



## **Hamwic Education Trust Pay Policy for Schools 2024-2025**

Prepared By:	Deputy CEO		
Approved By:	HET Board	Date:	November 2024
Start Date:	September 2024	Review Date:	August 2025

## Front Page School Summary

<b>School Name</b>	<b>Woolston Infant School</b>
<b>School Group Size</b>	Two
<b>School Range</b>	School Leaders pay Range      L15 – L21 Deputy headteacher pay range   L6 – L10

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## 1. Vision & Values

Pupils at Hamwic Education Trust (HET) all receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities.

### **‘All about the child’**

We put the child at the heart of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

### **‘What about Sam’**

Sam is the name we give to the notional Hamwic child. By asking ourselves ‘what about Sam’ we ensure we put our pupils at the centre of our decision making.

### Vision Aims

- All pupils and adults within Hamwic flourish as individuals and together
- All pupils make exceptional progress
- All schools are rated at least good by Ofsted
- High levels of attendance and engagement for both pupils and adults
- All schools and the Trust are financially secure
- Governance is purposeful at all levels and contributes to the success of pupils and adults

### Ethos

- The Trust and schools work in partnership collaboratively. We succeed together (one team)
- We take a collective responsibility for delivering excellence for all our schools
- We celebrate individuality – not corporate education
- We don’t believe in a standardised approach to education
- Our schools help shape the Trust and what we offer
- Our strength is our people, who we value and develop
- We are a learning organisation committed to improving ourselves and others

### Sam’s Entitlement

- Keep me safe and well
- Know and respect me as an individual
- Help me be present in every way
- Teach me well and give me great opportunities
- Inspire me
- Prepare me for my future
- Allow me to be successful
- Enable me to be a good citizen

## **2. Commitment**

**The Hamwic Education Trust (HET) is committed to:**

- Achieving excellent outcomes for pupils
- Supporting HET school's aims and priorities in each school development plan
- Recruiting and developing high quality staff and CPD opportunities
- Supporting equality, inclusion and diversity through ensuring that decisions on pay are managed in a fair, objective and transparent manner, complying with relevant legislation.

## **3. Information**

All staffing changes and staffing structures are approved in the budget setting process, and this includes an interim budget review. Any in-year changes to staffing structures (including TLR posts) should be approved by the Local Governing Committee in conjunction with HET Finance Team. See Appendix A for the staffing structure at this school. All budgets include pay progression and recommendations from the STRB.

'Local Governing Committee' (LGC) in this policy, where reference is made to the Governing Committee, this means the Local Governing Committee of the school, or the Trust in the case of a school where no Local Governing Committee is present. Schools without a Governing Body are subject to interim arrangements which include Trust Leaders who carry out the functions of Governance.

This policy has been developed to comply with current legislation, the requirements of the School Teacher's Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the Nolan principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

This policy operates in conjunction with HET's professional development and target setting policy and capability policy.

Teachers are paid in accordance with the latest STPCD. Support staff in HET are paid in accordance with the National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service (the 'Green Book' and the "Burgundy Book") and locally agreed conditions of service, as they apply to schools. The Trust recognises previous employment with local authorities for all staff ('continuous employment').

The HET Board of Trustees retain responsibility for endorsing any proposed changes to HET's pay policy. Any proposed changes should be discussed with and communicated to the staff in writing by the relevant School Leader, and individual LGCs, to allow for consultation prior to a decision being taken by the Board of Trustees. As part of the consultation process, the Trust will share the proposed policy with the relevant trade unions.

All HET staff will have an annual and interim professional development meeting. Teachers will receive their pay statements in October and support staff will receive their statements in April each year.

## **4. Scope**

This policy applies to all HET staff that are employed in HET schools.

This policy does not apply to supply or agency staff or external contractors.

## **5. Determination of Pay on Appointment**

The School Leader will determine the pay range for a vacancy prior to advertising it with relevant support from HET HR. On appointment, the School Leader will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the following factors may be taken into consideration;

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school context
- Wider school or HET context and strategic priorities

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school and the School Leader (along with HET HR guidance) will determine the appropriate rate of pay for a teacher joining HET taking account of salary expectations, current salary and the factors set out above.

For School Leader appointments, the pay range will be determined in line with STPCD and will be a seven point pay range.

For Deputy and Assistant Head roles, a five point pay range will be determined considering how the role fits within the wider leadership structure of the school.

## **6. Pay and Progression for Teachers**

The School Leader will ensure that each teacher's salary is reviewed and communicated annually no later than 31 October each year. Pay increases will be backdated to 1 September of the same academic year.

All main scale teachers will automatically progress onto the next MS point annually (subject to reaching top of scale) [unless they are subject to capability procedures]. Although pay progression is automatic, teachers will be expected to;

- Meet the required Teacher's Standards.
- Carry out the teaching role in line with their job description and the standards set out in the HET Standards for Teachers & School Leaders.
- Engage with the professional development process and the professional obligation to improve individual practice.

All upper pay range (UPR) teachers will progress onto the next UPR every two years (subject to reaching top of scale).

Teachers on the UPR can choose to remain at a certain UPS if they do not wish to take on the additional responsibilities each UPS attracts. This should be documented in the Professional Development meeting (see the HET Professional Development & Target Setting Policy).

Teacher's pay recommendations above and beyond automatic pay progression, will be made by the School Leader or their Line Manager. Any recommendation made by a Line Manager will be reviewed by the School Leader, who will make the final decision.

See Appendix B for the MPR and UPR pay scales.

## **7. Application to be paid on the UPR**

Any qualified teacher may apply to be paid on the UPR, and any such application will be assessed in line with this policy and the process outlined in Appendix D. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the UPR.

Applications may be made once within an academic year by 30 June for the following academic year. The assessment and decision will be communicated by 31 October and, if successful, pay will be backdated to 1 September of the academic year, for example, if a teacher makes their application on 30 June 2025, a decision would be made by 31 October 2025 and pay would be backdated to 1 September 2025.

## **8. Pay and Progression for Schools Leaders and Senior Staff**

### **a. School Leader Reviews**

The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD.

A Pay range will be determined for the School Leader which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.

Additional payments may be made to a School Leader for temporary responsibilities that are in addition to the duties taken into account for the determination at 8.1 – 8.3. The total sum of any temporary will not normally exceed 25% of the School Leader's annual salary in accordance with STPCD.

School Leader reviews will be carried out by a senior HET member of staff along with a governor representative.

School Leader reviews will be completed by 31 December each academic year. These include:

- School Leader
- Head of School
- Executive School Leader

### **b. Deputies & Assistant Heads Reviews**

Reviews will be carried out by the School Leader and completed no later than 31 October.

### **c. Pay Progression for School Leaders**

Although pay progression is automatic, targets will be set for School Leaders in their professional development meetings. Targets will be set relating to the Headteachers' Standards in line with HET strategic expectations.

School leaders will be expected to:

- Meet the Headteachers' Standards
- Carry out the role in line with their job description and the standards listed in Appendix A.
- Engagement with the performance management process and the professional obligation to improve individual practice.

Any increase for School Leaders above 2 points will need to be approved by the CEO, who will inform the HET Pay and Performance Committee. Approval by the CEO must be sought if a recommendation is made for an employee to increment 3 points or more on the relevant pay scale, or where an honorarium is recommended that would

represent more than the equivalent of an increment of 3 points. Approval must be sought prior to any discussion taking place with the employee.

## **9. Other Teaching Allowances**

### **a. Teaching and Learning (TLR) Payments**

TLRs will be awarded to the holders of posts indicated in the attached staffing structures (Appendix A). The attached staffing structures define the post title, level and value of TLRs awarded.

TLRs are awarded to classroom teachers who undertake a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which the teacher is responsible and accountable and includes 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.
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.
- d) has an impact on the educational progress of pupils and other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the School Leader must be satisfied that the sustained additional responsibility referred to in STPCD includes line management responsibility for a significant number of people.

Where the post-holder works part-time, a TLR1 or TLR2 would be pro-rated accordingly.

A TLR3 may be awarded as a fixed-term TLR to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. 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. 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. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

### **b. SEN Allowances**

A SEN allowance will be paid to classroom teachers who meet the criteria as set out in the STPCD. Where a SEN allowance is paid a spot value will be determined, taking into account the structure of the school's SEN provision and the following factors;

- a. whether any mandatory qualifications are required for the post
- b. the qualifications and experience of the teacher relevant to the post and
- c. the relative demands of the post

## **10. Early Career Teachers (ECTs)**

For ECTs, determinations of pay will be made by means of the statutory induction process including the outcomes of the formal assessments.

## **11. Part Time Teachers**



Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. The pay of part time teachers will be determined in the same way as full-time teachers and any increase in pay will be paid pro-rata to full-time equivalent salary rates.

### **12. Casual Assignment Teachers**

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. A full working year consists of 195 days. Teachers who work less than a full day will be paid in proportion to the length of the school day.

### **13. Unqualified Teachers**

School Leaders, when determining on which point to place unqualified teachers on the unqualified teachers' pay scale when they are appointed, may consider any relevant qualifications and experience. See Appendix B for pay scales.

### **14. Pay and Progression for Support Staff**

The School Leader will ensure that each member of support staff's salary is reviewed annually and communicated by 30 May of the same academic year.

Support staff will automatically increment in the April of each year, unless they have reached top of their grade.

Salary scales are in line with the relevant Local Authority that the school falls within (see Appendix C for pay scales). Working week calculations are also in line with the relevant Local Authority.

New staff who join the school after 31 December of that year will receive no step progression in April the following year but will receive the value of any pay award.

The salary for all support staff is paid in 12 equal monthly instalments across the year.

### **15. Job Descriptions**

The School Leader in conjunction with the line manager (if applicable) of the role, will ensure that an up-to-date job description is available for each post, which identified the appropriate duties and responsibilities.

The job description will be reviewed as appropriate or where duties or responsibilities have changed, and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade to the post should be re-evaluated.

Jobs will be evaluated using an external evaluation service.

### **16. Part Time Support Staff**

Support staff employed on an on-going basis at the school who work less than a full working day or week, and/or who work less than 52 weeks per year, are deemed to be part-time. The salary of part-time support staff is

calculated against a reference of 37 hours per week for full-time staff. The salary of support staff who are employed on contracts of less than 52 weeks per year is calculated based on their actual working weeks, adjusted to take account of their annual leave entitlement which is based on grade and length of service.

## **17. Term Time Holiday Pay Accrual**

Support staff who work [39 weeks] per year are deemed to be term-time only. Some support staff who work a reduced number of weeks during the year than an all-year-round employee but work extra weeks during school holidays depending on the requirements of the role, are deemed to be term-time plus.

An employee who works term-time only or term-time plus is entitled to a pro-rated proportion of weeks per year annual leave entitlement, which are added to the number of weeks the employee is required to work and paid in twelve equal monthly instalments.

HET calculates pay for staff who work term time only or term time plus [in accordance with the advisory model calculation set out in the Green Book] and the working weeks and number of weeks holiday individuals are entitled to will be set out in their contracts of employment.

## **18. Other Payments**

### **a. Recruitment and Retention (R&R) Allowance**

HET may consider a recruitment and retention (R&R) allowance in respect of individual posts for which specific recruitment/retention difficulties have been identified. Other allowances, such as, relocation costs may also be considered when advertising for a post.

The criteria for R&R allowances to be considered are;

- The school is causing concern.
- The school would have substantial difficulty filling the post.
- The school would have substantial difficulty retaining the existing postholder.

If such payments are awarded, HET will make clear at the outset the expected duration of any such incentives and benefits, the reason and the review date after which they may be withdrawn. A determination to reduce or withdraw the allowance does not attract salary safeguarding.

Typically, an R&R allowance will be awarded for an initial period of two years, after which it will be reviewed annually, and decision made as to whether the allowance remains or is removed giving one month notice of removal.

It will be made clear to the employee from the outset, that should they attend any interviews for employment outside of our Trust, then their R&R allowance may be removed giving one month notice.

Any such payment must be approved by the CEO and regular reviews will be carried out by the Directors of Education.

### **b. Additional Payments**

Where an employee is offered and agrees to:

- Undertake higher level work in addition to their normal duties
- Act up for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to absence.

An additional payment may be paid on a temporary basis.

The School Leader in conjunction with HET HR, will determine the amount of the payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed.

Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or act up.

### **c. First Aid Payments**

Qualified first aiders are responsible for administering first aid in the school to both pupils and adults and are also responsible for maintaining supplies for the first aid boxes ensuring they are always equipped. They must notify the Business/Operations Manager of what supplies are needed in a timely manner.

The First Aid allowance is £15 per month. To qualify for the first aid allowance all first aiders must have a current first aid certificate and be carrying out first aid duties in the school.

### **19. Pay Protection**

For teachers, the provisions in STPCD are followed.

For support staff, the provisions in the Green Book are followed. The standard safeguarded period is two years.

### **20. Overtime and additional hours**

Staff that work additional hours above their contracted hours may claim overtime subject to prior approval and authorisation by the School Leader.

Activities such as school trips, residentials and clubs should be carried out on a voluntary basis.

### **21. Policy Annual Review**

This pay policy will be reviewed annually by the HET Pay and Performance Committee and HET board in consultation with staff and shared with the relevant trade unions.

### **22. Pay Appeals Arrangements**

An employee may appeal against any determination in relation to their pay. The pay appeals process performs the same function as the grievance procedure on pay matters and so employees will not be able to raise a complaint under the HET Grievance Process following conclusion of a pay appeal.

The appeal process:

- The employee receives written confirmation of the pay determination.
- If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the school leader within ten school days of the decision. This gives the opportunity for an employee to

discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve any issues quickly and informally.

- If an employee remains dissatisfied, they may follow a formal appeal process.
- The employee should set down in writing the grounds for questioning the pay decision and send it to the Chair of the Local Governance Committee (LGC) or HET Head of Governance (in the case where there is no LGC) within ten school days of the discussion with the School Leader. The possible grounds of appeal are:
  - Incorrectly applied any provision of the STPCD
  - Incorrectly applied the HET School Pay Policy
  - Failed to have proper regard for statutory guidance
  - Failed to take proper account of relevant evidence
  - Took account of irrelevant or inaccurate evidence
  - Was biased; or
  - Unlawfully discriminated against the employee.
- The Chair of the LGC or Trust representative will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing to the meeting, giving a minimum of five school days' notice and copies of any relevant documents will be enclosed.
- The panel will consist of three governors or Trustees and the member of staff will be able to make representations at the meeting. The School Leader (or delegated representative) or Trust representative will also attend to present the management case. A note taker will also be present.
- The employee has the right to be accompanied by a colleague or union representative if they so wish.
- The panel will review the pay decision and confirm their decision in writing within five school days.
- The panel's decision is final and there is no further right to appeal. The process defined within this section meets the statutory requirements for raising a "grievance" and therefore an issue raised as a pay appeal cannot then be raised again under the school's formal grievance procedure.
- There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the member of staff has left the school.

### **23. Record Keeping and Data Protection**

As part of the application of this policy, the HET will collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and our Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.

### **24. Monitoring the Impact of this Policy**

The HET Trust Board will monitor the outcomes and impact of this policy annually.

### **25. Other relevant policies or documents:**

ECT Policy  
HET Capability Policy  
HET Data Protection Policy  
HET Equal Opportunities Policy  
HET Professional Development & Target Setting Policy

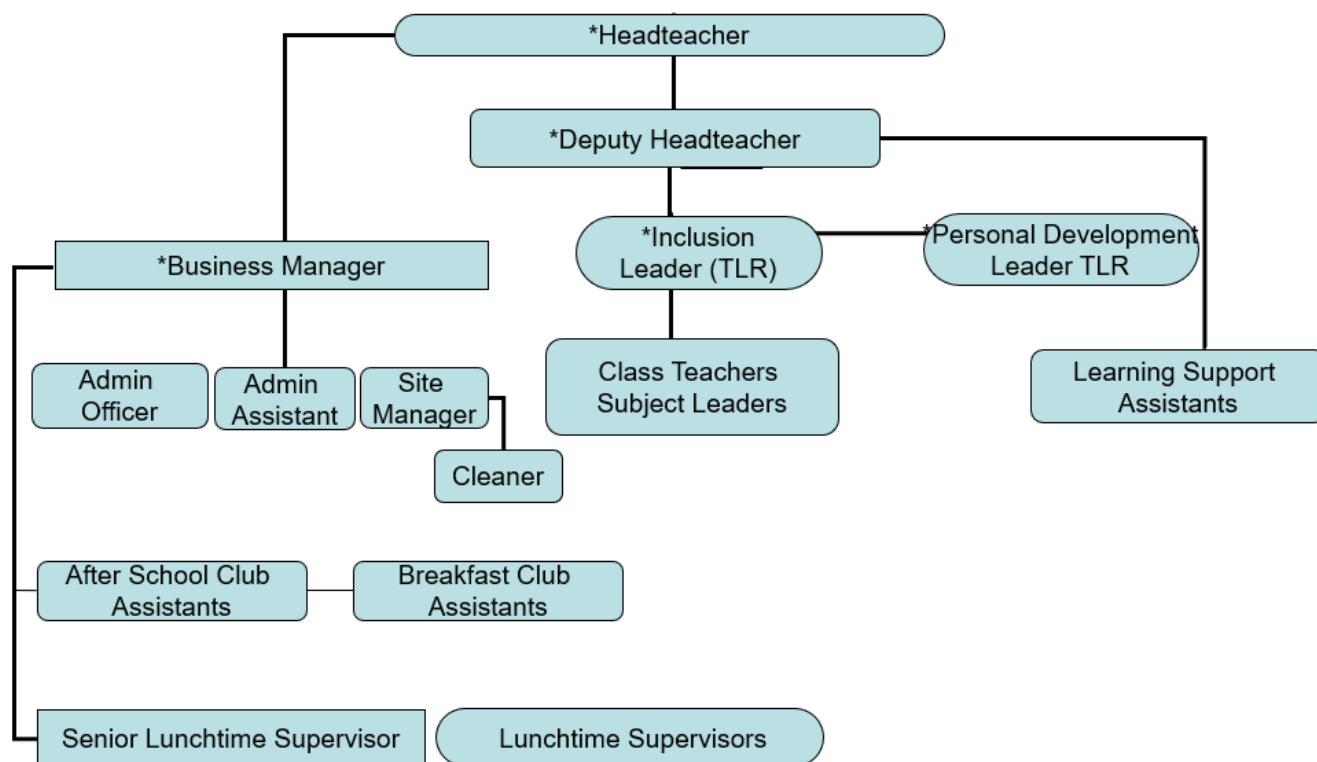
HET Standards for Teachers & School Leaders  
DfE Professional Standards for Teachers  
School Teachers' Review Body 34 Report 2024  
STPCD 2024

26. Appendices

Appendix A: Staffing Structure



Woolston Infant School Staffing Structure September 2024



Appendix B: Pay scales – Teaching and allowances

Main Scale	2024-2025
M1	31,650
M2	33,483
M3	35,674
M4	38,034
M5	40,438
M6	43,606
<b>Upper Pay Scale</b>	
U1	45,646
U2	47,338
U3	49,084



Leadership	2024-2025
L1	49,780
L2	51,026
L3	52,301
L4	53,601
L5	54,938
L6	56,316
L7	57,831
L8	59,167
L9	60,644
L10	62,202
L11	63,815
L12	65,286
L13	66,919
L14	68,586
L15	70,293
L16	72,162
L17	73,818
L18	75,674
L19	77,552
L20	79,474
L21	81,441
L22	83,463
L23	85,529
L24	87,650
L25	89,829
L26	92,052
L27	94,332
L28	96,673
L29	99,067
L30	101,532
L31	104,040
L32	106,626
L33	109,275
L34	111,976
L35	114,759
L36	117,601
L37	120,523
L38	123,506
L39	126,517
L40	129,672



L41	132,912
L42	136,243
L43	138,264

Unqualified	2024-2025
Unq1	21,731
Unq2	24,224
Unq3	26,716
Unq4	28,913
Unq5	31,409
Unq6	33,901

TLR 1	2024-2025
1.1	9,782
1.2	10,155
1.3	10,529
1.4	10,906
1.5	11,282
1.6	11,657
1.7	12,035
1.8	12,413
1.9	12,788
1.10	13,165
1.11	13,540
1.12	13,913
1.13	14,290
1.14	14,666
1.15	15,043
1.16	15,420
1.17	15,794
1.18	16,167
1.19	16,553

TLR2	2024-2025
2.1	3,391
2.2	3,762
2.3	4,139
2.4	4,513
2.5	4,889
2.6	5,267
2.7	5,641
2.8	6,018
2.9	6,394





2.10	6,771
2.11	7,147
2.12	7,523
2.13	7,900
2.14	8,279

TLR3	2024-2025
Min	675
Max	3,343

SEN	2024-2025
Min	2,679
Max	5,284



## Appendix C: Pay scales – Support Staff

Southampton City Council		National Joint Council (NJC) pay scales		
April 2024				
Grade	SCP	Hourly rate	Annual salary*	
2	2	£12.28	£23,657	
3	3	£12.45	£24,027	
3	4	£12.65	£24,404	
4	5	£12.85	£24,790	
4	6	£13.13	£25,328	
5	7	£13.26	£25,583	
5	8	£13.56	£26,156	
5	9	£13.77	£26,562	
5	10	£13.91	£26,835	
5	11	£14.17	£27,332	
6	12	£14.46	£27,899	
6	13	£14.60	£28,163	
6	14	£14.84	£28,624	
6	15	£15.20	£29,316	
6	16	£15.33	£29,572	
6	17	£15.58	£30,060	
Not in use	18	£15.84	£30,559	
7	19	£16.10	£31,067	
7	20	£16.37	£31,585	
7	21	£16.65	£32,114	
7	22	£16.93	£32,654	
7	23	£17.29	£33,367	
7	24	£17.79	£34,314	
7	25	£18.26	£35,234	
8	26	£18.72	£36,124	
8	27	£19.20	£37,034	
8	28	£19.66	£37,938	
8	29	£20.02	£38,626	
8	30	£20.48	£39,513	
9	31	£20.98	£40,476	
9	32	£21.52	£41,510	
9	33	£22.14	£42,708	
9	34	£22.65	£43,693	
9	35	£23.17	£44,710	
10	36	£23.70	£45,718	
10	37	£24.22	£46,731	
10	38	£24.75	£47,754	
10	39	£25.25	£48,710	
10	40	£25.79	£49,764	
11	41	£26.32	£50,788	
11	42	£26.85	£51,802	
11	43	£27.37	£52,805	
11	44	£27.89	£53,807	
11	45	£28.45	£54,882	
11	12	46	£29.01	£55,964
11	12	47	£29.56	£57,039
12		48	£30.13	£58,126
12		49	£31.16	£60,113
12		50	£32.02	£61,769
12	13	51	£32.76	£63,200
13		52	£33.53	£64,660
13		53	£34.31	£66,192
13		54	£35.21	£67,931
13		55	£36.13	£69,712
13		56	£37.08	£71,544

\*rounded to the nearest £ (in this document - not in your pay)

## Appendix D: UPS Application Process

### Upper Pay Range Application Process

Any qualified teacher wishing to be paid on the Upper Pay Range should provide a written reflective personal statement of no more than 2 sides of A4 paper, outlining how they have demonstrated the criteria set out below.

As part of this statement, teachers are encouraged to consider:

- The impact of their classroom practice on raising standards and progress.
- Their professional development including subject knowledge, pedagogy, curriculum or leadership. and the impact of this, in particular related to pupil progress.
- Their wider contributions and performance against professional Teacher Standards.

HET do not ask for portfolios of evidence to support applications, although if the teacher chooses to do so then this must be taken into consideration by the School Leader. The evidence to be used will be available through professional development meetings and other existing data.

The School Leader will review the written statement and where appropriate liaise with other members of the Senior Leadership Team, the employee's direct Line Manager and if necessary wider HET staff to gain any further information required.

The teacher will be invited to a professional discussion with the School Leader and/or other HET colleagues as appropriate, i.e. the Directors of Education.

Following this discussion, if the School Leader is satisfied that the teacher meets the criteria set out below, then progression to the UPR will be granted as outlined in paragraph 7.

### Upper Pay Range Criteria

A UPR application will be successful where:

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

**Highly Competent** is where the teacher can demonstrate;

- That all aspects of teaching are aligned with HET's vision for exceptional teaching.
- Evidence of coaching and mentoring to other colleagues.
- Acting as a role model for teaching and learning within the school and/or wider HET.
- A commitment to their own personal development, that have a positive impact on pupil progress and outcomes.
- Expertise in all areas of the Teacher Standards.
- A wider contribution to the work of the school and/or HET.

**Substantial** means of significant value to the school or wider HET, making a significant/distinctive contribution to the raising of pupil progress and outcomes in their own classroom and across the wider school. This also means for those that take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupil learning.

**Sustained** means continuously over a period of at least 2 academic years.

