

# **Pay Policy**

**September 2024 – August 2025**

## 1. POLICY & PURPOSE

The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and as such will set out the basis on which the school determines teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. The policy has been consulted on with staff and/or the recognised trade unions, and a copy will be published and available to all staff.

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

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

### **The Management Committee is committed to:**

- e) Reviewing the pay policy annually against the targets set under the school improvement plan, the confines of the agreed budget and the Management Committee's
- f) spending priorities.
- g) Working within framework documents referred to in staff contracts, specifically:
  - i. **For teachers:** The School Teachers' Pay and Conditions Document (STPCD) and statutory regulations affecting the employment and conduct of teaching staff.
  - ii. **For support staff:**

Surrey Pay (nb Surrey Pay, pay, terms and conditions are subject to collective bargaining between the county council and the relevant trade unions as set out in the Surrey Pay Policy Statement on the council's website and published annually on the Surrey Education Services Hub.)

- h) Assuring the quality of teaching and learning
  - i) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
  - j) Complying with equalities legislation, specifically the following (as amended) : Employment Rights Act 1996, the Employment Relations Act 1999, the Employment Act 2002, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, the Agency Worker Regulations 2010, the Equality Act 2010 and the Equality Act 2010 (Amendment) Regulations 2023.

## **2. THE PAY COMMITTEE: TERMS OF REFERENCE**

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

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

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee feels it to be appropriate, any matter may be passed to the full Management Committee for ratification.
- d) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- f) Recommend to governors the annual budget needed for the payment of staff.

### **The Committee shall be required to:**

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

### **3. DETERMINING SALARY FOR NEW APPOINTMENTS**

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

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

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

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

#### **SCHOOL IS COMMITTED TO THE GENERAL PRINCIPLE OF PAY PORTABILITY:**

For classroom teacher posts on the main pay range or upper pay range, the school will restrict the salary range to the minimum of the main pay range and the maximum of the upper pay range. Equally for unqualified teacher appointments, the salary range will represent the minimum and maximum of the unqualified teachers' pay range. The Management Committee's general policy, when determining the starting salary for a classroom teacher on the main, upper or unqualified teachers' pay range whose previous appointment was within a maintained school or academy, will be to appoint the teacher on a salary which at least equals the teachers' previous salary, taking into account any pay progression determinations made but not yet implemented by the previous school.

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers; the salary determination will have regard to any qualifications or experience s/he may have, which are considered to be of value and relevant to the role.

In determining the salary range for a post in which the primary purpose is modelling and leading improvement of teaching skills ('leading practitioners'), an individual post range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

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

#### **3.2 Leadership Group**

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

##### Headteacher

The Management Committee will determine a pay range for the headteacher by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that

there is appropriate scope in the range to allow for performance related progression over time. The school is currently a Group One School.

The Management Committee will only re-determine the headteacher's pay range in the circumstances specified in the STPCD.

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

#### Deputy Headteacher and Assistant Headteacher

The salary range for a deputy headteacher and assistant headteacher shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the headteacher group for the school.

The Management Committee will only re-determine the pay range of a deputy or assistant headteacher in the circumstances specified in the STPCD.

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

### **3.3 Part Time Teachers**

Teachers employed on an ongoing basis who work less than a full working week are deemed to be part-time. A written statement should be provided 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 working week for a full-time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.

### **3.4 'Bank' – Short Notice/Supply Teachers**

Teachers employed on a day-to-day or other short notice basis will be paid daily 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. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of  $1/195^{\text{th}}$  of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate.

### **3.5 Support Staff**

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

The salary gradings for posts shall be based on the job description prepared by the headteacher or other appropriate person and have regard to the terms and grading

applicable for similar roles or work throughout the LA and to any model frameworks for the pay and grading of support staff produced by the LA.

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

Where an employee is promoted or re-graded onto a higher salary he/she must be placed on a salary within the new grade which is at least 2.5% higher than his/her previous salary position. This will usually be the minimum of the new salary range. Whilst this is the general position, occasionally other assimilation arrangements will have been agreed or may be more appropriate.

## **4. PAY REVIEWS AND PROGRESSION**

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

The Management Committee must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination.

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

The Management Committee will complete annual pay reviews for all eligible teachers, other than the headteacher, by 31 October. The headteacher's annual pay review will be completed by 31 December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.

All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher appraisal are set out in the school's appraisal policy which should be read in conjunction with this pay policy.

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

Teachers who have been on maternity or extended sick leave for all, or part, of the appraisal year are entitled to consideration for pay progression in the same way as other teachers, whether or not they have returned to service following the period of absence.

In the event of the performance appraisal process not having taken place, a decision will, by agreement with the teacher, be reached based on the information that is available. This may include information from the previous performance appraisal or information on the teacher's performance during any part of the appraisal year that they were present.

The school will conduct a performance appraisal prior to a teacher starting their period of absence wherever this is appropriate. As an alternative, and by agreement with the teacher, a KIT Day may be used for the purposes of the appraisal meeting in the case of a teacher on maternity leave.

**The Management Committee's general policy is that any teacher who is at risk of not meeting the criteria for pay progression (Appendix 1) will receive prior warning of this as soon as possible during in-year reviews and given adequate opportunity to address concerns with appropriate support before the end of the appraisal year.**

#### **4.2 Determining Pay Progression (Classroom Teachers)** 'Classroom teachers', for the purposes of this paragraph, includes all teachers other than the leadership group.

All decisions regarding pay progression will be made with reference to teachers' appraisal reports and the pay recommendations contained within them. In the case of early career teachers (ECTs), pay decisions will be made by means of the relevant statutory induction process. When exercising pay determination for ECTs, the school will have due regard to the government's expectation that good classroom teachers should expect to reach the maximum of the main pay range within five years of starting their teaching career.

The school's pay structure for classroom teachers is contained within Appendix 1. This structure will apply to pay determinations made with effect from 1 September, resulting from evidence collected during the previous appraisal cycle. In the event that the Governing Body determines that amendments to the structure are required after the publication of this pay policy (to apply to decisions effective from the following September), these will be inserted into this pay policy and will be made available to teachers to inform the following year's appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

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 formal capability procedures.

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

All decisions regarding pay progression for the leadership group will be made with reference to appraisal reports and the pay recommendations contained within them.

The school's pay structure for the leadership group is contained within Appendix 2. This structure will apply to pay determinations made with effect from 1 September, resulting

from evidence collected during the previous appraisal cycle. In the event that the Management Committee determines that amendments to the structure are required after the publication of this pay policy (to apply to decisions effective from the following September), these will be inserted into this pay policy and will be made available to teachers to inform the following year's appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

It will be wholly exceptional for the total value of the headteacher's salary – including temporary payments - to exceed the limit of 25% of the amount that corresponds to the maximum of the headteacher group for the school in any given year. Should these circumstances arise, the Management Committee will prepare a full business case and will seek external independent advice from an appropriate person or body before the Management Committee decides whether it is justifiable to exceed the limit in each particular case. A clear audit trail for any advice received by the Management Committee and a full and accurate record of all decisions made by the Management Committee and the reasoning behind them will be kept.

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 formal capability procedures.

Examples of criteria leadership teachers should be working to:

To move up the Leadership Pay Scale, one annual point at a time, teachers will have met their objectives and the Headteacher (or Chair of Management Committee, in the case of the Headteacher) will be satisfied that:

- the teacher meets the Headteacher standards, as applicable.
- the teacher is consistently modelling excellent teaching practice the teacher has made a substantial impact on the effectiveness of staff and colleagues, including any specific areas identified as requiring improvement and
- the teacher has shown strong leadership in developing, implementing and evaluating policies and practice that contribute to school improvement.

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

Arrangements for pay progression are determined by Surrey County Council subject to negotiations with the recognised trade unions and with effect from 1 April each year. Pay progression through the salary range for the grade is subject to performance.

A decision to withhold a pay increase will require formal action to have been taken under the Management Committee's disciplinary/performance improvement/capability procedure and supporting evidence must be available to justify all decisions.

Details of pay progression arrangements determined each year will be notified to eligible support staff separately.

## **5. MOVEMENT TO THE UPPER PAY RANGE**

### **5.1 Applications and Evidence**

Movement to the upper pay range is not dependent upon a teacher taking on additional responsibilities or new job roles; it relates to the teacher's competence against the Teacher Standards and whole-school engagement and contribution. Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in accordance with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications should be made by 31<sup>st</sup> October in each academic year.

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

All applications will include the results of recent appraisals, including any recommendation on pay. The evidence should usually cover at least the previous two-year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

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

Applications should be made by submitting a brief covering letter confirming the request to apply to be paid on the upper pay range, referring to the relevant appraisal reports and any other evidence he/she wishes to have considered.

### **5.2 Assessment**

An application from a qualified teacher will be successful where the Management Committee is satisfied that:

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

For the purposes of this pay policy,

- "highly competent in all elements of the Teachers' Standards" means:
  - that the teacher's practice is secure, well-informed and consistently good or outstanding;
  - that the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.
- "substantial and sustained" achievements and contribution means:
  - That the teacher contributes at a strategic level to policy initiatives;
  - That the teacher makes a distinctive contribution to the raising of pupil standards;

- That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
- That the teacher contributes more broadly to the life of the school;
- That such contribution has been maintained over a period of time (at least one year)

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

The headteacher will consult with the teacher's appraiser as appropriate when considering the evidence.

### **5.3 Notification and Feedback**

After completing the assessment, the headteacher will notify the Governing Body of his/her recommendation. Once the Governing Body has determined the final decision, the headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 30<sup>th</sup> November in each academic year.

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

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

Successful applicants will be moved onto the upper pay range from 1 September following the application. It is the school's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range. The job description and responsibilities attached to the UPR post will be made clear to the teacher. Teachers employed under the STPCD on the upper (UPR) pay ranges must be considered for pay progression annually.

## **6 ALLOWANCES & OTHER PAYMENTS (TEACHERS)**

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

#### **TLR1s and TLR2s**

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

The annual value of a TLR1 for the academic year 2024/25 must be between £9,782 and £16,553 (FTE).

The annual value of a TLR2 for the academic year 2024/25 must be between £3,391 and £8,279 (FTE).

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

### **TLR3s**

A TLR3 is a fixed-term award. TLR3s may be awarded only for clearly time-limited school improvement projects, one-off externally driven responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The fixed-term for which they are to be awarded must be established at the outset of the award. The relevant body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above. TLR3s are not subject to safeguarding.

The Management Committee may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities, or where teachers are undertaking planning, preparation, coordination, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. To award a TLR3, the Management Committee must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2024/25 must be between £675 and £3,344. 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.

The pro-rata principle does not apply to TLR3s. This means that where a TLR3 is awarded to a part-time teacher the value should not be amended to reflect the part-time hours of the teacher in receipt of the award.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group postholders or unqualified teachers.

## **6.2 Recruitment and Retention Incentives and Benefits**

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

- Whether the post is in a nationally-recognised shortage subject area;

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

**Where such an incentive or benefit is awarded the Management Committee will determine:**

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

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

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

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

### **6.3 Special Educational Needs Allowances**

A SEN allowance of between £2,679 and £5,285 (FTE) per annum for the academic year 2024/25 will be paid to a teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- In a special school;

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

The spot value of any SEN allowance within the range outlined above, to be paid in accordance with the eligibility criteria above, will be determined as follows:

#### **6.4 Additional Payments**

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

- a) Continuing professional development undertaken outside of either the 1265 hours of directed time for full-time teachers; or the appropriate proportion of the 1265 hours of directed time for part-time teachers. Participation in CPD outside of directed time is voluntary and cannot be directed;
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) Participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

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

Unqualified teachers are not permitted to hold TLR or SEN allowances.

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

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

## **7. ALLOWANCES & OTHER PAYMENTS (SUPPORT STAFF)**

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

## **8. PAY APPEALS**

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

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

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion. The Pay Committee should convene a hearing within

10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

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

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

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

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

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

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

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

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

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

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

## **8.2 Support Staff**

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

## **9 Short Notice / Bank Supply Teachers**

- a) Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers.
- b) Teachers paid on a daily basis will have their salary paid at their own rate i.e., **1/195 x annual salary**, which includes an element of holiday pay.
- c) Teachers who work less than a full day will be hourly paid at their own rate i.e., **1/1265 x annual salary**, which includes an element of holiday pay.
- d) Teachers should be paid for all the hours they are required to be on the work premises. Consideration should be given to their entitlement to PPA time.
- e) A short notice teacher who is employed by Surrey County Council throughout a period of 12 months beginning in August or September must not be paid more in respect of that period than he/she would have received had he/she been in regular employment throughout the period.

## **10 ACCESS TO SALARY RECORDS**

Staff may have access to their salary records by giving reasonable notice during term time to the school business manager.

## **11 DATA PROTECTION**

The school processes personal data as part of the payroll process in accordance with the Management Committee's adopted data protection policy.

## **11 POLICY REVIEW**

This policy will be reviewed following the publication of the School Teachers' Pay & Conditions Document 2025 or earlier if required.

## APPENDIX 1

### PAY STRUCTURE FOR CLASSROOM TEACHERS

This appendix explains how pay progression will be determined for classroom teachers.

#### Pay Structure

- The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD). For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. These salary figures reflect those valid for the 2024/25 academic year.

**Table 1: Unqualified Teachers Pay Range in the Fringe**

National Pay Range	Reference Points	1st September 2024 to 31st August 2025
Minimum	Point 1	£23,140
	Point 2	£25,630
	Point 3	£28,123
	Point 4	£30,319
	Point 5	£32,813
Maximum	Point 6	£35,305

**Table 2: Qualified Teachers Main Pay Scale in the Fringe**

National Pay Range	Reference Points	1st September 2024 to 31st August 2025
Minimum	M1	£33,075
	M2	£34,974
	M3	£37,141
	M4	£39,495
	M5	£41,870
Maximum	M6	£45,037

**Table 3: Upper Pay Range in the Fridge**

<b>National Pay Range</b>	<b>Reference Points</b>	<b>1st September 2024 to 31st August 2025</b>
<b>Minimum</b>	<b>Point 1</b>	<b>£47,031</b>
	<b>Point 2</b>	<b>£48,719</b>
<b>Maximum</b>	<b>Point 3</b>	<b>£50,471</b>

### **Appraisal Reports**

At the end of the appraisal year, teachers must receive an annual appraisal followed by a written appraisal report which includes (amongst other things) an assessment against their objectives and success criteria and the relevant standards.

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

### **Pay Recommendations**

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

### **Review**

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

**APPENDIX 2**  
**PAY PROGRESSION FOR LEADERSHIP GROUP**

**Pay Structure**

The school recognises, and adheres to, the minimum and maximum of the leadership pay range as outlined in the School Teachers' Pay and Conditions Document (STPCD), including the broad bands used as the basis for calculating headteachers' pay.

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the table below. These salary figures reflect those valid for the 2024/25 academic year.

**Leadership Group Pay Range in the Fringe**

<b>National Pay Range</b>	<b>Reference Points</b>	<b>1st September 24-31st August 25</b>
<b>Minimum</b>	L1	£51,151
	L2	£52,400
	L3	£53,675
	L4	£54,983
	L5	£56,320
	L6	£57,693
	L7	£59,213
	L8	£60,540
	L9	£62,019
	L10	£63,576
	L11	£65,188
	L12	£66,665
	L13	£68,298
	L14	£69,964
	L15	£71,665
	L16	£73,539
	L17	£75,206
	L18a	£77,051

	L18b	£77,051
	L19	£78,926
	L20	£80,857
	L21a	£82,825
	L21b	£82,825
	L22	£84,843

### **Appraisal Reports**

At the end of the appraisal year, teachers (including school leaders) must receive an annual appraisal followed by a written appraisal report which includes (amongst other things) an assessment against their objectives and success criteria and the relevant standards.

**All pay awards are subject to available headroom within each individual's defined pay range.**

### **Pay Recommendations**

Final decisions about whether or not to accept a pay recommendation will be made by the Management Committee, having regard to the appraisal report and taking into account advice from the headteacher (or the governors responsible for appraisal in respect of the headteacher). No pay recommendation should be considered final until it has been ratified by the Management Committee.

### **Review**

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

## **APPENDIX 3**

### **AGENDA FOR PAY APPEAL HEARING**

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

**(SCHOOL)**

**(DATE)**

**(TIME)**

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence and calling witnesses\* if applicable.
3. The representative of the Pay Committee/headteacher to ask questions of the appellant and witnesses\* if applicable.
4. The Appeals Committee to ask questions of the appellant and witnesses\* if applicable.
5. The representative of the Pay Committee/headteacher to respond to the appellant's appeal, and calling witnesses\* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the Pay Committee/headteacher.
7. The Appeals Committee to ask questions of the representative of the Pay Committee/headteacher.
8. The appellant and/or his/her representative to summarise.
9. The representative of the Pay Committee/headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed.

\*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.



## **APPENDIX 4**

### **SCHOOL STAFFING STRUCTURE**