



POLICY FOR DETERMINING TEACHERS' PAY

URMSTON GRAMMAR
September 2022

Policy for determining teachers' pay

The Governing Body of Urmston Grammar adopted this policy in June 2020; pay decisions made from 1st September 2020 will be based on this policy.

The policy will be reviewed annually.

1. INTRODUCTION

1.1 This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the 2021 '**School Teachers' Pay and Conditions Document'** (STPCD) and has been consulted on with staff.

1.2 The policy has been developed with reference to DfE advice in '**Implementing your school's approach to pay - Advice for maintained schools and local authorities'** from September 2018- revised March 2019

1.3 All pay related decisions are made taking full account of the School Improvement Plan, and in compliance with the current legislation including The Equality Act 2010..

2 PRINCIPLES

The Governing Body recognises the value of capable and well-motivated teaching staff in succeeding in its overriding objective of maximising the achievement of all students.

3 AIMS AND OBJECTIVES

3.1 In adopting this pay policy the aim is to maximise the quality of teaching and learning at Urmston Grammar.

3.2 The objectives of the policy are to:

- ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school improvement plans;
- support the recruitment and retention of high quality staff;
- recognise and reward staff for their contribution to school improvement;
- ensure that pay decisions are made in a fair and transparent way;
- ensure that available monies are allocated appropriately.

4. ROLES AND RESPONSIBILITIES

4.1 Pay decisions at this school are made by the Governing Body which has delegated certain responsibilities and decision making powers to the Pay Review Committee (as set out in Appendix one) and the Headteacher. The Pay Review Committee is responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and has full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The Headteacher is responsible for advising the Pay Review Committee on its decisions.

4.2 **Governors will not make judgements about the effectiveness of individual staff.** Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed.

The Governing Body will monitor the effectiveness of the Appraisal process and ensure that

the allocation of pay is consistent with the overall standard of teaching in the school and the outcomes for pupils.

- 4.3 **Appraisal** is a developmental and supportive process designed to ensure that teachers have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Appraisers will be responsible for the process, in accordance with the Appraisal Policy. Appraisal objectives will be moderated across the school to ensure consistency and fairness in pay decisions. The progression applications of **Main Pay Scale and Upper Pay Range** teachers will be evaluated by the **Headteacher** and a pay decision will be made. The Headteacher will notify the Pay Review Committee on how many teachers applied for progression and how many are progressing.
- 4.4 The Appraisal Review Statements of the **Leadership Pay Scale** teachers will be evaluated by the **Headteacher** and a pay recommendation will be made. The Pay Review Committee will make the pay decision.
- 4.5 The Appraisal Review Statements of the **Headteacher** will be evaluated by the **Headteacher's Appraisal Review Panel** and a pay recommendation will be made by the Panel. The Pay Review Committee will make the pay decision.
- 4.6 **Staffing Structure** - The Governing Body will, having regard to the advice and recommendation of the Headteacher, determine, monitor and review the school staffing structure. The staffing structure sets out the number and pay ranges for all posts within the school (see Appendix Three).
- 4.7 The Headteacher will be responsible for determining the starting salary of newly appointed staff.

5. PAY REVIEWS

- 5.1 The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year (except in the case of the Headteacher, for whom the deadline is 31 December), and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 5.2 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- 5.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

6. PAY

- 6.1 Qualified teachers** will be paid on the Main Pay Range or the Upper Pay Range. The Pay Ranges

in this school have been divided into progression stages as follows:

2022/23		
Band 1	M1	£28000
	M2	£29800
	M3	£31,750
Band 2	M4	£33,850
	M5	£33,990
	M6	£38,810
Band 3	UPS1	£40,625
	UPS2	£42,131
	UPS3	£43,685

6.2 **Unqualified Teachers** will normally be paid on the Unqualified Pay Range. The Pay Range for Unqualified teachers in this school has been divided into progression stages as follows:

2022/23		
Stage 1	1	£18,419
	2	£20,532
	3	£22,644
Stage 2	4	£24,507
	5	£26,622
	6	£28,735

There are currently no unqualified teachers employed at Urmston Grammar.

6.3 There are currently no **Lead Practitioner** posts included in the Staffing Structure.

6.4 The Governing Body has established the following pay ranges for those on the Senior Leadership Team or the extended Leadership Team:

- Deputy Headteacher pay range (L18-L22);
- Assistant Headteacher pay range (L10-L15).

6.5 The Governing Body has established the following pay range for the Headteacher. **The Headteacher** will be paid within the appropriate Group Size (Group 7) in the Leadership Pay Range. (L32-L39)

- 6.6 Discretionary payments will be determined in accordance with the provisions of the 2020 STPCD and will be reviewed annually.
- 6.7 The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range. Progression through the each point of the scale is reviewed after a minimum of every two years.
- 6.8 The Governing Body will pay teachers as Deputy Headteacher or Assistant Headteacher only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, and that the role:
- (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 and manage the school through:
 - development of teaching and learning priorities across the school;
 - accountability for the standards of achievement and behaviour of pupils across the school;
 - accountability for the planning and deployment of the school's resources;
 - leading policy development and implementation across the school in accordance with statutory provisions;
 - managing whole school operational activity;
 - working with external bodies and agencies; and
 - securing pupils' access to their educational entitlements;
 - (d) has an impact on the educational progress of the school's pupils;
 - (e) involves leading, developing and enhancing the teaching practice of the school's staff;
 - (f) includes line management responsibility for a significant number of people and/or the line management of other line managers.
- 6.9 In the case of a Deputy Headteacher post, the Governing Body must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an Assistant Headteacher employed in the same school, including responsibility for discharging in full the responsibilities of the Headteacher in his/her absence.
- 6.10 **Inflationary increases** - The value of the Pay Ranges, including any performance pay progression stages, will be increased annually in accordance with the inflationary percentage determined nationally. Teachers will receive nationally agreed inflationary increases that are fully funded: partially funded increases will be paid subject to the school's ability to do this.
- 6.10 **Pay determination on appointment** - The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;
- the skills, experience and relevant qualifications of the individual;
 - market conditions;
 - any specific restrictions set out in the Teachers' Pay & Conditions Document;
 - the school context;

- the employee's current salary level.

6.11 Newly Qualified Teachers in their first year will normally be paid on the minimum of the Main Pay Range.

6.12 There is no assumption that an employee will be paid the same rate they were being paid in a previous school.

7. PAY PROGRESSION BASED ON PERFORMANCE

Teachers on the Main, Unqualified and Upper Pay Ranges

7.1 Decisions regarding annual pay progression within the relevant ranges set out in 6.1 – 6.2 above, will be made with reference to teachers' application for pay progression which includes Appraisal review statements.

7.2 In the case of Newly Qualified Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process

7.3 The Governing Body expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Appraisal objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

7.4 Decisions on performance pay progression will be based on an assessment of the **overall** performance of the teacher.

7.5 Teachers will be eligible for annual performance pay progression in **Band 1 or Stage 1** where they:

- have been assessed as meeting all of the teaching standards, throughout the assessment period;
- have contributed to an assessment of at least good **overall** for the quality of teaching & learning in their department during the assessment period;
- have been assessed as meeting the requirements of their job description/job role;
- meet their individual Appraisal objectives; (This criterion has been removed in response to the extended period of remote teaching;)
- have demonstrated a personal responsibility for identifying and meeting their CPD needs.

7.6 Teachers will be eligible for annual performance pay progression in Band 2 or Stage 2 where they:

- have been assessed as meeting all of the teaching standards, throughout the assessment period;
- have contributed to an assessment of at least good for the quality of teaching & learning in their department during the assessment period;

- c. have been assessed as meeting the requirements of their job description/job role;
- d. meet their individual Appraisal objectives; (This criterion has been removed in response to the extended period of remote teaching due to Covid-19;)
- e. have demonstrated a personal responsibility for identifying and meeting their CPD needs.

7.7 Teachers will be eligible for biannual performance pay progression in **Band 3** where they:

- a. have been assessed as meeting all of the teaching standards, throughout the assessment period;
- b. have contributed to an assessment of outstanding overall for the quality of teaching & learning in their department over a sustained period;
- c. have been assessed as meeting the requirements of their job description/job role;
- d. meet their individual Appraisal objectives; (This criterion has been removed in response to the extended period of remote teaching due to Covid-19;)
- e. have demonstrated a personal responsibility for identifying and meeting their CPD needs.
- f. have demonstrated a contribution beyond their own classroom and their impact on the wider school.

7.8 The evidence which will be considered in assessing performance will include:

- quality of teaching against the Teaching Standards, including observed practice;
- Appraisal review statements;
- pupil progress data;
- self-assessment;
- professional dialogue;
- received feedback;
- CPD records.

7.9 Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.

7.10 Decision to progress: Where the performance pay progression criteria set out in 7.5/7.6/7.7 above are met, the teacher will move up to the next Performance Pay Progression Stage. Discretion will be applied where not all Appraisal objectives have been fully met, but significant progress has been made.

7.11 Decision not to progress: Where the performance pay progression criteria in 7.5/7.6/7.7 are **not** met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve

their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the teacher will be **supported** through the Appraisal process to improve their performance.

7.12 Accelerated progression Teachers will be eligible to make quicker progress up the pay range (ie move 2 points on the M scale) if their performance has been assessed as **exceptional**. These high performing teachers will **exceed** all their objectives in 7.6/7.7. They will have demonstrated an ability to support pupils to exceed expected levels of progress/achievement; they will show a strong commitment to the school, be prepared to go above and beyond the call of duty, when necessary; act as an exemplar for others and will have shown a commitment to improving not just their own performance but the performance of others.

8. MOVEMENT TO THE UPPER PAY RANGE

8.1 Any qualified teacher who has been on M6 of the Main Pay Range for **two years**, may apply to be paid on the UPS1 of the Upper Pay Range. Any qualified teacher who has been on UPS1 of for **two years**, may apply to be paid on UPS2. Any qualified teacher who has been on UPS2 of for **two years**, may apply to be paid on UPS3.

It is the responsibility of the teacher to decide whether or not they wish to submit an application.

- Requests must be submitted to Headteacher on the Band 3 UPS Progression Application Form.
- Requests must be submitted **by 31 October** in each year (consideration will be given to accepting late applications where individual circumstances eg absence prevents this deadline being met).

8.2 The Criteria

An application will be successful, if the Headteacher is satisfied that:

- the teacher is highly competent in all elements of the teaching standards; and,
- the teacher's achievements and contribution to the school are **substantial** and **sustained**.

At Urmston Grammar, this means that the teacher has consistently:

- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period;
- been assessed as meeting their appraisal objectives over a sustained period;
- have contributed to an assessment of outstanding **overall** for the quality of teaching & learning in their department over a sustained period;
- the teacher has demonstrated over a sustained period an ability to support some pupils to **exceed** expected levels of progress/achievement;

- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;
- the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include:
 - demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
 - contributing to policy and practice which has improved teaching and learning across the school.

Sustained means maintained over a period of at **least 2 school years** (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at Urmston Grammar, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.

The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.

8.3 Assessment Procedure

The Headteacher will assess all applications to be paid on the Upper Pay Range. The Headteacher will use the evidence detailed in the Band 3 UPS Progression Application Form and contained in the teachers' appraisal reviews to make the assessment. All applications are assessed robustly, transparently and equitably.

A teacher who has not been at the school for all of the 2 year assessment period, should provide their appraisal review statement(s) from their previous employment with their application.

The Headteacher will inform the Governing Body Pay Review Committee of all decisions by 30 November. Teachers will be notified in writing by 31 December. Where the application is approved, the teacher will progress to Band 3 UPS1 (then UPS2 and UPS3 in subsequent applications) – this will be backdated to the 1 September.

Where the application is not successful, the Headteacher will provide feedback and the teacher will be provided with advice and support through the Appraisal process to develop their skills with a view to them making a future successful application.

Teachers have the right to appeal any decision not to move them onto or through the Upper Pay Range. The appeals procedure is in Appendix One of this policy

9. ADDITIONAL ALLOWANCES

Teachers on the Main or Upper Pay Ranges (Band 1, 2 or 3, Stage 1 or 2) may be paid an additional allowance as follows.



9.1 Teaching and Learning Responsibility (TLR) Payments

- There are 3 TLR levels: TLR1, TLR2 and TLR3.

TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently.

Posts which attract TLR Allowances, and the amount of those allowances, are set out in the staffing structure (see Appendix Three). TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure. TLR3 payments may be sort term or permanent.

9.2 **TLR3** allowances are paid for a fixed-term period, to recognise the contribution of a teacher:

- who has taken on sustained additional curriculum responsibilities at a specific key stage for which he/she is accountable.
- who has taken on an additional curriculum/pastoral responsibility for time-limited projects.
- who has taken on an additional whole school responsibility for a time-limited projects.

The Headteacher will determine which projects should attract a TLR3 allowance. In determining the allocation of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

9.3 Where a TLR is awarded, written notification will be given to the teacher of:

- the nature of the significant responsibility;
- the level of the payment;
- in the case of TLR3, the date on which the allowance will end.

9.4 **Unqualified Teacher Allowance** - The Headteacher may determine that an additional allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher's qualifications or experience bring added value to the role s/he is undertaking. An allowance could also be paid if the unqualified teacher has taken on a sustained additional responsibility which:

- is focused on teaching and learning;
- requires the exercise of a teachers' professional skills and judgement.

The Headteacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency.

10. LEADERSHIP GROUP PAY

10.1 The Headteacher, Deputy Headteacher(s) and Assistant Headteacher(s) will be awarded additional scale points in accordance with the provisions of the 2021 STPCD ie they must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress.

10.2 The Governing Body will determine a pay range, for each Deputy Headteacher and Assistant Headteacher, consisting of five consecutive points on the leadership pay spine. When determining each pay range the Governing will take account of the take account of the context and full responsibilities of the role with reference to the professional duties set out in STPCD 2021.

11. ADDITIONAL PAYMENTS TO TEACHERS

11.1 The SLT will support teachers on ITT programmes as part of their role. Where teachers on the main or upper pay range volunteer to support teachers on ITT programmes by acting as a professional mentor, supervising students and observing teaching practice they will be paid an additional allowance of £200 per student, per placement.

11.2 The Governing Body does not make payments for continuous professional development undertaken outside the school day.

11.3 The Governing Body does not make payment for recruitment or retention purposes.

12. PART TIME TEACHERS

12.1 Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the STPCD as follows:

Teacher's timetabled teaching time ÷ school's timetabled teaching time = part-time percentage

12.2 Any additional hours worked by agreement from time to time will be paid at the supply rate.

12.3 Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full- time salary.

13. SHORT NOTICE/SUPPLY TEACHERS

13.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis.

13.2 Teachers who are employed to teach for the full pupil day will be paid at a daily supply rate of £130. Teachers who work less than a full day will be paid hourly; they will have their salary calculated as £130 divided by the proportion of the full pupil day which they teach to arrive at the hourly rate.

14. ACTING ALLOWANCES

14.1 Where any teacher is required to act as Headteacher, Deputy Headteacher, Assistant Headteacher for a period in excess of four weeks, s/he will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder.

14.2 Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

15. SALARY SAFEGUARDING/PROTECTION

The Governing Body will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document.

Employees in receipt of safeguarding will be expected to undertake commensurate work.

16. STAFFING BUDGET

The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Governing Body will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels.

17. APPEALS

The arrangements for considering appeals on pay determination are set out in Appendix One and Appendix Two of this policy.

18. MONITORING THE IMPACT OF THE POLICY

The Governing Body Pay Review Committee will monitor the outcomes and impact of this policy biennially, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

APPENDIX ONE

REMIT FOR THE PAY REVIEW COMMITTEE OF THE GOVERNING BODY

The Pay Review Committee will comprise at least three governors. All governors, except those employed at the school, will be eligible for membership of the Pay Review Committee.

Establishment of the policy

The Pay Review Committee is responsible for:

- establishing the policy, in consultation with the Headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- formal approval of the policy.

Monitoring and review of the policy

The Pay Review Committee is responsible for:

- reviewing the policy annually, in consultation with the Headteacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy

The Headteacher is responsible for:

- taking decisions regarding the pay of **Main Pay Scale and Upper Pay Range** teachers;
- ensuring that pay recommendations for the Vice and Assistant Headteacher(s), are made and submitted to the Pay Review Committee in accordance with the terms of the policy;
- advising the Pay Review Committee on its decisions; and
- ensuring that staff are informed of the outcome of all pay decisions and of the right of appeal.

The Pay Review Committee is responsible for:

- overseeing the decision making process regarding the pay of **Main Pay Scale and Upper Pay Range** teachers, using anonymised applications;
- taking decisions regarding the pay of the Vice and Assistant Headteacher(s) following consideration of the recommendations of the Headteacher;
- taking decisions regarding the pay of the Headteacher following consideration of the recommendations of the **Headteacher's Appraisal Review Panel**;
- ensuring that the Headteacher is informed of the outcome of the decision of the Pay Review Committee and of the right of appeal.
- submitting reports of these decisions to the Governing Body

The Appeals Committee of the Governing Body is responsible for:
taking decisions on appeals against the decisions of the Pay Review Committee in accordance with the terms of the appeals procedure of the policy.

APPENDIX TWO

PAY APPEALS PROCEDURE

The Governing Body is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.⁴

The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay.

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

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

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the

notification of the decision being appealed against or of the outcome of the discussion referred to above.

5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Chair introduces everyone and what their role is:

- Self as Chair
- other panel member(s) (if applicable)
- employee
- employee representative
- any witnesses for the employee side
- management representative who will state the management case
- any witnesses for the management side
- person who will clerk the meeting
- HR manager to give advice to the panel

Goes over the order of the hearing:

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel (if applicable) to ask questions
- Management will state their case
- Chair asks questions of the management

- Chair invites panel (if applicable) to ask questions
- Chair to sum up both sides
- Chair to adjourn hearing to deliberate

The employee case

Employee/representative presents employee case:

- what is the evidence that supports their case
- introduces any witnesses

Chair asks questions

Chair opens the discussion to the panel (if applicable).

The management case

Management representative presents management case:

- what is the evidence that supports the disputed pay decision
- introduces any witnesses

Chair asks questions

Chair opens the discussion to the panel (if applicable).

Summing up

If appropriate, the Chair can sum up the key points on both sides.

End of hearing

Chair ends the hearing and advises employee that will let him/her have the panel's decision in writing within timescale

Chair advises employee that he/she will have a right of appeal and that the letter will contain full details

Decision-making

HR clerk notes main points of panel discussion and their decision

Panel obtains HR advice if required to inform their decision-making

Communication of decision

Employee is notified of decision

Decision and reason for the decision confirmed in writing.

APPENDIX THREE

Teaching and Learning Responsibility (TLR) payments

Before awarding any additional responsibility allowances (TLRs) 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 judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; **and**
- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the Governing Body* must be satisfied that the significant responsibility referred to above (points a-e) includes line management responsibility for a significant number of people.

* responsibility delegated to Headteacher

TLR	Details of responsibility
3a	Curriculum responsibility for a time limited project, as agreed by the SLT. OR Pastoral responsibility for a time limited project, as agreed by the SLT.
3b	Responsibility for curriculum area at a specific key stage. OR Whole school responsibility or for a time limited curriculum or pastoral project, as agreed by the SLT.
2a	Responsibility for T & L within curriculum area. OR Responsibility for curriculum area taught at more than one key stage. OR Substantial whole school curriculum/pastoral responsibility. OR Pastoral responsibility at a specific key stage
2b	Responsibility for curriculum area taught at all key stages. OR More than one whole school curriculum/pastoral responsibility.
2c	Responsibility for curriculum team. (Curriculum Team Leader) OR More than one whole school curriculum/pastoral responsibility. OR Responsibility for curriculum area taught at all key stages and whole school curriculum/pastoral responsibility.
1a	Responsibility for curriculum area taught at all key stages and more than one whole school curriculum/pastoral responsibility.

1b	Responsibility for curriculum area taught at all key stages and one major whole school curriculum/pastoral responsibilities. (Legacy position - Head of Faculty)
1c	Responsibility for curriculum area taught at all key stages and more than one major whole school curriculum/pastoral responsibilities.
1d	Responsibility for curriculum area taught at all key stages and a significant number of whole school curriculum/pastoral responsibilities.

Additional allowance	Current figures September 2022
TLR 3a	£600
TLR 3b	£1498
TLR 2a	£3017
TLR 2b	£5174
TLR 2c	£7368
TLR 1a	£8706
TLR 1b	£10771
1c	
1d	£14732