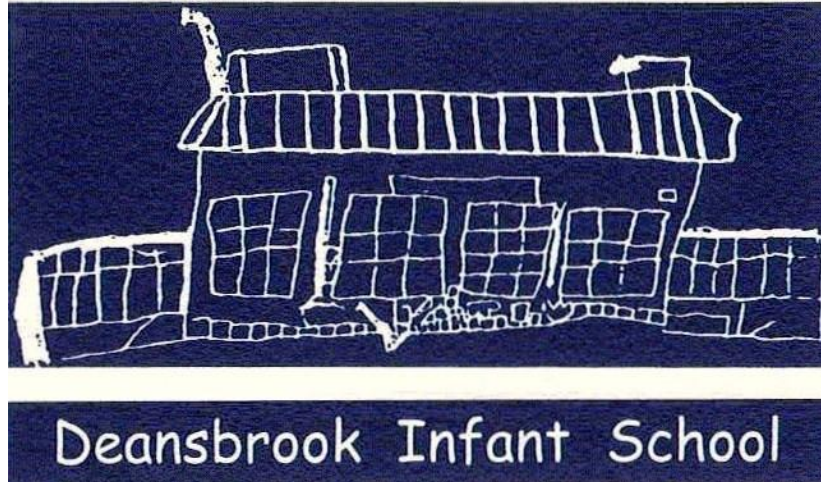


Deansbrook Infant School



School Pay Policy

Reviewed and ratified by the Governing Body: October 2025

Review Date: October 2026

SECTION 1 POLICY

1.1 INTRODUCTION

This document is a statement of the aims, principles and policy for determining the pay of teaching staff at Deansbrook Infant School.

This policy meets the schools statutory duty to set out how it will determine teachers' pay and the procedure for appeals.

The statutory requirements for teachers' pay and conditions in maintained schools are set out in the School Teachers' Pay & Conditions Document (STPCD). This policy has been developed to comply with current legislation and the requirements of the STPCD, the Green Book and Unified Reward and has been consulted on with the recognised trade unions.

The values of the pay scales adopted by the governing body are shown in Appendix A.

This pay policy will be revised in line with any changes to the staffing structure. The staffing structure sets out the number and pay ranges for teaching posts within the school and is located at Appendix B.

Pay is linked to the performance management (PM)/appraisal process, PM will be fair and transparent and sufficiently robust/effective to inform pay decisions.

This pay policy will be approved by the governing body in January 2025.

This policy will be reviewed annually at a meeting of the Finance and Premises Committee in the spring term of each new academic year.

1.2 AIMS

The governors will manage pay policy and decisions in a fair, transparent and responsible way, recognising the principle of equal pay for like work and for work of equal value and having regard to relevant legislation.

Governors wish to utilise pay and rewards effectively to:

- Assure and maximise the quality of teaching and learning at the school
- Determine the annual pay budget
- Link pay decisions to the school's performance management/appraisal policy
- Support recruitment and retain, reward, motivate and develop a skilled and flexible workforce.

1.3 PRINCIPLES

All teachers employed at Deansbrook Infant School are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD). The school supports the intention laid out in the STPCD that the majority of teachers will progress within the pay range. Teachers will not progress where their overall performance fails to reach expected, clear and measurable criteria.

All pay-related decisions take full account of the school development plan.

The Pay Committee of the governing body will ensure that the policy is implemented to required time-scales.

The Governing Body will publish its pay policy on the schools shared network. This policy will be made available to staff, in printed form, upon request.

1.4 RESPONSIBILITIES

1.4.1 Governing Body responsibilities

The Governing Body will fulfil its obligations to the following employees:

- **Teachers:** as set out in the STPCD and the conditions of service for school teachers in England and Wales
- **Support Staff:** as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and locally agreed conditions of service. The Governing Body will ensure that members of the support staff are paid in scales agreed by Barnet, taking into account the Unified Reward scheme.

The Finance and Premises Committee will review the Pay Policy annually and ensure that it is implemented effectively. Members of the committee will assure themselves that appropriate arrangements for linking performance management to pay are in place, can be applied consistently and pay decisions can be objectively justified. Also that appraisers, decision makers and any appeal committee governors receive appropriate training to ensure fair and open decision-making,

The Finance and Premises Committee will ensure that funds are available to support the cost of living increases, pay progression and any other pay-related decisions in accordance with this pay policy and the school's spending plan.

The governing Body has established the following committees which have fully delegated powers to make decisions on pay and (except in relation to the Headteacher's pay) will be advised by the Headteacher as appropriate:

- Pay Committee

- Pay Appeals Committee

Please see Appendix C for terms of reference.

When required, the Governing Body will establish a Pay Appeals Committee which will have fully delegated powers to make decisions on pay and (except in relation to the Headteachers pay) will be advised by the Headteacher as appropriate. The Pay Appeals Committee will consist of three members of the Governing Body who are not part of the pay Committee and who are not employed to work in the school. Any relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

1.4.2 Headteacher responsibilities

The Headteacher will do the following:

- ensure that each post has a job description that accurately sets out the duties of that post
- develop clear arrangements for linking performance management to pay progression and consult with staff and school union representatives on the performance management and pay policies
- submit any updated performance management and pay policies to the Resources Committee for approval
- ensure effective performance management arrangements are in place and make sure appraisers have the knowledge and skills to apply procedures fairly
- ensure year-end and mid-year reviews are undertaken for all teachers, including the leadership group
- submit pay recommendations to the Resources Committee and ensure the Committee has sufficient information on which to make pay decisions
- ensure staff are informed about decisions reached, and keep records of recommendations and decisions made.
- ensure that all new appointees receive a letter of appointment and statement of particulars which may be via the school's HR provider.

1.4.3 Staff responsibilities

All members of staff will do the following:

- engage with performance management; this includes working with their appraiser to ensure there is a secure evidence base for an annual pay determination to be made
- keep records of their objectives and review them throughout the performance management process
- share any evidence they consider relevant with their appraiser
- ensure they have an annual review of their performance.

1.5 PERFORMANCE RELATED PAY

1.5.1 APPRAISAL

A scheme of Appraisal will be used in accordance with the requirements of the Education (School Teachers' Appraisal) (England) Regulations 2012 and Unified Reward (support staff).

1.5.2 Procedures

The governing body will comply with The Education (School Teachers' Performance management) (England) Regulations 2012 concerning the performance management of teachers and Barnet's Unified Reward procedures concerning the performance management of all other staff.

Performance management objectives for all staff must be such that, if they are achieved, they will contribute to the following:

- improving the education of pupils at that school
- the implementation of the school improvement plan.

In this school, judgements on performance will be made against the following evidence:

- Teachers' Standards
- Agreed objectives
- Impact of CPD
- Achievement results
- Agreed pupil performance criteria (where appropriate)
- Drop-in appointments
- External reports (e.g. LA visit reports)
- Student tracking data
- Evidence of wider contribution to the school
- Curriculum review documents.

Although the school will establish a firm evidence base in relation to the performance of all staff, there is a responsibility on individual members of staff and appraisers to work together. Staff should also gather, over time, any evidence they deem is appropriate in relation to meeting their objectives, any relevant professional standards and any other criteria (i.e. application to be paid on the upper pay range) so that such evidence can be taken into account in the review.

The Headteacher will moderate objectives to ensure consistency and fairness; the Headteacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness and will report to the Pay Committee.

1.5.3 Timing of salary determinations and notification

- A decision on whether to award a Headteacher's pay increment(s) will be made no later than 31 December each year.

- A decision on whether to award pay increments for the Deputy Headteacher, Assistant Headteacher, Leading Practitioners, and Teachers will be made no later than 31 October each year.
- All teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year.
- A decision on applications to access the Upper Pay Range will be made within 10 working days of the closing date for applications (subject to governing body approval)
- Reviews can take place at other times of the year to reflect changes in circumstance or job description that change the basis for calculating an individual's pay.
- A written statement will be given after any review outlining the basis on which the decision was made.
- Where a pay determination leads to the start of a period of safeguarding, the governing body will give the required notification no later than one month after the date of the determination.

The annual pay statement for staff will state the following:

- The relevant point/amount in the salary range the employee will be paid (from 1 September)
- The full-time salary.
- The pro rata annual salary to be paid if the employee is part-time.
- Any increments and salary discretions that have been exercised to determine the salary i.e.: TLR, SEN or Recruitment or Retention allowances.
- Any safeguarded sum and duration.

Please see Appendix D for Pay Progression

1.6 BASIC PAY DETERMINATION ON APPOINTMENT

Governors will determine the pay range(s) for any vacancy prior to advertising it. Leadership posts will be advertised with an ISR pay range based on the relevant pay band linked to group size. Where there are any circumstances in which a salary range may be increased for an exceptional candidate this will be clearly stated in the advertisement.

The starting salary will be decided on appointment. In making pay determinations, the governing body may take into account a range of factors, including

- The nature of the post
- The level of qualifications, skills and experience required
- The wider school context e.g. challenges and circumstances of the school

The governing body may decide to pay a higher starting salary within the range advertised where it is necessary to recruit a teacher of the necessary quality and is merited by evidence of the skills and experience of the successful candidate.

Teachers will not be paid on the Upper Pay Range on appointment unless the school is required or entitled to do so, and will not be paid on the pay range for leading practitioners or leadership unless they are employed as teachers whose primary purpose is the modelling and leading improvement of teaching skills and have met the criteria relevant to a specific post within the schools staffing structure.

ECT's in their first year will normally be paid on the minimum of the Main Pay range.

Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

SECTION 2 LEADERSHIP GROUP

The school will adopt the Local Authority recommendation of retaining the 43 Point Pay Range for Leadership Group pay.

2.1 SCHOOL GROUP SIZE

The Headteacher Group size of Deansbrook Infant School is 2. This has been determined by reference to the criteria laid down in the current STPCD.

This decision was ratified by the full governing body.

The governing body will review the Headteacher Group Size:

- a) Whenever it is proposed to appoint a new Headteacher;
- b) Where there is a significant change in responsibilities;
- c) Where there is an expected or known change in pupil numbers and
- d) In any event, not more than 3 years after the school was last assigned to a Headteacher group.

2.2 DETERMINATION OF THE SCHOOL'S INDIVIDUAL SCHOOLS RANGE (ISR)

The governing body have determined that there will be a 7 point ISR pay range within the Leadership Headteacher Group Pay Spine.

- The ISR is not an incremental scale carrying expectation of automatic pay progression.
- The ISR will be determined by the broad pay range based on group size plus other factors that may influence pay related to the particular challenges, context and circumstances of the school.
- The ISR will take into account any permanent duties and responsibilities of the post and any additional factors that need to be considered e.g. additional accountabilities, long term provision of services to other schools, significant recruitment and retention difficulties.
- The bottom point of the ISR will be at least one spine point above the maximum of the pay scale of any Deputy or Assistant Headteacher at the school unless exceptional circumstances apply in which case they will be clearly stipulated.
- Where there is any flexibility to increase the salary range for an exceptional candidate by negotiation this will be reflected in the advertisement.
- Governors will not take account of the salary of the serving HT if they re-determine the ISR when recruiting a new Headteacher.
- Governors will ensure sufficient flexibility and scope to allow and reward for performance related progress over time.
- Governors will revise the ISR which has been assigned based on expected pupil numbers, if the expected numbers change.
- Governors may choose to review the pay of all the leadership team if this is necessary to maintain consistency with new appointments made on or after 1 September 2014 in line with revised arrangements for determining leadership pay.

2.3 HEADTEACHER'S PAY

Governors will aim to ensure that the maximum of the ISR does not exceed the maximum of the Headteacher Group range however there is discretion to set pay up to a maximum of 25% above the top of the relevant pay band where this is justified by school/candidate specific factors. In most cases the range determined by the group size will be sufficient.

The total sum of discretionary payments to the Headteacher in any school year will not exceed 25% of the Headteacher's current pay point (except in wholly exceptional

circumstances). It should be noted that the 25% is the upper limit, it is not the expectation that discretionary payments will automatically be set at 25%.

The governing body will take a wide view on which overall contextual factors, circumstances and complexities will justify raising the ISR beyond that of the Headteacher group range. The following areas are examples of what may be considered to inform such decisions, please note these are for illustrative purposes only and the presence of any factor offers no automatic entitlement to an increase. Governors will also consider the affordability and sustainability of such an increase.

School context – e.g. single phase, size of school, significant recruitment and retention problems, level of challenge/required performance of the school

Candidate specific – e.g. differentials between members of the leadership team, opportunity for pay progression, incentive to relocate, avoiding detriment in relation to existing pay, additional skills/experience required

Level of disadvantage – e.g. Challenge this presents to individual school, number of free school meals

Governors will only make discretionary payments to their Headteacher which exceed 25% of the Headteacher's current pay point in wholly exceptional circumstances.

If it is considered that there are exceptional circumstances that warrant a payment in excess of the limit governors will make a business case for the payment to the full governing body.

Governors will then seek external independent advice from an appropriate person or body who can consider the provisions of the STPCD and whether they have been properly applied to the Headteacher's pay, before making a decision on whether it is justifiable to exceed the limit in each particular case.

There will be a clear audit trail for any advice given to the governing body and a full and accurate record of all decisions made by the governing body and the reasoning behind them.

If a Headteacher in post is already on an ISR that exceeds the maximum of the Headteacher Group range, that ISR will continue to apply unless/until governors decide to recalculate the ISR, after which the new ISR will need to be within the range available for the group size unless discretion is exercised.

The Headteacher's salary will be reviewed by **31 December** each year with reference to performance objectives agreed between the Headteacher and the Performance Management Governors.

- Taking into account the achievement against previously agreed or set objectives and the criteria for leadership group progression, governors may award up to two performance points in an academic year, effective 1 September.

2.4 HEADTEACHERS ACCOUNTABLE FOR MORE THAN ONE SCHOOL

2.4.1 Permanent arrangement

Where the school enters into a permanent arrangement where the Headteacher is appointed as Headteacher (or Executive Headteacher) of more than one school a new Headteacher group size will be determined by adding together the total pupil unit score of all of the schools.

2.4.2 Temporary Arrangement

Where the school enters into a temporary arrangement where a Headteacher (or Executive Headteacher) is temporarily responsible for one or more additional schools, as well as their continuing role as Headteacher of their own school, the additional responsibility will be rewarded via a discretionary payment, not via an increase in the ISR.

Temporary arrangements will be limited to a maximum of two years while a permanent solution is being sought. Governors of both/more schools will clarify how (a) these arrangements will work in practice and (b) how the arrangements will be brought to an end.

A fixed term variation of contract for the temporary arrangement will specify that the Headteacher is for a fixed period employed additionally as Headteacher of the additional school(s).

Where the arrangement for the head teacher is temporary, any adjustment to their pay and that of other teachers is also temporary, and safeguarding provisions will not apply when the arrangements cease.

2.4.3 Temporary Payments to Headteachers

In addition to the pay set via the ISR governors have the flexibility to award payments for clearly defined temporary responsibilities.

Governors will consider

- The appropriateness of the payment in the context of the school.
- the affordability aspect, both at the time of the request and over the next 2-3 years
- any other pertinent issues including risks, such as equal pay challenges

The total sum of discretionary payments to the Headteacher in any school year will not exceed 25% of the Headteacher's current pay point (except in the wholly exceptional circumstances). It should be noted that the 25% is the upper limit, it is not the expectation that discretionary payments will automatically be set at 25%.

2.5 DEPUTY HEADTEACHER'S PAY

The governing body will determine the pay range for deputy Headteachers when it proposes to make a new appointment; or revise the actual pay range where there is a significant change in their responsibilities.

The pay range may be determined as of 1 September or at any time of the year to reflect any changes in the circumstances or job description.

The pay spine of any deputy will start at a higher point than the lowest point on any Assistant Headteacher's range in the school, and in the absence of an assistant Headteacher, at a point above the salary of the highest paid teacher.

The highest point on a deputy Headteacher's scale will be at least one point lower than the bottom point of the Headteacher's ISR (7-point scale).

The pay range will take into account any permanent duties and responsibilities of the post and any factors that need to be considered e.g. additional accountabilities, long term provision of services to other schools, significant recruitment and retention difficulties.

The governing body have determined that a 5 point range on the Leadership Group Pay Spine for the deputy Headteacher(s) shall be point L11 to point L15. If there is more than one deputy Headteacher the pay spines may be different, to take account of the responsibilities of each post.

Where performance objectives are deemed by the Headteacher, or reviewer, to have been satisfactorily met, he/she may recommend to the Pay Committee that the deputy Headteacher's pay will increase by 1 or 2 points on the pay range.

2.5.1 Additional responsibilities due to changes to the role of the Headteacher

If the Headteacher at the school becomes responsible for more than one school (permanent or temporary arrangement) consideration will be given to the pay of deputy and assistant heads. An increase in pay will only be agreed where the post accrues additional extra responsibilities as a result of the Headteacher's enlarged role. It should not be assumed that an increase to the deputy and assistant heads pay is a requirement in all cases.

The governors will consider:

- increasing the pay range of the deputy/assistant head
- appointing a teacher to a post in the staffing structure which attracts a TLR payment

- using additional payments where the other options are not appropriate.

Where the arrangement for the Headteacher is temporary, any adjustment to their pay and that of other teachers is also temporary and safeguarding provisions will not apply when the arrangements cease.

2.5.2 Acting Deputy/Assistant Headteachers

The governing body will consider whether teachers who have not been appointed as acting Headteacher or deputy Headteacher but who have been assigned to and have been carrying out the duties of head or deputy Headteachers should receive an acting allowance as a separate addition to their normal pay. The consideration will be made within four weeks of the commencement of the teacher carrying out such temporary duties.

The allowance will be paid from or backdated to the time when the teacher performed tasks that required the full authority of the post to be exercised.

Any pay agreed by the governing body will be equivalent to at least the minimum leadership spine point payable in the school for the post in which the teacher is acting.

Teachers in receipt of an acting allowance will be subject to all the conditions of employment appropriate to the post in which they are acting up.

(Safeguarding provisions will not apply when the Acting arrangements cease).

2.6 LEADERSHIP GROUP STEPPING DOWN FROM POST INTO UPPER PAY RANGE

Where a teacher is a post-threshold teacher governors may determine which point on the upper pay range to place them.

SECTION 3 TEACHING STAFF

3.1 PAY OF UPPER PAY RANGE AND MAIN PAY RANGE TEACHERS

The school will adopt the Local Authority recommendation of retaining the 6 point Main Pay Range.

Previously, the school followed its own 6 point Upper Pay Range. Following advice from teacher unions, the school will be reverting back to the Local Authority 3 point UPS Pay Range from September 2024.

From September 2025, teachers who have had their application approved by the GB Pay Committee and are currently on the Deansbrook UPS Pay scale will move up as follows:

A teacher currently on

Deansbrook UPS 1 – move to LA UPS 2

Deansbrook UPS 2 - LA UPS 2

Deansbrook UPS 3 – LA UPS 2

Deansbrook UPS 4 – LA UPS 3

Deansbrook UPS 5 – LA UPS 3

Only teachers who have met the relevant criteria can progress into the Upper Pay Range.

Progression on the UPR is performance based, rather than incremental.

b) Main Pay Range teachers

Progression in the Main Pay Range is performance based, rather than incremental, the Performance Management/Appraisal Policy should be used as the basis of decisions relating to Main Pay Range progression.

3.2 ASSESSMENT AND MOVEMENT ONTO THE UPPER PAY RANGE

Any qualified teacher on the main pay range is eligible to apply to access to the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

At the appraisal meeting in the summer term, the teacher must inform their appraiser of their intention to apply for UPS during the next appraisal period, so that new targets can be set accordingly in the autumn term.

The school will consider applications once a year. Applications should be made in writing to the Headteacher by 31st October.

The application must be passed to and assessed by the Headteacher.

If a teacher is simultaneously employed at another school(s) this school will not be bound by any pay decision made by another school.

Upper pay scale teachers will generally start on the lowest point of the UPR upon access to the Upper Pay Range; however the governors may consider other factors when determining their salary such as

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

3.2.1 The Assessment

An application from a teacher holding QTS will be successful as evidenced by 2 successful performance management appraisal reviews and where the governing body is satisfied that:

a) The teacher is highly competent in all elements of the relevant standards;

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

And

b) The teacher's achievements and contribution to the school are substantial and sustained.

- 'substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and
- 'sustained' means maintained continuously over the previous 2 academic years. A lesser period of time can be considered in situations such as maternity or long term sickness. If a teacher is working on a part time basis, the period of time remains 2 years and is not lengthened on a pro rata basis.

The headteacher will assess the application against the school UPS criteria, and then make a recommendation to the pay committee of the governing body so that they can make the final determination.

3.2.2 Notification

The assessment will be made within 10 working days of the closing date for applications at which point the employee will receive a written response informing them of the outcome of the Headteacher's recommendation (at this stage this would be still subject to governing body agreement)

If successful, applicants will move to the upper pay range and have their pay backdated from the start of the academic year in which they have been assessed as meeting the criteria.

If unsuccessful, feedback will be provided by the Headteacher in writing within 10 working days of the decision, clearly setting out the reasons for the decision.

An appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the schools pay appeal arrangements.

SECTION 4 UNQUALIFIED TEACHERS PAY

The school will adopt the Local Authority recommendation of retaining the 6 point Unqualified Teacher pay scale.

There are three types of 'unqualified teacher' (UQ) employed in schools:

- Trainees working towards qualified teacher status (QTS).
- Overseas trained teachers who have not exceeded four years in post without attaining QTS status.
- Unqualified teachers or instructors with a particular skill.

Unqualified Teachers will only be appointed where:

No qualified teacher is available following attempts at recruitment (except in the case of unqualified teachers or instructors with a particular skill)

The School is supporting an individual through employment based route to obtain qualified teacher status, e.g. Graduate Training Programme

Progression on the Unqualified Pay Range is performance based, rather than incremental.

4.1 UNQUALIFIED TEACHER'S ALLOWANCE

Governing bodies may pay an additional allowance to an unqualified teacher, in the context of their staffing structure and pay policy, if they consider that the unqualified teacher has:

- a) 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 they are undertaking for example -
 - A recognised overseas teaching qualification
 - A recognised post-16 teaching qualification
 - A recognised qualification relevant to their subject area
 - Experience other than employment as an unqualified teacher which the relevant body consider to be of value to the performance of the unqualified teachers duties.
 - Excellent performance over the previous school year having regard to all aspects of the teachers professional duties, in particular, classroom teaching.
 - Experience as an overseas-trained teacher
 - Experience of teaching in further education, including sixth form colleges.
 - Experience teaching in higher education.
 - Experience working in a relevant area for example industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

4.2 Unqualified teacher who becomes qualified

Where an unqualified teacher becomes qualified the relevant body will transfer the teacher to the main pay range either at the same salary or higher than it was on the unqualified teacher range.

SECTION 5 TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

TLR payments are only payable to classroom teachers for undertaking sustained and substantial additional responsibilities for the purpose of ensuring the continued delivery of high quality teaching and learning that are not required of all classroom teachers. This responsibility and level of accountability will be clearly defined in the job description of the TLR. Teachers will not be expected to undertake permanent additional responsibilities without payment of a permanent TLR1 or TLR2.

TLR's are not payable to Leading Practitioners, Assistant/Deputy or Headteachers. Unqualified teachers may not be awarded TLRs but they can be awarded an allowance as the Governing Body considers appropriate where it considers that 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

Qualifications or experience which brings added value to the role being undertaken

The governing body pays TLR payments either at TLR Level 2, or a fixed term payment at TLR Level 3 in accordance with the pay ranged specified in the 2016 STPCD as updated from time to time and the following levels and values will apply :-

TLR Band 2a £3,527

TLR Band 2b £5,641

TLR Band 3 minimum £702 maximum £3,478

Before awarding any TLR2 payments, the governing body must be satisfied that the teacher's duties 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 judgment;
- 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 other than the teacher's assigned classes or groups of pupils; and

- e) involves leading, developing and enhancing the teaching practice of other staff.

During the course of the school year additional projects/priorities arise that may lead to the award of additional TLR3s (e.g. in response to Ofsted inspection) in such cases the number and level of these will be determined by the Headteacher.

Where a TLR3 is awarded for a fixed term school improvement project, or one off externally driven responsibilities, the duration of the fixed term will be established at the outset.

A teacher cannot hold a TLR 2a and a TLR 2b concurrently but they can hold a TLR3 with either a TLR 2a or TLR 2b.

SECTION 6 SUPPORT STAFF

The Governing Body adopts the Local authority's Unified Reward scheme for the payment of support staff.

SECTION 7 SPECIAL EDUCATIONAL NEEDS ALLOWANCE (SEN)

SEN allowances are not paid as all staff are considered to be responsible for children with SEND.

SECTION 8 ADDITIONAL DISCRETIONARY PAYMENTS FOR TEACHERS

The governing body may make discretionary payments to a teacher other than a Headteacher in respect of :

- Continuing professional development undertaken outside the school day
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- Participation in out of school hours learning activity
- Additional responsibilities and activities due to, or in respect of the provision of services relating to the raising of education standard to one or more additional schools.

The basis on which such payments are made should be reviewed regularly.

8.1 PAYMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES

Additional discretionary payments may be awarded to teachers who agree to undertake CPD outside normal school times.

Teachers who undertake voluntary continuing professional development (CPD) outside the school day will be entitled to an additional payment which will be decided by the pay committee.

8.2 INITIAL TEACHER TRAINING (ITT) ACTIVITIES

Additional discretionary payments may be awarded to teachers who agree to undertake activities related to providing ITT as part of the ordinary conduct of the school.

Teachers who undertake voluntary school-based initial teacher training activities will be entitled to a one off payment which will be decided by the pay committee.

Activities may include - supervising and observing teaching practice; giving feedback to students on their performance and acting as professional mentors; and formally assessing students' competences; planning an initial teacher training course; preparing course materials; and taking responsibility for the well-being and tuition of initial teacher training students.

Teachers who undertake initial teacher training activities which are not seen as part of the ordinary running of the school will be given separate contracts of employment to cover areas of work that are not part of their substantive teaching job or contract of employment. Areas of work that will attract a payment which will be decided by the pay committee.

8.3 PAYMENT FOR OUT OF SCHOOL HOURS LEARNING ACTIVITIES

Additional discretionary payments may be awarded for teachers who have agreed to participate in Out of School Hours learning activities.

Teachers who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity may be entitled to a payment which will be decided by the pay committee.

Activities that could attract payment include -

breakfast clubs, homework clubs; summer schools (study support, literacy and gifted and talented), sporting activities, other outdoor activities, clubs linked to curricular, arts and hobby interest areas.

8.4 PAYMENTS FOR SERVICES FROM ONE SCHOOL TO ANOTHER

Additional discretionary payments may be awarded for teachers undertaking additional responsibilities and activities connected with the provision of services relating to the raising of educational standards to one or more additional schools.

Teachers who undertake additional responsibilities/activities in respect of or due to the raising of educational standards to one or more additional schools will be entitled to an additional payment which will be decided by the pay committee.

SECTION 9 PART TIME STAFF

9.1 Teachers

The governing body applies the provisions of the STPCD in relation to part-time teachers' pay and working time

9.2 All staff

The Headteacher and governing body will use their best endeavours to ensure all part-time employees are treated no less favourably than a full-time comparator.

SECTION 10 SHORT NOTICE/SUPPLY STAFF

Staff employed on a day-to-day or other short notice basis must be paid on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata. Staff who are employed throughout a period of 12 months beginning in August or September must not be paid more in respect of that period than would have been paid had they been in regular employment throughout the period.

SECTION 11 RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

The governing body may make payments or provide other financial assistance, support or benefits to a teacher as it considers necessary as an incentive for the recruitment of new teachers or retention of existing teachers.

The expected duration of the arrangement will be clearly communicated in each case but may be subject to review for example if the teacher changes role within the school year. Safeguarding provisions will not apply when the arrangement ceases.

The Headteachers and others on the Leadership range may not be awarded payments other than as reimbursement of reasonably incurred housing or relocation costs on appointment.

SECTION 12 EMPLOYEE BENEFITS

While the school retains the services for Capita to manage its HR function, the school offers all staff access to the local government's employee benefits package which is administered by Capita on behalf of Barnet. More information can be found on the Barnet website.

SECTION 13 HONORARIA

There is no provision within the STPCD for the payment of bonuses or honoraria of any kind.

SECTION 14 APPEALS

When a member of staff feels a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider. It is the intention that any appeal under this policy will be dealt with promptly, thoroughly and impartially.

14.1 Procedure

As part of the overall appraisal process, a pay recommendation is made by the reviewer (normally the line manager) and discussed with the member of staff at the review meeting prior to being submitted to the school's Resources Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the member of staff.

At this particular stage of the pay determination process, if the member of staff wishes to understand the rationale for the pay recommendation or bring any further evidence to the attention of the reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal, and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a member of staff believes the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal appeal hearing procedure.

14.1.1 Appeal hearing procedure: formal stage

- 1) Staff should put their appeal in writing to either the Headteacher or the governing body, normally within 10 school working days from the date of the outcome letter or within a mutually agreed alternative timescale, and the appeal must include a statement, in sufficient detail, of the grounds of the appeal.
- 2) On receipt of the written appeal, a meeting of the Pay Appeals Committee should be convened at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. All relevant parties will be required to attend the meeting.

3) The chair of the Pay Appeals Committee will invite the appellant to set out their case. Both the recommendation maker and the decision maker will also be asked to outline to the Committee the process that was observed and their contribution to the pay determination process.

4) Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

5) Following the conclusion of representations by all relevant parties, the Pay Appeals Committee will then consider all the evidence in private and reach a decision. The Pay Appeals Committee will write to the member of staff notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the appeal committee is final.

14.1.2 The modified 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 employment of the school. When a member of staff has lodged an appeal against a pay decision and then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

1) the member of staff must have set out details of their appeal in writing

2) the member of staff must have sent a copy of their appeal to the chair of the governing body

3) the chair of the governing body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

SECTION 15 RELATED POLICIES AND PROCEDURES

Equalities Policy

Performance Management Policy

Safeguarding Policy

Safer Recruitment Policy

Staff Attendance Policy

Whistleblowing Policy

Data Protection Policy

School Teachers' Pay & Conditions Document

National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book)

Unified Reward

Capita Employee Benefits Package

APPENDIX A

School Teachers' Pay 2025-26: Pay Scale Points

MAIN PAY RANGE	Outer London Area
1	37,870
2	39,851
3	41,935
4	44,128
5	46,800
6	50,474

UPPER PAY RANGE	Outer London Area
1	52,219
2	54,151
3	56,154

LEADERSHIP GROUP PAY RANGE)	Outer London Area
1	55,881
2	57,180
3	58,497
4	59,859
5	61,249
6	62,677
7	64,259
8	65,642
9	67,177
10	68,799
11	70,473
12	72,009
13	73,708
14	75,433
15	77,209
16	79,157
17	80,884
18	82,816
19	84,769
20	86,764
21	88,812
22	90,906
23	89,477
24	91,602

Appendix B

Deansbrook Infant School Staffing Structure 2025-2026

Senior Leadership Team

<p><u>Leadership scale</u> <u>Headteacher (FT)</u> Teaching & Learning Self-Review School Improvement Finance Management Premises Management Attendance Child Protection Officer Equal Opportunities Recruitment & personnel Induction of new staff Health and Safety Appraisal</p>	<p><u>Leadership scale</u> <u>Deputy Headteacher (FT)</u> Teaching & Learning (PPA) Leading Curriculum Development Teaching commitment Assessment School Improvement CPD & Timetabling Child Protection Officer Equal Opportunities Recruitment Core Subject Leader EV leader / School Journey Appraisal</p>
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<p><u>TLR 2B</u> <u>Inclusion manager (0.8)</u> Additional Needs Provision EMA Provision Appraisal School Improvement Inclusion Staff Leader Inclusion team appraisal Intervention teacher Child Protection Officer</p>	<p><u>TLR 2B</u> <u>FS leader (0.7)</u> Assessment & Raising standards within FS School Improvement Appraisal Class teacher (0.4) Middle leader support Learning walks FS - KS1 transition</p>	<p><u>TLR 2B</u> <u>KS1 leader (FT)</u> Assessments & Raising standards within KS1 School Improvement Appraisal Class teacher (0.8) Middle leader support Learning walks KS1 - KS2 transition</p>
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Middle Leaders

<p>TLR 2A Key Curriculum Area Leader (Maths) (TLR removed from staffing structure and part of DHT role)</p>	<p>TLR 2A Key Curriculum Area Leader Class teacher (FT) (Literacy)</p>	<p>TLR 2A Key Curriculum Area Leader Class teacher (FT) (Science 0.6)</p>	<p>TLR 2A Key Curriculum Area Leader Class teacher (PT) (Science 0.4)</p>	<p>TLR 2A Key Curriculum Area Leader Class Teacher (FT) (PE & PSHE) On MAT Leave</p>
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Subject Leaders

<p>Class Teacher F/T Foundation Subject Lead</p>	<p>Class Teacher P/T (0.6) Foundation Subject Lead</p>	<p>Class Teacher P/T (0.7) Foundation Subject Lead</p>	<p>Class Teacher P/T (0.2) Foundation Subject Lead</p>	<p>Class Teacher P/T (0.6) Foundation Subject Lead</p>
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Support staff

2 F/T Higher Level Teaching Assistants (PPA/Inclusion) Level 4

<p>Nursery 2 x Nursery Officers (1xFT / 1x0.4 / 1x0.6)</p>	<p>L2 Teaching Assistants 3 x 36hrs 1 x 33.75hrs 4 x 31.25 4 x 20 hrs</p>	<p>SEN Teaching Assistants (supply agency long term) 1x 16.5hrs 1x 30hrs 1x 18.75hrs 1x 18.75hrs</p>	<p>MTS Nursery 1 X 7.5hrs</p>	<p>Lunchtime Activity Club MTS 1 x 7.5hrs</p>
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Administrative staff

School Business Manager (0.8)

Receptionist (0.6)

Admin Assistant (0.9)

Site Staff

Site Manager (FT)

Cleaner (15 hours)

Cleaner (10 hours)

APPENDIX C

TERMS OF REFERENCE

Pay Committee

The governing body shall establish a Pay Committee to set the pay policy for the school and to implement the approved pay policy in respect of pay for teaching staff.

Pay decisions at this School are made by the Governing Body Pay Committee using evidence and recommendations from the Head.

The Pay Committee shall consist of at least two members of the governing body.

The Headteacher

- The committee will have full powers to make recommendations/decisions within the pay policy adopted by the governing body. The terms of reference are as follows:
- To achieve the aims and objectives of the school pay policy
- To apply the criteria set by the policy, including linkages with the school Performance Management Policy, in determining the pay of each member of staff
- To observe all statutory and contractual obligations
- To update and ensure that the policy complies with the most recent School Teachers' Pay & Conditions Document
- To minute clearly the reasons for all recommendations / decisions and to report these to the full governing body
- To ensure that staff know the procedure for making an appeal against pay decisions
- To ensure that clear job descriptions for each teaching post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner
- To keep abreast of developments influencing pay considerations and to advise the governing body when the pay policy needs to be reviewed

PECUNIARY INTEREST

No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

APPENDIX D

PAY PROGRESSION

Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain.

To be fair and transparent, assessments will be properly rooted in evidence. In this school we will ensure fairness by annual monitoring of the application of the pay policy and pay decisions.

The evidence we will use to inform appraisals and measure performance will include appraisal evidence, pupil tracking, work scrutiny and lesson observations.

Teachers may be awarded pay progression within their own pay range following a successful performance review/appraisal that measures progress against objectives and overall performance against the teacher standards.

In the case of UPR teachers a successful performance review requires the teacher to be highly competent in all elements of the relevant standards, and their achievements and contribution to the school to be substantial and sustained. Pay progression may follow after two successful performance management/appraisal reviews

There is an expectation that where there are any concerns about performance these will be raised during the annual performance cycle. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

The policy at this school is that a pay progression recommendation will not be made for any teacher subject to formal capability procedures. Where a teacher has successfully engaged with and is no longer in formal capability procedures the governors will review their overall performance in line with the general performance pay progression criteria in determining whether a pay progression recommendation will be made.

REVIEWING THE HEADTEACHER'S PERFORMANCE

The Headteacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and all aspects of the relevant standards Performance reviews will be supported by an External Adviser. Progression will be subject to a review of performance against performance objectives before any points are awarded. Annual pay progression within the range for this post is not automatic.

The governing body will consider whether to make an award, and if so, whether this will be one or two pay progression points, or more in exceptional circumstances.

Headteachers will be eligible for progression if they meet all of their objectives and are assessed as fully meeting the relevant standards. The following levels provide an indication of what level of progression will be awarded:

0 points	–	Objectives not met and/or Headteacher subject to formal disciplinary/capability procedure
1 point	–	Objectives met, good level of performance in relation to relevant standards
2 points	–	Challenging objectives exceeded, outstanding level of performance in relation to relevant standards
3 points	–	Challenging objectives exceeded, performance above and beyond normal expectations in dealing with unusual/unprecedented events. Substantial contribution to the school in delivering transformational/innovative projects to a high level.

As part of their decision making, the Headteacher appraisal panel will also consider if the Headteacher has been:

- i) Subject to any disciplinary action
- ii) Subject to any action under the capability procedure
- iii) Identified within an OFSTED report or Local Authority Review as not providing an appropriate quality of leadership.

If any of the above circumstances apply, the HT Appraisal Committee will not award performance points.

The Governing Body shall advise the Headteacher in writing annually of their salary determination and the basis for this determination including details of performance increase.

REVIEWING THE DEPUTY HEADTEACHER PERFORMANCE

Deputy Headteachers and Assistant Headteachers must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points are awarded. This review as outlined in the appraisal regulations and performance management policy will involve

- Performance objectives
- Classroom observation (where relevant)
- Other evidence

The review will assess whether the teacher has grown professionally by developing their leadership and (where relevant) teaching expertise.

The governing body has discretion to award a deputy or assistant head 0, 1, or 2 points in an academic year from 1 September only.

Annual pay progression within the range for these posts is **not** automatic. The governing body will consider whether to make a pay award, and if so whether to award one or two pay progression points.

Deputy/Assistant Headteachers will be eligible for progression if they meet all of their objectives and are assessed as fully meeting the relevant standards unless any of the circumstances specified in 4.2.1 apply.

The following levels provide an indication of what level of progression will be awarded:

- | | | |
|----------|---|--|
| 0 points | – | Objectives not met and/or Headteacher subject to formal disciplinary/capability procedure |
| 1 point | – | Objectives met, good level of performance in relation to relevant standards |
| 2 points | – | Challenging objectives exceeded, outstanding level of performance in relation to relevant standards |
| 3 points | – | Challenging objectives exceeded, performance above and beyond normal expectations in dealing with unusual/unprecedented events. Substantial contribution to the school in delivering transformational/innovative projects to a high level. |

Performance pay increases for a Deputy Headteacher will be contained within their 5-point scale.

As part of their decision making, the Pay Committee will also consider whether or not the Deputy Headteacher (or Assistant Headteacher) in paragraph 10) has been:

- i) Subject to any disciplinary action
- ii) Subject to any action under the capability procedure
- iii) Identified within an Ofsted report or Local Authority Review as not providing an appropriate quality of leadership.

If any of the above circumstances apply, the Pay Committee will not award performance points.

CLASSROOM TEACHERS (MAIN PAY RANGE)

In this school judgements of performance will be made against:

- Objectives
- Teacher Standards
- Classroom observations
- Pupil Progress (which will include an element of work scrutiny)

The rate of progression will be differentiated according to an individual teacher's performance. Teachers on the main pay range with an overall assessment of Level 1 will receive two increments and teachers on the main pay range with an overall assessment of Level 2 will receive one increment. Teachers on the upper pay range will receive one increment if the overall assessment in the preceding two years is Level 1.

For exceptional overall performance the Headteacher may consider awarding more than two increments.

The decision about whether a teacher progresses will be based solely on whether the stated criterion are met; there will be no 'quota' imposed for financial or other reasons.

Objectives will be graded on the basis of exceeded, met, partially met and not met.

When assessing objectives, the reviewer will use their professional judgement taking account of circumstances and the aspirational nature of the objectives.

Teacher Standards will be graded on the basis of exceeded, met, partially met and not met. All eight teacher standards will be individually graded and score allocated to the grades with 3 points for exceeded, 2 points for met, 1 point for partially met and 0 points for not met. A total score for the teacher standards will be reached, with the maximum score being 24.

Quality of Teaching will be based on a range of evidence including:

- **Classroom observation**
- **Pupil Progress**
- **Quality of planning and assessment**

- **Quality of marking**

Pupil Progress will be assessed on the basis of whether pupil progress has been in line with national standards.

Main pay range classroom teachers will receive an increase within the range for satisfactory performance over the year.

The policy at this school is that a pay progression recommendation will not be made for any teacher whose performance is unsatisfactory because they are or have been managed within the formal stages of the capability procedures. Where a teacher has successfully engaged with and is no longer in formal capability procedures the governors will review their overall performance in line with the general performance pay progression criteria in determining whether a pay progression recommendation will be made. Where a decision has been made not to recommend pay progression the teacher must be notified in writing of this decision and the reasons.

Newly qualified teachers that complete their induction period satisfactorily will receive performance progression.

Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, taking into account advice from the Headteacher.