



Special Partnership Trust



# TEACHERS' PAY POLICY

Date Last Reviewed: November 2024

Review Date: November 2025



Special Partnership Trust

This is our Pay Policy for Teachers (PPT). The Trust has consulted with all recognised & relevant trade unions and professional associations on this document in line with our TURA (Trade Union Recognition Agreement).

The policy was adopted by The Special Partnership Trust in November 2018 and is reviewed annually.

The Trust policy is aligned to the national schoolteachers pay and conditions document.

[School teachers' pay and conditions document 2024 \(STPCD\) and guidance on school teachers' pay and conditions \(valid from 1 September 2024\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/school-teachers-pay-and-conditions-document-2024-stpcd-and-guidance-on-school-teachers-pay-and-conditions-valid-from-1-september-2024.pdf)

NB: The Pay Policy for Teachers is separate from the Support Staff Pay Policy

### **1.0 Introduction:**

This policy sets out the framework for making decisions on teachers' pay and aims to achieve the following:

- maximise and assure the quality of learning and teaching at all schools within the Trust
- support the recruitment, retention, recognition, reward and motivation of teachers
- ensure accountability, transparency, objectivity and fairness in the decision-making process.

This policy applies to all teaching staff employed across the Trust.

The Trust is free to set our own pay and conditions for teachers. However, the Trust recognises the importance of market rates and sustaining quality teaching and will be guided by the STPCD recommendations where appropriate.

Under TUPE regulations, we recognise and accept that all employees who transferred during the academy conversion process have a right to transfer to the academy on their existing pay and conditions, which will include the terms of the STPCD that was in force at the time of the conversion. For new teachers, we can set our own non-standard pay and conditions.

This policy will be used in conjunction with Trust's Performance Management Policy and Capability policy.

### **2.0 Policy Statement:**

The Trustees recognise the importance of determining a pay policy and administering pay in a way which aims to attract, motivate and retain the most suitable staff to fulfil the educational needs of pupils.

Trustees will administer the policy and guidance in such a way that ensures all the legal provisions are addressed. The operation of this policy and administration of pay will also necessarily take account of the Trust's budget considerations, the Trust's strategic priorities, Trust Performance Management Policy and any other relevant Trust policies and procedures.

Trustees will treat all staff in a fair and consistent manner in accordance with the principles of equal pay and equal opportunities in accordance with the Equalities Act 2010.

Before making any decisions in relation to pay matters, the Trust Board, or its committees, will ensure that it is aware of the full range of discretion available to it.

The Trust Board acknowledges the Department for Education (DfE) warning that pay discretion must not be exercised with the objective of increasing final salary for pension purposes. Teachers' Pensions Regulations allows the Secretary of State to intervene where there is evidence of an unreasonable increase in salary and may disregard for pension purposes any such award, specifically salary increases over 10% awarded in the teacher's final year will be disregarded by Teachers' Pensions.

Under the Freedom of Information Act 2000, the Trust Board should publish this policy. Members of staff should be able to access the policy.

### **3.0 Equalities:**

The Trust Board will comply with relevant employment and equalities legislation.

The Trust Board will promote equality in all aspects of school life, particularly regarding decisions on the advertising of posts, appointing, promoting and the remuneration of staff as well as training and staff development.

The Trust Board Will Impact Assess the policy annually to ensure it meets the relevant employment and quality legislation.

### **4.0 Pay review:**

Pay decisions across the Trust will be made by the Trust Board / Pay Committee who will act with integrity, objectivity and honesty in the best interests of the Trust.

The Trust will respect personal confidentiality, and at the same time, be prepared to be open about decisions made and actions taken, and to justify them if appropriate to relevant parties. Its procedures for determining pay will be consistent with the principles of public life; selflessness, integrity, objectivity, openness, accountability, honesty and Leadership.

The Trust Leadership will ensure that every member of staff's salary is reviewed annually; the Trust aims for this review to take place no later than 31st October each year but the timing may be influenced by national guidance. Any pay awards agreed will be effective from 1st September and will be part of staffs' directed time. A written statement will be given after any review.

Reviews may take place at other agreed times of the year to reflect any changes in circumstances or job description that led to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.



Where a pay determination may lead to a period of safeguarding, those affected will receive the required notification in line with the STPCD guidance.

### 5.0 Pay scales and structure:

The Trust will determine the necessity and viability of its own structure in relation to:

- Teaching and leadership roles, lead practitioners and issuing TLRs within the budget available
- Determine and review the mix between teaching and leadership levels with those of standards, achievements and student numbers.
- Determine the structures for operational areas in line with requirements across the school and in line with budgets available

### 6.0 Pay determination on appointment

Where a position within the Trust becomes vacant the Headteacher/Director will review the existing pay range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question and consider the guidance from the STPCD.

Pay determinations to all posts and/or pay ranges will be made taking the following into consideration:

- the teacher's existing pay point, though this will not automatically be matched if joining from another school
- the nature and/or requirements of the post
- the level of qualifications, skills and experience required for the post
- National frameworks and the STPCD
- market conditions and affordability
- the wider add Trust structure and service context.

Trust pays ranges for teaching and teaching leadership roles will be as follows:

#### Unqualified Teachers

The unqualified teacher pay range with the SPT is listed below and consists of 6 pay points in line with the advisory points set out in the STPCD:

Scale Point	1 Sept 2021 to 31 Aug 2022	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025
Min 1	£18,419	£19,340	£20,598	£21,731
2	£20,532	£21,559	£22,961	£24,224
3	£22,644	£23,777	£25,323	£26,716
4	£24,507	£25,733	£27,406	£28,914
5	£26,622	£27,954	£29,772	£31,410
Max 6	£28,735	£30,172	£32,134	£33,902



In the event of an unsuccessful performance review carried out in accordance with the Trust's appraisal policy, an employee may still be paid within the minimum and maximum bandings but remain on the pay rate applicable for the previous year.

### Main pay range for Teachers

Spine Point	1 Sept 2021 to 31 Aug 2022	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025
Min M1	£25,714	£28,000	£30,000	£31,650
M2	£27,600	£29,800	£31,737	£33,483
M3	£29,664	£31,750	£33,814	£35,674
M4	£31,718	£33,850	£36,051	£38,034
M5	£34,100	£35,990	£38,330	£40,439
M6	£36,961	£38,810	£41,333	£43,607

In the event of an unsuccessful performance review carried out in accordance with the Trust's appraisal policy, an employee may still be paid within the minimum and maximum bandings but remain on the pay rate applicable for the previous year.

### Upper pay range for teachers:

Spine Point	1 Sept 2021 to 31 Aug 2022	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025
U1 (UPR Min)	£38,690	£40,625	£43,266	£45,646
U2	£40,124	£42,131	£44,870	£47,338
U3 (UPR Max)	£41,604	£43,685	£46,525	£49,084

### Teaching and Learning Responsibilities (TLRs)

Payment 1 (TLR1)	1 Sept 2021 to 31 Aug 2022	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025
<b>Min</b>	£8,291	£8,706	£9,272	£9,782
<b>Max</b>	£14,030	£14,732	£15,690	£16,553
Payment 2 (TLR2)	1 Sept 2021 to 31 Aug 2022	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025
<b>Min</b>	£2,873	£3,017	£3,214	£3,391
<b>Max</b>	£7,017	£7,368	£7,847	£8,279
Payment 3 (TLR) (Fixed Term)	1 Sept 2021 to 31 Aug 2022	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025
<b>Min</b>	£571	£600	£639	£675
<b>Max</b>	£2,833	£2,975	£3,169	£3,344



The NASUWT recommends that if the relevant body awards TLRs of different annual values to two or more teachers, the minimum difference in the annual value between each award of a TLR1 is £1,500 and between each award of a TLR 2 is £1,500.

### Special Educational Needs Allowances

1 Sept 2021 to 31 Aug 2022	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025
£2,270	£2,384	£2,539	£2,679

The Trust/Pay Committee will award a SEN allowance to a classroom teacher:

- in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN
- who teaches pupils in one or more designated special classes or units in the Trust,
- in a non-designated setting (including a pupil referral unit) that is analogous to a designated special class or unit, where the post:
  - involves a substantial element of working directly with children with SEN;
  - requires the exercise of a teacher’s professional skills and judgment in teaching of children with SEN; and
  - has a greater level of involvement in the teaching of children with SEN that is the normal requirement of teachers throughout the Trust or unit within the Trust.

The Trust does not pay a SEN Allowance to Unqualified teachers as a general rule. However, the Trust may determine that such additional allowance as we consider appropriate is to be paid to an unqualified teacher where we consider, in the context of our staffing structure and pay policy 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 bring added value to the role being undertaken.

### Leadership Group

Headteachers, Deputy Headteachers and Assistant Headteachers – A pay range will be determined for each of these roles, considering how the role fits within the wider leadership structure of the Trust. Pay for a particular role will not exceed the maximum grade/salary assigned to that role.

#### Assistant Headteacher – L6 to L12

**Deputy Headteacher – L10 to L16** (\*L17-L20 Grade at Trust discretion dependant on POR, School Specialism and offer)

**Headteacher – L18 to L24** (\*L24 – L31 Grade at Trust discretion dependant on POR, School Specialism and offer)



Spine Point	1 Sept 2021 to 31 Aug 2022	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024	1 Sept 2023 to 31 Aug 2025
L1	£42,195	£44,305	£47,185	£49,781
L2	£43,251	£45,414	£48,366	£51,027
L3	£44,331	£46,548	£49,574	£52,301
L4	£45,434	£47,706	£50,807	£53,602
L5	£46,566	£48,895	£52,074	£54,939
L6	£47,735	£50,122	£53,380	£56,316
L7	£49,019	£51,470	£54,816	£57,831
L8	£50,151	£52,659	£56,082	£59,167
L9	£51,402	£53,973	£57,482	£60,644
L10	£52,723	£55,360	£58,959	£62,202
L11	£54,091	£56,796	£60,488	£63,815
L12	£55,338	£58,105	£61,882	£65,286
L13	£56,721	£59,558	£63,430	£66,919
L14	£58,135	£61,042	£65,010	£68,586
L15	£59,581	£62,561	£66,628	£70,293
L16	£61,166	£64,225	£68,400	£72,162
L17	£62,570	£65,699	£69,970	£73,819
L18	£64,143	£67,351	£71,729	£75,675
L19	£65,735	£69,022	£73,509	£77,552
L20	£67,364	£70,733	£75,331	£79,475
L21	£69,031	£72,483	£77,195	£81,441
L22	£70,745	£74,283	£79,112	£83,464
L23	£72,497	£76,122	£81,070	£85,529
L24	£74,295	£78,010	£83,081	£87,651
L25	£76,141	£79,949	£85,146	£89,830
L26	£78,025	£81,927	£87,253	£92,052
L27	£79,958	£83,956	£89,414	£94,332
L28	£81,942	£86,040	£91,633	£96,673
L29	£83,971	£88,170	£93,902	£99,067
L30	£86,061	£90,365	£96,239	£101,533
L31	£88,187	£92,597	£98,616	£104,040
L32	£90,379	£94,898	£101,067	£106,626
L33	£92,624	£97,256	£103,578	£109,275
L34	£94,914	£99,660	£106,138	£111,976
L35	£97,273	£102,137	£108,776	£114,759
L36	£99,681	£104,666	£111,470	£117,601
L37	£102,159	£107,267	£114,240	£120,524
L38	£104,687	£109,922	£117,067	£123,506
L39	£107,239	£112,601	£119,921	£126,517
L40	£109,914	£115,410	£122,912	£129,673



## 7.0 Pay progression based on performance

All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual performance management that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in Trust's performance management Policy.

Decisions regarding pay progression will be made only with reference to the teachers' performance management summary and the pay recommendations they contain. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

[Induction for early career teachers \(England\) - GOV.UK](#)

Staff will be eligible for pay progression (not including movement from main scale to upper pay scale) following successful appraisal reviews. Staff can progress unless significant concerns about standards of performance have been raised in writing. Pay progression is not automatic and it will be possible for a 'no progression' determination to be made without recourse to the capability policy. Staff who are already receiving pay at the top of their pay range will remain at that level. It will be expected that they will continue to sustain successful appraisal reviews. However, those subject to formal capability proceedings during the appraisal review period will be deemed unsatisfactory performance and will not therefore meet the requirements for pay progression.

In the case of progression on the Upper Pay range, Teachers will be awarded progression subject to successful evidence-based application and opportunities that allow in the structure to fulfil the upper pay range criteria.

Pay decisions take account of the resources available to Trust, the Trust staffing structure, and must support the Trust improvement plans. The board of Trustees exercises their discretionary powers using fair, transparent and objective criteria to secure a consistent approach in Trust pay decisions.

Judgments of performance will be made by evidence-based assessment against objectives as per the performance management policy, the relevant teachers' standards shall inform the process.

Final decisions about whether to accept a pay recommendation will be made by the Board of Trustees having regard to the appraisal report and taking into account advice from the Trust Senior Leader's. The board of Trustees will ensure that appropriate funding is allocated for pay progression at all levels.

## 8.0 Performance based Criteria:

- Unqualified teacher's performance criteria - Teaching Standards and ECT Induction
- Teacher's performance criteria - Teaching Standards
- Middle & senior leaders performance criteria - Teaching Standards



- Assistant Head performance criteria - Teaching Standards and NPQH Assessment Criteria
- Headteachers performance criteria - Teaching Standards and National Standards of Excellence for Headteachers

### 9.0 Movement onto the upper pay range

A teacher will be paid on the upper pay range where they:

- Were formerly paid as a member of the leadership group in that school and have been employed without a break in service and were first appointed on or after 1 September 2000 and occupied the leadership post for one year or more.
- Any qualified teacher who is able to demonstrate threshold standards over a sustained period of time may apply to be paid on 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.

Where teachers wish to be assessed, they should notify their appraiser in writing which should be submitted by the teacher to the appraiser at the beginning of the performance management appraisal. All written submissions and evidence should be sent to appraiser no later than the 31<sup>st</sup> October. The teacher's application will be appended to their performance management/appraisal planning statement.

Qualified teachers may apply to be paid on the upper pay range at least once a year. The application will initially be assessed by the Headteacher. The CEO will moderate all applications and then make recommendations to the Finance Committee. The Finance Committee, shall assess any such application received and make a determination, on whether the teacher meets the criteria determined under 'The Assessment'. Applications should be made once a year and submitted no later than 31<sup>st</sup> October.

Where a teacher is subject to the 2011 Regulations or the 2012 Regulations, the Finance Committee shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

### 10.0 The Assessment

An application from a qualified teacher will be successful where the Finance Committee are satisfied that:

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

#### Appendix 1: application criteria

- **'highly competent'** means performance which is not only good but demonstrates that the teacher is able 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.

- **‘substantial’** means of real importance, validity or value to the school; plays a critical role in the life of the school; able to be 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.
- **‘sustained’** means maintained continuously over a period of two school years.

The application will be assessed by the Trust Senior Leaders and the final ratification will be by the Pay Committee.

Teachers who have been on long term absence will be considered for progression on to the upper pay range on the basis of the evidence that does exist, even though that may not be from consecutive review periods, provided it is sufficient to meet the criteria above.

### **11.0 Processes and Procedures**

From the point of receipt, an application will be assessed within 20 working days. Written feedback will be provided by the within this time period.

If successful, the applicant will receive a response to their application within 20 working days of the assessment and will move to the upper pay range from 1 September in the relevant year.

If unsuccessful, verbal confirmation of the decision will be given within 10 working days of the assessment.

Any appeal against a decision not to move the teacher to the upper pay range will be considered in line with the Pay Appeal Procedure of this policy.

### **12.0 Progress within the Upper Pay Range**

To progress to UPS2 and UPS 3, the same application process will apply as that for UPS1. To move onto UPS2, evidence of sustained performance will be considered over a further 2 year period and the same for a move to UPS3.

### **12.0 Stepping Down Arrangements**

Teachers paid on the upper pay range may request to move back to the main pay range if they wish to reduce their leadership responsibilities and requests will be considered for approval by the Finance Committee.

It is understandable that a member of teaching staff may, at some time in their career, make a request to reduce their leadership role(s) & responsibilities. There may be times when such a request comes at a fortuitous moment and could possibly be reasonably

accommodated by the Trust, in keeping with the Trust's economic, technical & operational needs, but equally there could be times when such a request could come at an inconvenient or difficult time for the school and could not be accommodated.

In order for all requests to be treated fairly & equitably, there are a series of questions that the Trust Board would want to consider and respond to in order to assess the impact of any such request on the Trust as a professional community and a learning organisation.

- Does the request affect the core purpose and business of the Trust?
- Does the request affect the Trust improvement priorities or the long-term strategic plan for the trust?
- Will the request set a precedent and if so, will that be manageable & sustainable for the trust?

The Finance Committee recognises that it may not be feasible for the Trust to wholly accommodate such requests without potentially weakening & compromising the leadership capacity of the Trust at that point in time.

### **13.0 Pay Increases:**

The Trust is committed to awarding pay uplifts in line with School Teachers' Review Body (STRB) and STPCD recommendations.

### **14.0 Discretionary Allowances and Payments**

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

TLRs will be awarded to teachers undertaking additional duties in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within the individual academy staffing structure, the role and associated responsibilities will be transparent within each academy.

- Fixed term TLRs may be awarded for timed specific projects
  - The values of TLRs are set out in the STPCD
- **Special Educational Needs (SEN) allowances** (*note an SEN allowance will no longer be paid by the Trust once a member of staff progresses onto the Leadership scales*)

SEN allowances will be paid in accordance with the criteria and provisions set out in the STPCD.

#### **- Acting Allowances**

Where it is necessary for staff to act-up to a post carrying a higher salary than the staff member's substantive post, then a rate of pay and duration of "acting up" will be agreed with the staff member.



#### - **Other Payments/Allowances**

The Trust will make additional payments in line with the provisions of the STPCD where this is agreed and appropriate.

The Trust recognises and rewards additional responsibilities associated with being a nominated First Aider at Work or Fire Warden within a Trust school. Following the identification of the need for this additional capacity (via school SLT) and the successful completion of associated training course/s, the Trust will provide the following levels of remuneration:

First Aid Allowance - £312 per annum FTE

Fire Warden - £312 per annum FTE

The payment of these allowances will cease, when the additional responsibilities cease or the training/qualification lapses/becomes out of date.

#### - **Honoraria**

The Trust will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

#### **15.0 Safeguarding**

The Headteacher will operate salary safeguarding arrangements in line with the provisions of the STPCD.

#### **16.0 Part-Time Staff**

Staff employed on an ongoing basis but who work less than a full working week are deemed to be part-time. They will be given 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 arrangements and by comparison with the full-time staff in an equivalent post. Any additional hours worked will be paid at the same rate.

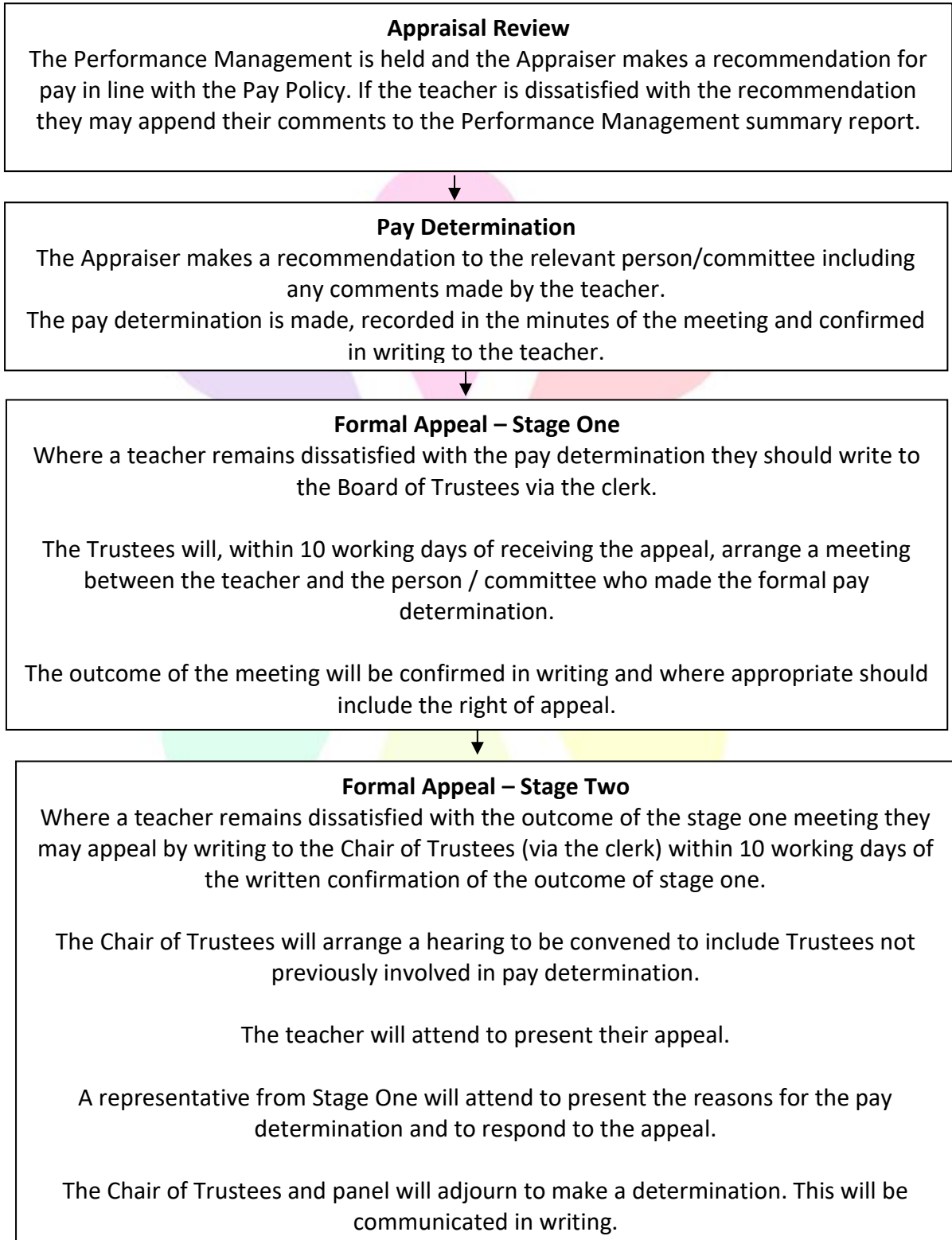
#### **17.0 Casual/Supply Teachers and Support Staff**

Staff employed on a day-to-day or other short notice basis will be paid on a daily basis calculated as follows:

- Teachers: on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata
- Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 1265 to arrive at the hourly rate

## 18.0 Appeals

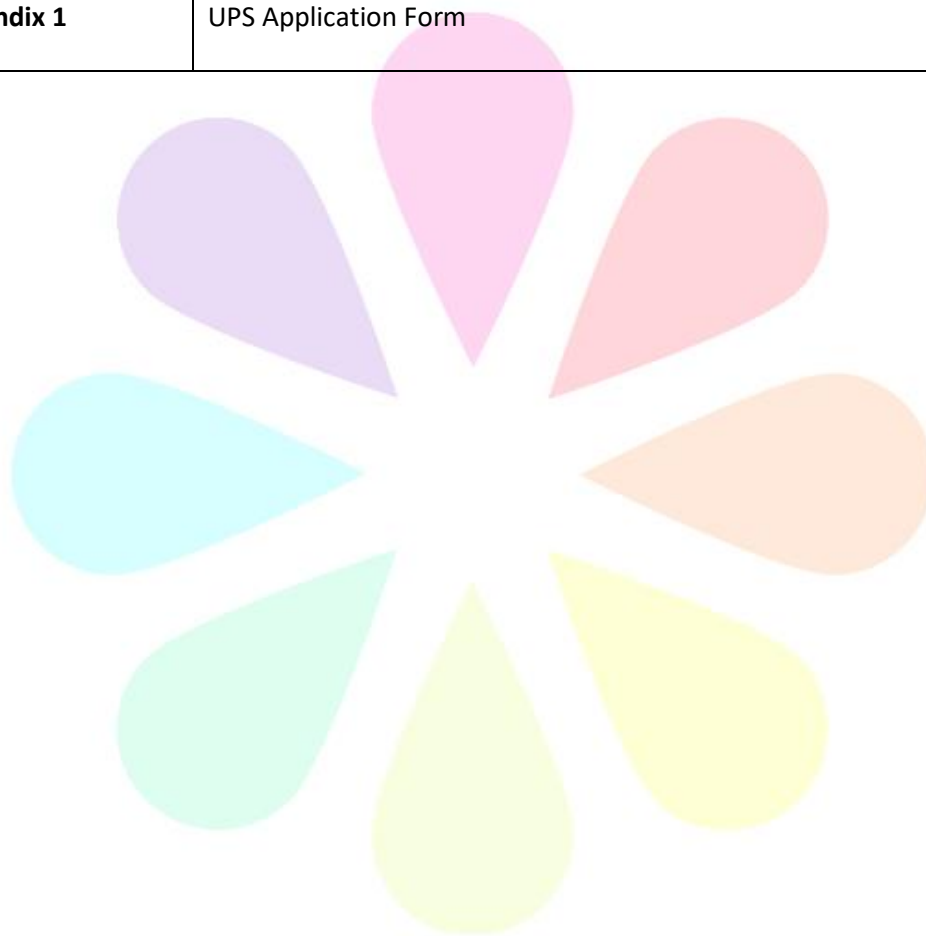
In the event that a staff member wishes to review or challenge any decision made within the scope of this policy, they are entitled to appeal against the decision, details regarding the appeal process are as follows:



## 19.0 Monitoring and Impact of the Policy

The Trust Senior leader's and Board of Trustees will monitor the outcomes and impact of this policy on an annual basis. This will include the payments relating to progression against the overall performance of the Trust and trends in progression relating to all protected characteristics of teachers to assess its effect and the schools continued compliance with equalities legislation. The trade unions will also be asked to contribute where appropriate.

20. PAY POLICY APPENDICES	
Appendix 1	UPS Application Form





## Appendix 1

### The Special Partnership Trust

#### Movement to the Upper Pay Scale Application Form or Movement to UPS2 and UPS3

Date of submission:

Name of teacher:

TR number:

School:

In order to pass the assessment a teacher must evidence and demonstrate they meet all of the Teacher standards and to have two recent consecutive successful performance management reviews. The Headteacher must be satisfied that the teacher is 'highly competent' in all elements of the relevant standards and that the teacher's achievements and contribution to the school are 'substantial' and 'sustained' as outlined in the pay policy. The assessment may not proceed where the teacher does not meet the Teachers' Standards. Where the standards have not been met, further areas of professional development should be noted.

#### Teachers Standards

##### 1. Set High expectations which inspire, motivate & challenge pupils

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:



## 2. Promote good progress and outcomes by pupils

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:

## 3. Demonstrate good subject and curriculum knowledge

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:

#### 4. Plan and teach well-structured lessons

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:

#### 5. Adapt teaching to respond to the strengths and needs of all pupils

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:

**6. Make accurate and productive use of assessment**

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:

**7. Manage behaviour effectively to ensure a good and safe learning environment**

Evidence

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:



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## 8. Fulfil wider professional responsibilities

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:

## 9. Personal & Professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met

Feedback:

## 10. Performance management Reviews

PM 1 – Objectives
1
2
3
4
Overall review decision

PM 2 – Objectives
1
2
3
4
Overall review decision

### Headteacher Assessment/Feedback:

Headteachers Decision:
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### Declaration:

I confirm that at the date of this request for assessment to progress to Upper Pay Range, I meet the eligibility criteria and I submit relevant evidence to cover the stated period.

Teachers signature

Date

Headteachers signature

Date





## Part 2: Actions for the [Assessor] \*N.B. This form assumes the Headteacher is the assessor

Check that the teacher is eligible to be assessed.

- Before assessing whether the teacher can be assessed for the upper pay range the Headteacher must first be satisfied, based on the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards. If the Teachers' Standards are not met, you must not proceed with the assessment and must write to the teacher setting out the rationale for the judgement.
- If the Teachers' Standards are met the Headteacher then goes on to assess whether the teacher has met the requirements to progress to the upper pay range, i.e. that the teacher is 'highly competent' in all elements of the standards and that the teacher's achievements and contribution to the school are 'substantial' and 'sustained' as defined in the school's Pay Policy, having regard to the evidence contained in the performance management summary report and/or planning and review statements, and expectations as laid out in the Pay Policy.
- Complete the Headteacher's statement and make decision
- Sign, date and copy the form.
- Promptly inform the CEO / Trust of this decision, inform the teacher and notify the appropriate body that deals with payroll matters for the Trust.
- Inform the teacher of the outcome in writing within 20 working days of the decision.
- Where the standards have been met, provide the teacher with verbal and written feedback.