such determinations, the Governing Body has established the following pay scales for teacher posts paid on the Main Pay Range and Upper Pay Range:

Main Pay Range Scale – Inner London

September 2023/24		**September 2024/25 (5.5%)**		**September 2025/26**	
M1	36,745	M1	38,766	M1	40,317
M2	38,491	M2	40,608	M2	42,234
M3	40,318	M3	42,535	M3	44,238
M4	42,233	M4	44,556	M4	46,339
M5	44,615	M5	47,069	M5	48,952
M6	47,666	M6	50,288	M6	52,300

Upper Pay Range Scale – Inner London

September 2023/24		September **2024/25 (5.5%)**		**September 2025/26**	
UPR1	52,526	UPR1	55,415	UPR1	57,632
UPR2	55,107	UPR2	58,138	UPR2	60,464
UPR3	56,959	UPR3	60,092	UPR3	62,496

6.9.3 The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

6.9.4 The Governing Body will apply the principle of pay portability in making pay determinations for all new appointees as follows:

(a) When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing Body will pay the

teacher on the Main Pay Range and will allocate pay scale points given consideration on one of the following basis:

- one point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology College, or independent school;
- one point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
- one point for each three years of remunerated or unremunerated experience spent working in an occupation relevant to the teacher's work at the school including teaching overseas

The Governing Body will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.

(b) When determining the starting pay for a teacher who has previously worked in an LA maintained school in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement

(c) The Governing Body will also pay teachers who are "post-threshold teachers", as defined by the 2025 STPCD, on the Upper Pay Range. Teachers on the Upper Pay Range no longer need two successful reviews to progress on the Upper Pay Range, the requirement is for only one successful review in order to progress.

6.10 Upper Pay Range

6.10.1 Qualified teachers who have applied for and been assessed by this school as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the school's upper pay range as set out in paragraph 6.10.2 or Appendix 4. The criteria and process to progress to the Upper Pay range can be found in Appendix 1 and 2.

Progression on the Upper Pay Range (See 6 above and Appendix 1 & 2 for further details)

6.10.2 Any qualified teachers may apply to be paid on the upper pay range at least once a year. The headteacher shall assess any such application received and make a recommendation to the governing body, on whether the teacher meets the criteria in paragraph 15.2 of the STPCD 2025. Where a teacher is subject to the 2012 Regulations, the headteacher/governing body shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

6.10.3 It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

6.10.4 All decisions regarding pay progression will be made annually. Progression will normally be one increment until the teacher reaches the maximum of their UPR pay range.

6.10.5 Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school.

6.10.6 For new appointees who would have progressed to UPR point, the teacher's performance appraisal reports from their previous school can be considered by the Headteacher and/ governing body where it assists with pay progression decisions.

6.11 Main pay range

6.11.1 Qualified teachers who have not been assessed as meeting the criteria to access to upper pay range will be paid in accordance with the main pay range.

6.11.2 The Governing Body has adopted the following main pay range as set out in 6.10.2 and Appendix 4.

6.11.3 In determining where on the main pay range an individual teacher should be placed on appointment, the governing body will consider

- Specialist skills and knowledge
- Specialist qualifications
- Number of year's teachingexperience
- The teacher's currentremuneration

Progression on the Main Pay Range (See 6.1 for further details)

6.11.4 The evidence used will be only that available through the performance management/appraisal process and meeting the teacher's standards taking into account their role in the school. The governing body may consider awarding two-point progression where performance is assessed as having significantly exceeded the sustained and high quality of performance that must be demonstrated for one- point progression.

6.11.5 The pay committee will be advised by the headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee must be able to justify objectively its decisions.

6.12 **Early Careers Teachers (ECT's)**

6.12.1 Decisions on pay progression for ECT's subject to statutory induction arrangements will be taken by 31st October each year to take effect on and be backdated to 1st September of that year and will be based on a recommendation from the headteacher which takes account of the teacher's assessment under the induction arrangements and against the Teachers" Standards. Judgments will be properly rooted in evidence provided as part of the Induction process.

6.12.2 The induction period for ECT's is 2 school years however, ECTs are entitled to annual increments as do other qualified teachers and should not be affected by the extension of the induction period to

two years.

6.12.3 It is recommended that graduate teachers without evidence of their QTS be placed on unqualified teacher pay point (UNQ) subject to confirmation of their QTS. On gaining QTS, be placed on relevant main pay range point backdated to the QTS date.

6.13 **Unqualified Teachers Pay Range**

6.13.1 An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

6.13.2 In determining where on the unqualified teacher range an individual teacher should be placed on appointment, the governing body will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Previous teaching experience
- The teacher's current remuneration

6.13.3 The school's pay range for an unqualified teacher is as set out below and in Appendix 4

September 2023/24		**September 2024/25(5.5%)**		**September 2025/26 (4)**	
UNQ1	25,831	UNQ1	27,252	UNQ1	28,343
UNQ2	28,194	UNQ2	29,745	UNQ2	30,935
UNQ3	30,557	UNQ3	32,238	UNQ3	33,528
UNQ4	32,640	UNQ4	34,435	UNQ4	35,814
UNQ5	35,000	UNQ5	36,925	UNQ5	38,402
UNQ6	37,362	UNQ6	39,417	UNQ6	40,994

Progression on the Unqualified Pay Range (See 6.1 for further details)

6.13.4 Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

6.13.5 Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The governing body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

6.14 Unqualified Teachers' Allowance

6.14.1 The governing body has the discretion to award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure the teacher has taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or where the teacher holds qualifications or experience which bring added value to the role being undertaken.

6.14.2 Unqualified Teacher who becomes qualified

a) Upon obtaining qualified teacher status (QTS), the unqualified teacher must be transferred to a salary within the main pay range for teachers.

b) Where the teacher continues to be employed by the school the main pay range salary must not be less than that paid to them as an unqualified teacher.

c) A teacher who obtains QTS retrospectively must be paid a lump sum at the time when QTS was effectively obtained but not before the date of employment at the school.

7 Allowances for classroom teachers

7.1 Teaching and Learning Responsibility Payments

7.1.1 TLRs can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group.

7.1.2 The pay committee may award a TLR to a classroom teacher in accordance with the STPCD.

7.1.3 The award may be while the teacher remains in the same post or covering another post that attracts a TLR in the absence of the substantive post-holder.

7.1.4 From 1st September 2025, the pay committee may determine the value of any existing or new TLR1 and TLR2 payment, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent duty. Where a part-time teacher is undertaking a TLR1 or TLR 2, relevant bodies are no longer mandated to utilise the pro-rata principle (as defined at paragraph 40.1) when determining the value of the TLR1 or TLR 2 payment. However, the pay committee must act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

7.1.5 TLR 1 or 2 payment will be made for undertaking a sustained additional responsibility in the school staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The annual value of a TLR1 must be no less than £10,174 and no greater than £17,216. The annual value of a TLR2 must be no less than £3,527 and no greater than £8,611.

7.1.6 All job descriptions will be regularly reviewed and will make clear the responsibility or package of responsibilities for which a TLR is awarded.

7.1.7 The pay committee may award a fixed-term TLR3 of between £702 and £3,478 for identifiably time-limited school improvement projects, the duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term. The relevant body should not award consecutive TLR3s for the same responsibility. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. No safeguarding will apply in relation to an award of a TLR3. Where a TLR3 is awarded with a fixed term of less than one year then the total value should be determined proportionately to the annual value. Where a TLR3 is awarded to a part-time teacher the value should not be amended to reflect the part-time hours of the individual in receipt of the award; the pro-rata principle does not apply to TLR3.

7.1.8 TLRs are awarded at the discretion of the governing body and will only be awarded if the governing body is satisfied that the duties of the post include a significant responsibility that is not required of all classroom teachers and that:

a) is focused on teaching and learning;
b) requires the exercise of a teacher's professional skills and judgement;

7.1.9 In addition to the above, the award of a TLR 1 or 2:

a) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
b) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils, and;
c) involves leading, developing and enhancing the teaching practice of other staff.

7.1.10 In addition, before awarding a TLR1, the governing body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

7.1.11 See Appendix 4 for the schedule of payments.

7.2 Special Educational Needs Allowance

7.2.1 A Special Educational Needs (SEN) allowance can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group. The role of SENCO, as a managerial responsibility, is not one that meets the criteria for a SEN allowance, but rather it is more appropriately rewarded by a TLR payment. If, in addition to their SENCO role, a teacher meets the criteria set out in the STPCD, then they should be eligible for both a TLR payment and a SEN allowance. However, they are distinct payments – one payable for additional responsibility, the other for the demands of the teaching role they are carrying out.

7.2.2 The governing body will award a SEN Allowance to a classroom teacher or SEN support teacher:

a) in any SEN post that requires a mandatory SEN qualification (not including the mandatory SENCO qualification leading to the achievement of the National Award for

Special Educational Needs Co-Ordination),

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 pupil referral unit) that is analogous to a designate 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 judgment 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 schools or unit within the school or, in the case of an unattached teacher, the unit or service.

7.2.3 The SEN allowance is determined as a spot value, taking into account the structure of the school's SEN provision and:

a) whether any mandatory qualifications are required,

b) the qualifications and expertise of the teacher relevant to the post, and

c) the relative demands of the post.

7.2.4 The values of the SEN allowance to be awarded should be of no less than £2,787 per annum and no more than £5,497per annum and are set out in Appendix 4.

7.2 Additional allowances

Acting Allowance for Teachers

7.3.1 Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher, or assistant headteacher, but has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher, the governing body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an "acting allowance" must be paid in accordance with the following provisions.

7.3.2 Where the governing body determines that an acting allowance will not be paid but the relevant duties continue, then the governing body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

7.3.3 If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to such point on the leadership pay spine as the governing body has determined applies to the headteacher, deputy headteacher or assistant headteacher (the teacher's total remuneration must not be lower than the minimum of the respective pay range of the post they are acting up to for as long as the acting allowance is paid).

7.3.4 For as long as an acting allowance is being paid, the teacher will be expected to undertake the

professional responsibilities applicable to a headteacher, deputy headteacher or assistant headteacher and work to the relevant teachers" standards.

7.3.5 Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for the period of at least 12 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

7.3.6 Where an employee who is not a teacher is undertaking partial duties of a higher graded role, a special recognition agreement may instead be considered.

7.3 Additional Payments

7.4.1 The relevant body may make such payments as it sees fit to a teacher in respect of:

a) Continuing professional development undertaken outside the school day;

b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

c) Participation in out-of-school hours learning activity agreed formally between the teacher and the headteacher or governing body. Teachers will not be compelled to offer such an activity but, where they do, the governing body will expect a more formal commitment from the teacher and that the head teacher may direct the place, timing, frequency of the activity as well as which pupils take part and the content. In these circumstances, the school will offer a payment to the teacher equating to an appropriate value for example at a flat hourly rate.

d) In order to ensure effective work life balance and also value for money in the delivery of the services provided the governing body should consider carefully who is best placed to undertake these activities. It may not necessarily be a teacher and the use of support staff might be more appropriate. Activities should be offered to staff following a fair and transparent process.

e) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

7.4 Recruitment and retention incentives and benefits

7.5.1 Payments will not be made under the "recruitment and retention" criteria for additional work undertaken, for specific responsibilities or to supplement pay for reasons other than, under STPCD 2025 paragraphs 27.1 and 27.2, for the re-imbursement of reasonably incurred housing or relocation costs.

7.5.2 In the case of retention, a recommendation to offer incentives or benefits would be made by the headteacher for teachers to the pay committee.

7.5.3 Governing bodies are free to determine the value of any reward. In their determinations, the governing body should consider whether recruitment and retention incentives and benefits should be offered to new or existing teachers, and should make clear at the outset the expected duration of any such incentives and benefits, and the review date (usually annually) after which they may be withdrawn.

7.5.4 Subject to paragraph 27.2 in the STPCD, governing bodies may consider introducing a salary advance scheme for a rental deposit as an additional tool for supporting the recruitment and retention of teachers.

7.5.5 These should be set out in writing and if necessary include a review date. The governing body must make budget provision for such payments. The governing body will be able to justify its decision and have clearly defined criteria for making such decisions.

7.5.6 The Governing Body will conduct a formal regular assessment of such award.

7.5.7 All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher – including non-monetary benefits – must be taken into account when determining the pay range.

7.6 Part-time teachers

7.6.1 Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part-time. The governing body will ensure that part time teachers are given a written statement detailing their working time obligations (within and beyond the school day) and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison to the school's timetabled teaching week for a full-time teacher in an equivalent post.

7.6.2 Part time teachers will be paid a pro-rata percentage of the appropriate full-time equivalent salary against the timetable week and the same percentages will be applied to any allowances awarded, other than a TLR3. Where a part-time staff have full responsibility of the TLR duties, they will be entitled to the full value of the TLR amount.

7.6.3 Further guidance is available from the council to assist schools with calculating part- time entitlement and pay.

7.7 Short notice/supply teachers

7.7.1 Teachers employed on a day-to-day or other short notice basis must be paid in accordance with the STPCD 2025 on a daily rate calculated by dividing the annual amount by 195.

7.7.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual amount by 1,265 to give an hourly rate.

7.7.3 A short notice teacher who is employed by the school or another school in the authority throughout a period of 12 months (beginning August or September) will not be paid more in respect of that period that s/he would have if s/he had been in regular employment throughout the period.

7.8 Salary sacrifice

7.8.1 The governing body supports the following salary sacrifice arrangements: [Childcare vouchers, cycle scheme, tech scheme). Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

7.9 Salary safeguarding

7.9.1 Salary safeguarding will be paid to eligible teachers and in line with the provisions of the STPCD.

8 Teacher Pay Appeals

8.1 Teachers may seek a review of any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.

8.2 Appeals may be made on the grounds that the person or committee by whom the decision was made, for example:

a) Has incorrectly applied any provision of the STPCD,
b) Has failed to have proper regard for statutory guidance,
c) Has failed to take proper account of relevant evidence,
d) Took account of irrelevant or inaccurate evidence;
e) Was biased, and/or,
f) Otherwise unlawfully discriminated against the teacher concerned.

This list is not exhaustive.

8.3 Further detail on the order of proceedings for a teacher pay appeal is included in Appendix 3

Document Control

This policy has been developed through a process of consultation with the relevant Recognised Trade Unions and due to the complexities of this area of employment and education law, the Local Authority expects all Governing Bodies of Community and Voluntary Controlled schools to adopt this policy without amendment.

Should, exceptionally, a Governing Body seek to amend this recommended document or adopt an alternative procedure, the Governing Body must undertake formal consultation collectively with the recognised Teacher Trade Unions and confirm any amendments with the Local Authority via Haringey Schools HR.

The Governing Body of (Name of School) adopted this policy on:

Version 4	**01 September 2025**	**Summary of Changes**
		• **Introduction** - New sections 1.1, 1.5, 1.6, 1.7, 1.8 • **Principles** - New 2.7
		• **Reference to Pay Committee in the document** – This is deleted as this may vary among schools. This will allow schools to use the name of their own relevant committee
		• 6.1.3 Reworded for clarity and to remove any ambiguity around teacher's pay progression.
		• 6.2.6 Reworded for clarity and to align with sections 5 & 6 of STPCD.
		• 6.10.3 – New replacing the old one which is now 6.10.4
		• New Appendix 6 – Suggested Terms of Reference for the Pay Committee or such relevant school committee

SCG	03.02.2026	Policy Discussed	SCG
Employer	**03.02.2026**	**Policy Recommended to schools for adoption**	**HR**

Appendix 1: Progression to the Upper Pay Range

It is the responsibility of teachers to decide whether they wish to apply to be paid on the Upper Pay Range. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with paragraph 15 of the STPCD 2025 and the process set out in this pay policy.

An application from a qualified teacher will be successful where the governing body is satisfied that the teacher;

a) is highly competent in all elements of the relevant standards; and
b) the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

In this school, teachers will be eligible to apply for progression where the teacher has progressed to the top of the school's main pay range. All applications should include the results of the two most recent successful appraisals in this school. Each of the two assessments and recommendations contained within them should be considered to determine whether taken as a whole, the evidence demonstrates that the teacher meets the criteria to progress to UPR point. No additional evidence should be required of the teacher. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only.

Process:

One application may be submitted annually. The closing date for applications is normally 31 October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the school's UPR application form (Appendix 2). Submit the application form and any supporting evidence the teacher wants to present to the headteacher by the closing date.
- Notification of the name of the assessor of the application will be sent to the teacher within 5 working days;
- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- 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 the 31st October. 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 days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for

improvement in order to meet the relevant criteria.

- Successful applicants will move to the minimum of the UPR backdated to 1 September of the year of application.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in this pay policy.

Assessment:

- The teacher will be required to meet the criteria set out in paragraph 15 of the STPCD, namely that: The teacher is highly competent in all elements of the relevant standards; and The teacher's achievements and contribution to the school are substantial and sustained.

  - In this school, this means: "**highly competent":** the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and application of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

  - "**substantial":** the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a positive contribution to the wider life and ethos of the school, which impacts on pupil progress and the effectiveness of staff and colleagues.

  - "**sustained":** the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see paragraph 5 of this policy). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently in line with the expectations contained in the school's appraisal policy.

For further information, including information on supporting evidence, please refer to the teacher appraisal policy.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This will not be bound by any pay decisions made by another school.

Progression to the upper pay range is permanent, while the teacher remains in the same post or takes up another post in this school.

Appendix 2: Application to be paid on the Upper Pay Range

Personal Information:

Name:	Job Title:
School:	Date of application:
Date of last application (as appropriate):	

Written Statement:

Details of Performance Management/Appraisal: Years covered by planning/review statements

Schools covered by planning/review statements

Summary of application

(Continue on additional sheets if needed)

Declaration

I confirm that at the date of this request for assessment I meet the eligibility criteria and I submit the performance management/appraisal (and brief supporting evidence as appropriate).

Signed (applicant): Date:

Appendix 3 – Teacher Pay Appeals

The Governing Body is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and has been adopted by the school as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a Committee acting with delegated authority) that affects their pay.

Stage 1 – Representation Hearing

1. For the representation hearing and appeal hearing, the teacher may be accompanied by a colleague or trade union representative.

2. The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.

3. If the teacher wishes to discuss the decision, or make representations, he/she should do so in writing to the chair of the Pay Committee, within **ten working days** of the decision. The letter should outline the grounds of appeal.

4. The Pay Committee will arrange to meet the teacher to discuss the issues within 20 working days. The head teacher should also attend the meeting to clarify the grounds for the recommendation.

5. The Pay Committee will further consider the decision and will write to the teacher with the outcome.

6. Where the teacher continues to be dissatisfied, he/she may proceed to stage 2 of the process.

Stage 2 - Appeal Hearing

1. The teacher should set out in writing the grounds for appealing the pay decision and send it to the Chair of the Appeal Committee / head teacher / other designated person (as determined by the governing body) within ten school working days of receipt of the written outcome of the stage 1 decision (see above)

2. The Clerk to Governors will arrange for an appeal hearing to take place, normally within 20 school working days of receipt of the written appeal notification.

3. The appeal should be heard by a panel of three eligible governors who were not involved in the original decision.

4. The procedure for formal appeal meetings will be:

4.1 Chair introduces everyone and their role in the proceedings. Those required to attend:

a. Chair and other panel members
b. Employee and employee representative (if accompanying employee)
c. Any witnesses for the employee side
d. Pay Committee representative who will state the management case
e. Any witnesses for the management side
f. Clerk to the meeting
g. HR Adviser to give advice to the panel (if in attendance)

4.2 The teacher will present their case including any evidence they wish to have considered and any witnesses to support their case.

4.3 Chair and/or panel members ask questions.

4.4 Pay Committee representative will state their case including the evidence on which the decision was based and any witnesses to support the case.

4.5 Chair and/or panel members ask questions of the management.

4.6 Both parties may make a closing statement if they wish.

4.7 The Appeal Committee will then consider all the evidence in private and reach a decision.

4.8 The Appeal Committee will write to the teacher outlining its decision and the reason/s for it.

4.9 The decision of the Appeal Committee is final.

Appendix 4 – Teachers Pay Scales for 2025

1.1 SCHOOL TEACHERS – LEADERSHIP GROUP

HARINGEY COUNCIL TEACHERS - LEADERSHIP GROUP PAY SCALES 1st September 2025										
LDS Sp PT	**Sep 24 Rate**	Sep 25 Rate	Grp 1	Grp 2	Grp 3	Grp 4	Grp 5	Grp 6	Grp 7	Grp 8
1	59,168	£61,553								
2	60,643	£62,857								
3	61,718	£64,187								
4	63,016	£65,537								
5	64,359	£66,933								
6	65,731	£68,361	X							
7	67,251	£69,941	X							
8	68,582	£71,326	X	X						
9	70,054	£72,856	X	X						
10	71,613	£74,478	X	X						
11	73,224	£76,153	X	X	X					
12	74,701	£77,689	X	X	X					
13	76,330	£79,383	X	X	X					
14	77,999	£81,119	X	X	X	X				
15	79,700	£82,888	X	X	X	X				
16	81,577	£84,840	X	X	X	X				
17	83,235	£86,564	X	X	X	X				
18*	84,248	£87,618	X							
18	85,091	£88,495		X	X	X	X			
19	86,967	£90,446		X	X	X	X			
20	88,890	£92,446		X	X	X	X			
21*	89,957	£93,555		X						
21	90,856	£94,490			X	X	X	X		
22	92,878	£96,593			X	X	X	X		
23	94,938	£98,736			X	X	X	X		
24*	96,105	£99,949			X					
24	97,067	£100,950				X	X	X	X	
25	99,241	£103,211				X	X	X	X	
26	101,461	£105,519				X	X	X	X	
27*	102,714	£106,823				X				
27	103,740	£107,890					X	X	X	
28	106,082	£110,325					X	X	X	X
29	108,482	£112,823					X	X	X	X
30	110,944	£115,382					X	X	X	X
31*	112,332	£116,825					X			
31	113,456	£117,994						X	X	X
32	116,035	£120,676						X	X	X
33	118,690	£123,438						X	X	X
34	121,390	£126,246						X	X	X
35*	122,944	£127,862						X		

35	124,174	£129,141							X	X
36	127,010	£132,090							X	X
37	129,942	£135,140							X	X
38	132,917	£138,234							X	X
39*	134,580	£139,963							X	
39	135,926	£141,363								X
40	139,091	£144,655								X
41	142,333	£148,026								X
42	145,655	£151,481								X
43*	147,585	£153,488								X

Notes

Points 18*, 21*, 24*, 27*, 31*, 35*, 39* and 43 on the Leadership Pay Range are the proposed salary figures for head teachers at, or moving to, the top of the school group ranges only. These different figures are a legacy of the 2015 STPCD which provided for no uplift to the maxima of the eight head teacher group ranges.

1.1.2 SCHOOL TEACHERS – LEADING PRACTITIONERS

HARINGEY COUNCIL LEADING PRACTITIONER SCALE
1ST SEPTEMBER 25

Sp PT	Sep 24 Rate	Sep 25 Rate	Scales	Sp PT	Sep 24 Rate	Sep 25	Scales
1	59,478	59,478	LP	7	73,957	£76,915	LP
2	61,681	61,681	LP	8	76,692	£79,760	LP
3	63,961	63,961	LP	9	79,536	£82,717	LP
4	66,325	66,325	LP	10	82,480	£85,779	LP
5	68,780	68,780	LP	11	85,509	£88,929	LP
6	70,729	70,729	LP				

1.1.3 SCHOOL TEACHERS – QUALIFIED CLASSROOM TEACHER

HARINGEY COUNCIL QUALIFIED TEACHER SCALE
1ST SEPTEMBER 2025

Sp PT	Sep 24Rate	**Sep 25Rate**	Scales	Sp PT	Sep 24Rate	**Sep 25Rate**	Scales
1	38,766	£40,317	QTEACH	4	44,556	£46,339	QTEACH
2	40,608	£42,234	QTEACH	5	47,069	£48,952	QTEACH
3	42,535	£44,238	QTEACH	6	50,288	£52,300	QTEACH

1.1.4 SCHOOL TEACHERS – UPPER PAY RANGE

HARINGEY COUNCIL TEACHERS - UPPER PAY SCALE
1ST SEPTEMBER 2025

Sp PT	Sep 24 Rate	**Sep 25 Rate**	Scales
1	55,415	£57,632	PTQTEACH
2	58,138	£60,464	PTQTEACH
3	60,092	£62,496	PTQTEACH

1.1.5 SCHOOL TEACHERS – UNQUALIFIED TEACHERS

HARINGEY COUNCIL TEACHERS - UNQUALIFIED PAY SCALES
1st September 2025

Sp PT	Sep 24 Rate	Sep 25 Rate	Scales
1	27,252	£28,343	UQ TEACH
2	29,745	£30,935	UQ TEACH
3	32,238	£33,528	UQ TEACH
4	34,435	£35,814	UQ TEACH
5	36,925	£38,402	UQ TEACH
6	39,417	£40,994	UQ TEACH

1.1.6 SCHOOL TEACHERS – ALLOWANCES

HARINGEY COUNCIL TEACHERS
ALLOWANCES - 1st September 2025

Teaching & Learning Responsibility

PT	Sep 24 Rate	**Sep 25 Rate**
2a	3,391	£3,527
2b	5,643	£5,869
2c	8,279	£8,611
1a	9,782	£10,174
1b	12,030	£12,511
1c	14,280	£14,851
1d	16,553	£17,216

TLR 3

3 Min	679	£702
3 Max	3343	£3,478

Recruitment & Retention

PT	Sep 22 Rate	Sep 24 Rate		Sep 2025
1	1002	1,057	Freeze	£1,099
2	1970	2,078	Freeze	£2,161
3	2985	3,149	Freeze	£3,275
4	4158	4,387	Freeze	£4,562
5	5415	5,713	Freeze	£5,942

Special Needs

PT	Sep 24Rate	Sep 25 Rate	
1	2,679	£2,787	
2	5,284	£5,497	

Appendix 5 – List of Administrative duties that should not be carried out by teachers.

1. Managing data and transferring data about pupils into school management systems (e.g. Question Level Analysis) or printing electronic records for paper filing.
2. Reformatting data or re-entry of data into multiple systems.
3. Production of photographic evidence of practical lessons e.g. for assessment purposes or to 'evidence' learning.
4. Creation or duplication of files and paperwork perceived to be required in anticipation of inspection, such as copies of evidence portfolios, or regularly updated seating plans.
5. Administration or data analysis relating to wraparound care and preparation of food/meals.
6. Administration of public and internal examinations.
7. Collating pupil reports e.g. reports of pupil examination results.
8. Producing and collating analyses of attendance figures.
9. Investigating pupil absence
10. Responsibility for producing, copying, uploading and distributing bulk communications to parents and pupils, including standard letters, school policies, posts on electronic platforms.
11. Administration relating to school visits, trips and residentials (including booking venues, collecting forms and recording lunch requirements) and of work experience (but not selecting placements and supporting pupils by advice or visits).
12. Organisation, decoration and assembly of the physical classroom space e.g. moving classrooms, moving classroom furniture, putting up and taking down classroom displays.
13. Ordering, setting up and maintaining ICT equipment, software, and virtual learning environments (VLEs), including adding pupils to VLEs and online subscription platforms.
14. Ordering supplies and equipment.
15. Cataloguing, preparing, issuing, stocktaking, and maintaining materials and equipment, or logging the absence of such.
16. Collecting money from pupils and parents.
17. Administration of cover for absent teachers.
18. Co-ordinating and submitting bids (for funding, school status and the like).
19. Administration of medical consent forms and administering of medication on a routine or day-to-day basis.
20. Taking, copying, distributing or typing up notes (e.g. verbatim notes) or producing formal minutes.
21. Producing class lists or physical copies of context sheets.
22. Keeping and filing paper or electronic records and data e.g. in school management systems or physical office files.
23. Bulk photocopying.

Appendix 6 – Suggested Terms of Reference for the Pay Committee

Membership
Membership shall consist of at least three governors. The headteacher will attend in an advisory capacity and will withdraw when his / her salary is under discussion. Staff governors are not recommended as members of the committee.

Clerking
The Governing Body clerk will clerk this committee. In the event this is not possible, a cover Governing Body clerk will be requested. Only in rare circumstances will the clerk be a governor of the committee. It is not appropriate for a member of school staff to cover this meeting.

Quorum
Three Governors

Frequency and conduct of meetings

- The Governing Body will appoint the Chair of the Committee at the beginning of the academic year.
- The Committee will meet when pay decisions have to be made and in line with the timeframe in the pay policy
- The agenda and all associated papers must be prepared and distributed at least seven days before the meeting.
- The draft minutes must be typed, approved by the committee chair and distributed to pay committee governors within 14 days of the meeting, and at least 7 days before the full Governing Body meeting.

Responsibilities

- To implement the School Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions.
- To oversee the annual pay review for each member of staff, including the leadership group, based on the criteria set out in the Pay Policy.
- On the basis of recommendations from the headteacher, make the determination about all applications to the upper pay range.
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales.
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body.
- To recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews.
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Board, as appropriate and at lease annually.
- To establish a moderation panel for staff appraisal.
- To quality assure and moderate the processes for pay progression.
- To review annually trends in pay progression, including an analysis of progression across specific groups of staff.
- If appropriate, to work with the School's Link HR and School Improvement Advisers.
- Decisions about starting salary for members of staff (except the headteacher) will be delegated to the headteacher or selection panel as appropriate

- In the case of a new headteacher appointment, the full Governing Body will determine the salary range, however the determination of the starting salary will be made by the selection panel under their delegated powers

Appendix 7 - Sample Criteria for Recruitment & Retention Incentive & Benefits for teachers

Philosophy

We believe in the importance of having a school, which is a safe, secure and attractive place to work and where the staff feel valued, empowered and supported.

We believe that retaining, developing and motivating the school's workforce is a key to providing the best education for our pupils.

We believe in a consistent and equitable approach to the appointment of all staff.

The purpose of the allowance is for recruitment and retention, not for carrying out specific responsibilities or to supplement pay in other ways.

Allowances

The Governing Body may pay recruitment awards in exceptional circumstances.

The Governing Body will review the level of payment/benefits annually.

The Governing Body will make clear at the outset the expected duration of the allowance and the review date after which it may be withdrawn.

A review of rates will be necessary if the Governing Body intends to increase the level of these awards in line with general increases to salaries, or in other circumstances which the Governing Body may determine.

The above will be kept under review and subject to change.