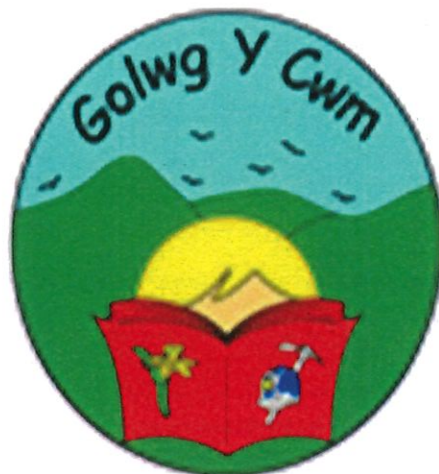


YSGOL GOLWG Y CWM



Teachers Pay Policy

Date	January 26
Review Date	January 27



Teachers' Pay Policy

2025/2026

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be made on a case-by-case basis to take account of individuals' circumstances such as long-term absence on the grounds of maternity or ill-health.

4. JOB DESCRIPTIONS

- 4.1. The Headteacher will ensure that each member of staff is provided with a job description in accordance with the school's staffing structure (**Appendix 8**), as agreed by the Governing Body.

5. APPRAISALS

- 5.1. The Governing Body will comply with the School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of Headteachers and Teachers through the application of the School's Professional Development Review (PDR) policy.

6. GOVERNING BODY'S OBLIGATIONS

- 6.1. The Governing Body will:

- fulfil its obligations as set out in the STPC(W)D and the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');
- establish a Pay Committee and Pay Appeals Committee;
- determine relevant pay decisions, taking account of recommendations from the Headteacher;
- ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy and the School's spending plan;
- ensure that Teachers, via the Headteacher, are informed about pay decisions which affect them, and that records are kept of recommendations and decisions made; and
- monitor, on an annual basis, the outcomes of pay decisions, including the extent to which different groups of Teachers may progress at different rates. The outcome of the review will be shared with school-level trade union representatives and will include an equality impact assessment (as per the relevant local authority guidance and template on EIAs).

7. HEADTEACHER'S OBLIGATIONS

- 7.1. The Headteacher will:

- ensure that PDR partners (where not the Headteacher) provide accurate, relevant, complete and timely information about pay recommendations;

11. CAPABILITY AND PAY PROGRESSION

- 11.1. Pay progression should be on an annual basis from 1 September, with an assumption in favour of progression unless an individual has been notified, in writing, that capability procedures are underway in respect of that year.
- 11.2. Where the Teacher is subject to the formal stages of the School's Capability Procedure, the School's Professional Development Review processes will be suspended in relation to the Teacher concerned until the Capability Procedure has been concluded.
- 11.3. On conclusion of the Capability Procedure, the Teacher will resume the processes in accordance with the School's Professional Development Review Policy.
- 11.4. Pay progression will not be permissible in accordance with this Pay Policy while a teacher is subject to the formal stages of the School's Capability Procedure.
- 11.5. On conclusion of the Capability Procedure, the Teacher would re-enter the Professional Development review cycle.
- 11.6. Pay progression will not be applied retrospectively in any case of formal capability. However, if, as part of the capability process, capability is deemed not to apply, the teacher would revert to normal pay progression.

12. PAY DETERMINATION

- 12.1. The Governing Body has delegated its pay determination powers to the Pay Committee.

12.2. Annual Determination of Pay

- 12.2.1. All teaching staff salaries, including those of the leadership group, will be reviewed annually to take effect from 1st September. The Governing Body will conclude Teachers' annual appraisals, by 31st October; the Headteacher's annual appraisals will be concluded by 31st December.
- 12.2.2. Reviews may take place at other times of the year to reflect, for example, any changes in circumstances, changes in a job description that lead to a change in the basis for calculating an individual's pay.
- 12.2.3. The Governing Body will apply any future national pay awards as specified by the STPC(W)D.

12.3. Notification of Pay Determination

- 12.3.1. A written statement will be given to each Teacher setting out the pay and any other financial benefits to which they are entitled following a determination. Where applicable, this will include information about the basis on which it was made. This will be done by 31st October for Teachers, 31st December for Headteachers, or by no later than one month following the determination.

- 13.8.1. When a Headteacher is appointed to be permanently responsible and accountable for more than one school, the Governing Body should base the determination of the Headteacher group on the total number of pupil units across all schools, which will give a group size for the federation in accordance with **Appendix 4**.
- 13.8.2. Consideration also needs to be given to the remuneration of other Teachers and school leaders who, as a result of the Headteacher's role, are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the Teacher), which is recorded. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the Headteacher's enlarged role, it is not automatic.

14. DEPUTY / ASSISTANT HEADTEACHER PAY

- 14.1. In this School, the Governing Body will use the discretionary reference pay points for leadership pay as indicated in **Appendix 1**.
- 14.2. Where relevant posts exist in the school structure, the Governing Body will assign a five-point leadership pay range which can be reviewed as necessary for Deputy / Assistant Headteacher posts relative to the school group size and any permanent additional relevant factors as determined within the framework of the STPC(W)D.
- 14.3. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.
- 14.4. In this School, the Deputy Headteacher five-step pay range is L5 to L9
- 14.5. In this School, the Assistant Headteacher five-step pay range is Lxx to Lxxx (*pay details to be inserted here by the school*).
- 14.6. **Pay on appointment**
 - 14.6.1. When a new appointment needs to be made, the Governing Body will determine the leadership pay range for the post to be advertised and will agree the starting pay on appointment.
 - 14.6.2. The pay range will be determined in accordance with the STPC(W)D.
 - 14.6.3. The Governing Body will adopt the three-stage process when setting the pay for new appointments to the wider leadership team as set out in **Appendix 4**.

15. PAY PROGRESSION FOR LEADERSHIP GROUP MEMBERS

- 15.1. The Governing Body must consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range determined in accordance with the STPC(W)D.

- 16.1.5. When determining the starting pay for an existing classroom Teacher in a Local Authority maintained school or academy in England or in Wales and paid under the STPC(W)D or STCPD, the Governing Body will pay the Teacher on the main pay range or upper pay range at a scale point, which at least maintains the Teacher's previous pay entitlement, plus any pay progression, which they would have received had they remained in their previous post.
- 16.1.6. In addition, if the successful applicant is a Teacher who has had a break in service, then the governing body will determine their scale point based on their previous final salary paid under the STPC(W)D or STCPD including any increment that the teacher would have been entitled to be awarded had they remained in their previous post at the time when the change in employment occurred. Governing Bodies can take into account any relevant experience gained from a teaching role in another sector in Wales or jurisdiction or a period of employment in relevant sector outside teaching including higher or further education.
- 16.1.7. Pay portability must span a break in teaching service for health and social reasons such as maternity/paternity, medical or family reasons. In a situation where the new employer proposes to take a different view, the grounds for doing so must be non-discriminatory in relation to equality and other relevant legislation. Relevant advice should be sought from the relevant local authority in these situations.
- 16.1.8. The Governing Body will not restrict the pay range advertised or starting salary and pay progression prospects available for classroom Teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.

16.2. Pay Progression for Existing Main Pay Range Teachers

- 16.2.1. The Governing Body must award a Teacher on scale points M2 to M5 of the Main Pay Scale progression of one point following completion of a year of employment completed as a qualified Teacher during the previous school year, unless the Teacher has been notified, in writing, through formal capability procedures that service was unsatisfactory in respect of that year.
- 16.2.2. Pay progression should be on an annual basis from 1st September, with an assumption in favour of progression unless an individual has been notified, in writing, through formal capability procedures that service was unsatisfactory in respect of that year.
- 16.2.3. The Governing Body may award an additional point to any Main Scale Teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching.
- 16.2.4. A decision may be made not to award progression where the Teacher is subject to formal capability proceedings.
- 16.2.5. The Pay Committee will record its decision regarding pay progression on the Annual Teachers' Pay Review Statement contained at **Appendix 2**. A copy of this form will be provided to the Teacher.
- 16.2.6. Where pay progression is granted, the Teacher's salary will be increased with effect from 1st September of the current academic year.

right to appeal against any decision not to grant pay progression. The appeals procedure is set out in **Appendix 6**.

17. LEADING PRACTITIONER ROLE

- 17.1. The Governing Body may establish Leading Practitioner posts for Teachers whose primary purpose is the modelling and leading improvement of teaching skills.
 - 17.1.1. Where the Governing Body wishes to establish such posts, it will determine the responsibilities and pay range for these posts. Consultation with relevant staff and trade unions will take place in relation to any such proposed changes to the staffing structure.
 - 17.1.2. The Policy of the Governing Body will be to appoint any new Leading Practitioner Teacher to a 5-point range, as deemed appropriate by the Governing Body.
 - 17.1.3. The pay range for Leading Practitioners will be in accordance with the STPC(W)D, with the minimum and maximum annual values set out in **Appendix 1**.
 - 17.1.4. In this School, the Governing Body will use the discretionary reference pay points detailed at **Appendix 1**.
 - 17.1.5. Pay progression for Leading Practitioners will be determined as per the process set out above.

18. UNQUALIFIED TEACHERS

- 18.1. A Teacher on the unqualified pay range will be paid an annual salary in accordance with the unqualified teacher pay range as detailed at **Appendix 1**.
- 18.2. Under the Education (Specified and Registration) (Wales) Regulations 2010 there are specific circumstances when those other than qualified Teachers who are registered with the Education Workforce Council may carry out 'specified work'.
- 18.3. The School will comply with these legal requirements and will only employ unqualified Teachers as specified in these Regulations.
- 18.4. The Governing Body may pay an additional allowance to an unqualified Teacher who meets the criteria as defined in the STPC(W)D.
- 18.5. The Governing Body must award a Teacher on scale points 1 to 6 of the Unqualified Teacher Pay Scale progression of one point following completion of a year of employment completed during the previous school year, unless the Teacher has been notified through the formal capability process that service was unsatisfactory in respect of that year.
- 18.6. A person has completed a 'year of employment' if they have completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of

19.1.6. The minimum and maximum range for a TLR1 is set out in **Appendix 1**.

19.1.7. The minimum and maximum range for a TLR2 is set out in **Appendix 1**.

19.1.8. In this School the value of TLRs currently in use is as follows

- **TLR1** -
- **TLR2** -(£3590)

19.1.9. The Governing Body may award a fixed-term TLR3 payment to a Teacher of for a clearly time-limited school improvement project, or one-off externally driven responsibilities. The minimum and maximum range for a TLR3 is set out in **Appendix 1**.

19.1.10. The duration of the fixed term, and the amount of annual payment will be established at the outset and typically should not be awarded for longer than two years, other than in extenuating circumstances to enable completion of the project or where the TLR holder undertakes a new or different responsibility or project. Payment will be paid on a monthly basis for the duration of the fixed-term.

19.1.11. Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly following consultation with relevant staff and union representatives.

19.1.12. A Teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3.

19.1.13. No safeguarding will apply in relation to an award of a TLR3.

19.1.14. TLR1 or 2 payments should be awarded to teachers placed in the specified posts in the staffing structure and to the cash value set out in the pay policy. Where such TLRs are awarded to part-time teachers they will be paid pro rata at the same proportion as the proportion of the duties they are undertaking, if the part-time teacher is undertaking on a proportion of the duties of the TLR. However, where there is agreement of the part-time teacher and the employer/governing body that the teacher will undertake the full duties associated with the allowance, the allowance will be paid in full..

19.1.15. TLR3 allowances are paid in full, regardless of the hours that a part-time Teacher normally works under the contract of employment.

19.2. **Additional Learning Needs (ALN) Allowances**

19.2.1. The Governing Body will award ALN allowances in accordance with the criteria and provisions set out in the STPC(W)D.

19.2.2. The minimum and maximum range for an ALN Allowance is set out in **Appendix 1**, payable to a classroom Teacher in accordance with STPC(W)D.

19.2.3. In this School, the ALN values are

- 19.5.2. Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded such a payment other than as reimbursement of reasonably incurred housing or relocation costs.
- 19.5.3. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher post will be taken into account when determining the pay range.
- 19.5.4. The reason for the award of any additional payment, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn will be made clear at the outset, in writing.
- 19.5.5. The Governing Body will conduct an annual review of all such awards.

20. PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

- 20.1. Teachers employed on an ongoing basis at the school but who work less than a full working week will be deemed to be part-time.
- 20.2. Part-time Teachers will be provided with a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the School's timetabled teaching week for a full-time Teacher in an equivalent post. This does not affect the TLR3 payment which is not pro rata for part-time staff. See **Appendix 7** for further information.

21. TEACHERS EMPLOYED ON A SHORT-TERM NOTICE BASIS (SUPPLY)

- 21.1. Teachers employed on a supply basis will be paid in accordance with the relevant paragraphs of the STPCD. The relevant body will apply the principles of pay portability and will apply this principle in practice when engaging a supply teacher employed by the local authority/school who has previously been paid under the terms of the Document. It is recommended that if the school is using an agency, the school enters into a voluntary supply agency pledge whereby they only procure from agencies identified on the Welsh Government's Procurement Directorate Framework Approved Supply Agencies and commit to a minimum daily rate of M2 ÷ 195 days. The exception will be that when agencies on the NPS framework are unable to supply a suitably skilled Teacher, the school will be able to approach alternative agencies but with a commitment to pay as a minimum, the M2 pay rate.
- 21.2. Schools are encouraged to adopt this pledge and maintain the wording in the adopted pay policy in line with the recommendations agreed by all Education Cabinet members and all 22 Leaders in January 2021. However, if the Governing Body determines that they do not wish to enter into the Voluntary Supply Agency pledge, this paragraph will not apply.
- 21.3. Supply teachers employed by the Local Authority or the school are entitled to annual pay determination and consideration for pay progression in the same way as other teachers, following completion of a year of employment (26 weeks) since the previous annual pay determination. The Governing Body will ensure that, where they are

APPENDIX 1

2024/25 PAY RANGES

Main Pay Range:

	2024	2025
	£	£
M2 (min)	32,433	33,731
M3	35,039	36,441
M4	37,739	39,249
M5	40,710	42,339
M6 (max)	44,802	46,595

Upper Pay Range:

	2024	2025
	£	£
Minimum	46,446	48,304
U2	48,168	50,095
Maximum	49,944	51,942

Leading Practitioner Pay Range:

	2024	2025
	£	£
Minimum	50,902	52,939
Maximum	77,382	80,478

21	82,868	86,183
22	84,925	88,322
23	87,027	90,509
24*	88,303	91,836
24	89,186	92,754
25	91,401	95,058
26	93,663	97,410
27*	95,034	98,836
27	95,984	99,824
28	98,364	102,299
29	100,800	104,832
30	103,309	107,442
31*	104,812	109,005
31	105,862	110,097
32	108,492	112,832
33	111,187	115,635
34	113,936	118,494
35*	115,613	120,238
35	116,769	121,440
36	119,659	124,446
37	122,634	127,540
38	125,669	130,696
39*	127,456	132,555
39	128,732	133,882
40	131,943	137,221
41	135,240	140,650
42	138,627	144,173
43	140,685	146,313

* These points and Point L43 are the maximum scale points for the eight Headteacher Group Ranges i.e. Group 1 pay range is L6 (£57,304) to L18* (£76,238) and not L18 (£77,000).

Teaching and learning responsibility payments

- TLR1 – the minimum and maximum range for a TLR1 is £10,354 to £17,518 per annum
- TLR2 - the minimum and maximum range for a TLR2 is £3,590 to £8,764 per annum
- TLR3 - the minimum and maximum range for a TLR3 is £714 to £3,540 per annum

Before awarding any TLR 1 or TLR 2 payment, 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:

APPENDIX 2

ANNUAL TEACHERS' PAY REVIEW STATEMENT

Name: _____	Employee No.: _____
School: _____	Effective Date: _____

SALARY DETAILS

Salary and Point - Main Pay Range (M2 - M6)	£	Point
Salary and Point - Upper Pay Range (UP1 – UP3)	£	Point
Salary and Point - Unqualified Range (M1 - M6)	£	Point
Salary and Leading Practitioner Range	£	Point

ALLOWANCES

**Details e.g. temp
(with dates), reason
for allowance**

Teaching and Learning Responsibility Payments (See Pay Policy Advice) TLR1 / TLR2 / TLR3	TLR ____	
	£	
Recruitment or Retention (See Pay Policy Advice)	£	
Special Educational Needs Allowance (See Pay Policy Advice)	£	
Other Allowances - Please specify (See Pay Policy Advice)	£	
SAFEGUARDING	£	
TOTAL SALARY	£	

Pay Committee Meeting on: _____

Signature of Headteacher / Chair of Committee: _____ Date: _____

APPENDIX 4

LEADERSHIP GROUP SALARIES GUIDANCE

1. Headteacher and Leadership Team (ALL SCHOOLS)

A statutory 43 step Leadership Pay Scale has been reintroduced. Headteachers, Deputy Headteachers and Assistant Headteachers will be paid as determined by the Governing Body. These are set out below:

2. School Groups (ALL SCHOOLS)

There are eight school groups determined from the unit score of the school. The STPC(W)D specifies a maximum and minimum pay value for each group and the indicative pay rates published jointly by the employers and trade unions attach values to individual pay points within those ranges

The Governing Body has established a 7 point pay range for the Headteacher and a 5 point pay range for all other leadership posts.

3. Unit Score of School

a. All Schools (excluding Special Schools)

The unit score is calculated to determine the group of the School, using the formula in the STPC(W)D. If a school has reasonable grounds to expect a change in pupil numbers, they should request a recalculation by the Authority at that time.

Information on how the unit score is calculated:

This is determined by pupil numbers as shown on the most recent STATS 1 (annual school census) return to the Welsh Government.

For each pupil at the foundation phase/ KS1/KS2	7 units
For each pupil in the school at KS3	9 units
For each pupil in the school at KS4	11 units
For each pupil in the school at KS5	13 units

Each pupil with a **statement of special educational needs** shall, if they are in a special class consisting wholly or mainly of such pupils, count three units more than they would otherwise count. If they are not in such a special class count three such units only where the relevant body so determine.

Each pupil who attends for no more than half a day on each day for which they attend the school shall count half as many units as they would otherwise count.

The proportion of staff to pupils at the school must be calculated and expressed as a percentage ('the staff-pupil ratio') in accordance with the following formula:

$$\frac{A}{B} \times 100$$

Where A is the number of Teachers and Support Staff weighted as provided at (a) below, and B is the number of pupils at the school weighted as provided at (b) below:

- a) The weighting for a Teacher is two units for each full-time equivalent Teacher, and the weighting for each Support Staff member is one unit for each full-time equivalent individual; and
- b) The weighting for a full-time pupil is one unit and the weighting for a part-time pupil is half a unit.

The staff-pupil ratio modifier must be calculated in accordance with the following table by reference to the staff-pupil ratio determined in accordance with the above:

Staff-Pupil Ratio	Staff-Pupil Ratio Modifier
1 - 20%	1
21 - 35%	2
36 - 50%	3
51 - 65%	4
66 - 80%	5
81% or more	6

NB: 'Support Staff member' means a member of the school staff who is not:

- A Teacher;
- A person employed in connection with the provision of meals;
- A person employed in connection with the security or maintenance of the school premises; or
- A person employed in a residential school to supervise and care for pupils out of school hours.

(ii) Information on how the modified total unit score is calculated

This is determined by pupil numbers as shown on the most recent STATS 1 (annual school census) return to Welsh Government.

The relevant body must determine the school's total unit score in accordance with the number of pupils on the school register calculated as follows:

	From £	To £
Group 1	59,597	79,288
Group 2	62,612	85,329
Group 3	67,531	91,836
Group 4	72,579	98,836
Group 5	80,080	109,005
Group 6	86,183	120,238
Group 7	92,754	132,555
Group 8	102,299	146,313

For other leadership group posts, the Governing Body should consider how the role fits within the wider leadership structure of the School. The pay range for a Deputy Headteacher or Assistant Headteacher should only overlap the Headteacher's pay range **in exceptional circumstances**.

Stage 2 - Setting the Indicative Pay Range

At this stage, the Governing Body will need to consider the complexity and challenge of the role in the particular context of the School and make a judgement on pay in light of this.

For Headteacher posts, it is expected that normally the Governing Body will conclude that the total unit score fully captures the complexity of the Headteacher role and that the relevant broad pay range accommodates appropriate levels of reward, in line with the STPC(W)D. The Governing Body will need to consider whether the indicative pay range should start at the minimum of the Headteacher group or whether they wish it to start at a higher level because of the level of challenge of the post.

There may be circumstances, however, in which there are additional factors that suggest the indicative pay range should be higher than would be provided by the basic calculation in Stage 1.

The following represent some examples of additional factors to be considered (this list is not exhaustive):

- The context and challenge arising from pupils' needs e.g. if there is a high level of deprivation in the community (Free School Meal entitlement and/or English as an Additional Language) or there are high numbers of looked after children or children with Additional Learning Needs and this affects the challenge in relation to improving outcomes;

The first two stages provide the means for determining the appropriate pay range. The third stage is essentially about deciding on the starting salary for the individual who is to be offered the post.

At this stage, the Governing Body will have a preferred candidate for the role and will wish to set the starting salary in the light of candidate-specific factors, such as the extent to which the candidate meets the specific requirements of the post.

It will be important to ensure there is scope for progression over time.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

5. Establishing a Pay Range above the School's Headteacher Group (ALL SCHOOLS)

The expectation is that in most cases the pay range will be within the limits of the Headteacher group. However, in some cases e.g. where there may be significant difficulty in making an appointment or there is a need to incentivise a Headteacher to take on responsibility for a very large school or to lead multiple large schools, it may be appropriate to consider extending the individual pay range.

The Governing Body can, in such cases, decide that the maximum of the pay range may be above the maximum of the Headteacher group, **up to an additional 25%**.

If it is considered that there are exceptional circumstances that warrant an extension beyond that limit, a business case would be required. The Governing Body would need to seek external independent advice from an appropriate person or body who can consider whether it is justifiable to exceed the limit in a particular case.

There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

6. Temporary Payments for Headteachers (ALL SCHOOLS)

The Governing Body may consider an additional payment to the Headteacher in respect of clearly temporary additional duties and responsibilities or duties that are in addition to the post for which their salary has been determined e.g. where they are providing services to other schools. Including where the Headteacher is appointed as a temporary Headteacher of one or more additional schools not included as a permanent factor in the calculation of the pay range.

7. Headteachers responsible and accountable for more than one school on a permanent basis

When a headteacher is appointed to be permanently responsible and accountable for more than one school, the relevant body should base the determination of the headteacher group on the total number of pupil units across all schools, which will give a group size for the federation in accordance with the STPCD (see stage 2 above).

3. The Clerk to Governors will arrange for a representation hearing to take place as soon as possible, which will be chaired by the Pay Committee. The Headteacher may be required to attend the hearing to clarify the grounds for the pay recommendation.
4. The Teacher will be provided with between 5 and 10 school days' notice of the representation hearing. The Teacher may attend the hearing in order to present evidence, call witnesses and ask questions of the Pay Committee. If the teacher's chosen companion will not be available at the time of proposed hearing, the hearing should be rearranged to an alternative date/time that is both reasonable and not more than five working days after the date originally proposed.
5. The Pay Committee will decide if the original pay determination is to be amended and will write to the Teacher about the outcome within 5 school days of the decision being reached.
6. Where the Teacher continues to be dissatisfied, they may appeal this decision within 10 school days of receiving the Committee's outcome letter by proceeding to Stage 3 of the process.

Stage 3 - Appeal Hearing

1. The Teacher should clearly set out in writing the grounds for appealing the pay decision and send it to the Clerk to Governors within 10 school days of receipt of the written outcome.
2. The Clerk to Governors will arrange for an appeal hearing to take place as soon as possible, but normally within 20 school days of the receipt of the written appeal notification.
3. The Teacher should be provided with between 5 and 10 school days' notice of the hearing.
4. The appeal should be heard by the Pay Appeals Committee comprising of a minimum of three eligible governors (non-staff) who were not involved in the original decision, or where the original Pay Committee comprised of more than three members, a number at least equal to that of the Pay Committee.
5. The Pay Appeals Committee's decision is final.
6. Those required to attend the appeal hearing include:
 - Chair and other Appeal Committee members
 - The Teacher and their representative or work colleague (if the Teacher is accompanied)
 - Witnesses for the employee side (if appropriate)
 - a member of the original Pay Committee who will clarify the reasons for the original decision
 - Witnesses for the management side (if appropriate)
 - Clerk to the hearing
 - HR Adviser to give advice to the Appeal Committee (subject to the provisions of any Service Level Agreement)

APPENDIX 7

PART-TIME TEACHERS' PAY AND TIME CALCULATIONS

A School's Timetabled Teaching Week must be established and a part-time Teacher must be paid a proportion of the STTW.

Each school must establish a STTW week for each Teacher, this refers to school sessions hours that are timetabled for teaching, including PPA but excluding break times, registration and assemblies.

Part-time Teachers will then be paid on actual teaching time excluding registration assemblies and breaks.

For Example:

If the school day, excluding registration and assembly, runs from 9.00am to 12.15pm and again from 1.15pm to 3.30pm with one 15-minute break in the morning session and one 15 minute break in the afternoon session, the STTW for a full-time Teacher would be calculated as 25 hours. If a part-time Teacher were employed for mornings only working 9.00am to 12.15pm every day, their percentage of the timetabled teaching week would be calculated as 15 hours. This is shown below:

	Morning Session (less breaks, registration & assembly)	+	Afternoon Session (less breaks, registration & assembly)	x	No. of Days in Timetable	=	STTW	% of STTW
Full-Time	3 Hours	+	2 Hours	x	5 Days	=	25 Hours	100%
Part-Time	3 Hours			x	5 Days	=	15 Hours	60%

PPA and Management Time must be included when calculating class contact time.

Directed Time - a Headteacher may allocate directed time to part-time Teachers (subject to conditions) as a proportion of a FTE 1265. Part-time Teachers can now be directed to cover breaks, assemblies and registration as part of their directed duties.

Part-time Teachers cannot be required to be available for work (either for teaching or other duties) on days they do not normally work. However, they may attend by mutual agreement with the Headteacher. Any resultant additional hours should be paid at the Teacher's normal salary.

Part-time Teachers may be required to carry out duties, other than teaching pupils, outside school sessions on the day on which the Teacher is normally required to be available for work (whether the Teacher is normally required to be available for work for the whole or part of that day). This can form part of directed time.