



department for  
**children, schools and families**



**NEOST**



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# **BARTON PRIMARY & EARLY YEARS CENTRE TEACHERS PAY POLICY**

**SEPTEMBER 2009  
to  
SEPTEMBER 2010**

*(This pay policy includes updates reflecting the September 2009 changes to teachers' pay and conditions.)*

## **INTRODUCTION**

The statutory pay arrangements for teachers give significant discretion to “relevant bodies” – normally governing bodies, but Local Authorities (LAs) in some instances – to make pay decisions. The School Teachers’ Pay and Conditions Document (“The Document”) has since September 2004 placed a statutory duty on schools and LAs to have a pay policy in place which sets out the basis on which they determine teachers’ pay, and to establish procedures for determining appeals. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.

Schools and LAs, when taking pay decisions, must have regard both to their pay policy and to the teacher’s particular post within the staffing structure. A copy of the staffing structure should be attached to the pay policy.

This model pay policy is agreed by ASCL, ATL, DCSF, NASUWT, NEOST and Voice. It recommends a structure for schools to follow and covers all key areas of pay discretion that schools need to consider. Some items – such as the residential allowance – will clearly only apply to some establishments. All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability. The pay and performance management policies should make clear the school’s compliance with [The Race Relations Act 1976](#), [The Sex Discrimination Act 1975 and 1986](#), [The Equal Pay Act 1970](#), [The Disability Discrimination Act 1995](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), [The Part-Time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), [The Employment Equality \(Age\) Regulations 2006](#), [The Employment Equality \(Sexual Orientation\) Regulations 2003](#), [The Employment Equality \(Religion and Belief\) Regulations 2003](#) and [The Employment Act 2008](#).

Heads and governing bodies should consult staff and unions on their pay policy and review it each year, or when other changes occur to the School Teachers’ Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy should comply with the current School Teachers’ Pay and Conditions Document and the accompanying statutory guidance. It should be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance take precedence.

This model pay policy only covers school teachers, whose statutory pay and conditions of service fall under the terms of the Document. It does not cover support staff, who have their own pay determination mechanism. However, relevant bodies are encouraged to develop pay policies for support staff as appropriate.

In determining teacher pay levels in accordance with statutory pay and conditions of service under the terms of the Document, relevant bodies should also ensure these are set in accordance with the school’s staffing structure (a

copy of which should be appended to this policy).

LAs, in developing their own pay policies for unattached teachers, may adapt this model as appropriate to fit their circumstances.

### **Safeguarded payments and allowances**

Safeguarding arrangements will apply according to the provisions of the Document.

The following safeguarding arrangements came to an end on 31 December 2008: Management allowances, Assimilation safeguarding, Social priority allowance and Inner London Area supplement. Any such payments should have ended at that date.

### **Summary of main changes to teachers' pay and conditions since 2008**

(paragraph references are to paragraphs in the 2009 Document):

Pay scales, payments and allowances have been increased by 2.3% from 1 September 2009.

- pay scales bringing in a 2.3% pay award from 1 September 2009 have been incorporated (paragraphs 6.4, 17.3, 19.2, 27.1 and 35.3);
- an increase of 2.3% in the value of the TLR1 and TLR2 ranges (paragraph 21.2) from 1 September 2009; a requirement to increase all TLRs in payment by 2.3% from 1 September 2009 (paragraph 22); and provision to increase by 2.3% from 1 September 2009 all TLRs which are in the staffing structure but which have not yet been awarded (paragraph 23);
- an increase of 2.3% in the value of SEN allowances (paragraph 25.1);
- additional increases for some main and upper pay scale teachers in inner London;
- new arrangements for calculating the remuneration of head teachers when they are appointed as a head teacher of more than one school either in a temporary (paragraph 12.2.9) or permanent (paragraph 12.2.7) capacity. Consideration needs to be given to the pay of other teachers as well if Heads take on extra responsibility;
- changes to the threshold application arrangements in England (paragraphs 19 and 20);
- revised arrangements for excellent teachers' pay, with the introduction of a separate range for each of the four geographical areas (paragraph 33.3);
- a provision for the relevant body to make additional payments for the cost

of services provided by the head teacher of one school to another and to decide what payment, if any, should be made to the head teacher and other teachers as a result;

- the annual limit of 38 hours on the amount of cover (paragraph 72.9.1 to 72.9.3) that can be carried out by teachers is removed and, instead, teachers will be required to cover only rarely.

**BARTON PRIMARY SCHOOL and EARLY YEARS CENTRE  
POLICY ON SCHOOL TEACHERS' PAY FOR  
1 SEPTEMBER 2009 TO 31 AUGUST 2010**

**BASIC PRINCIPLES**

<i>Recommended text</i>	<i>Notes</i>
<p>All teachers employed at Barton Primary school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time. A copy of the latest version may be found in the school office and is also on-line at <a href="http://www.teachernet.gov.uk/pay/">http://www.teachernet.gov.uk/pay/</a>. All pay-related decisions are made taking full account of the school improvement plan and teachers and unions have been consulted on this policy. All pay related decisions are taken in compliance with <a href="#">The Equal Pay Act 1970</a>, <a href="#">The Race Relations Act 1976</a>, <a href="#">The Sex Discrimination Act 1975</a> and 1986, <a href="#">The Disability Discrimination Act 1995</a>, <a href="#">The Employment Rights Act 1996</a>, <a href="#">The Employment Relations Act 1999</a> and <a href="#">The Employment Act 2002</a>, <a href="#">The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000</a>, <a href="#">The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002</a>, <a href="#">The Employment Equality (Age) Regulations 2006</a>, <a href="#">The Employment Equality (Sexual Orientation) Regulations 2003</a>, <a href="#">The Employment Equality (Religion and Belief) Regulations 2003</a> and <a href="#">The Employment Act 2008</a>.</p> <p>The process for making decisions on the pay of teachers at the school is as follows: The Leadership &amp; Management Committee discusses and makes decisions on the recommendations by the Headteacher.</p>	

<p><b>Pay Reviews</b> (Document S2, para 4)</p> <p>The governing body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the head teacher) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled. 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.</p> <p>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.</p>	<p>31 October is the latest date set in the statutory pay guidance, except in the case of head teachers for whom the deadline is 31 December.</p> <p>A revised pay statement must also be given where there are any other changes in pay arrangements in the year.</p>
<p><b>The Pay Committee at Barton Primary School is the Leadership &amp; Management Committee</b></p> <p><b>The terms of reference for the pay/personnel committee are as follows:</b></p> <p><b>The Committee will follow the recommendations set out in this policy. The Committee operates under the Scheme of Management Delegation for the school.</b></p>	<p>It is recommended that the governing body establish a committee to make determinations of pay in accordance with the pay policy. This function might either be performed by a dedicated pay committee or be part of a more wide ranging personnel committee. It is recommended that the committee has fully delegated powers and if so must be established in accordance with The School Governance (Procedures) (England) Regulations 2003 SI No 2003/1377, as amended. Regulation 16 gives power of delegation to a committee and Regulation 20 deals with the establishment of a committee.</p> <p>It is recommended that the terms of reference specifies that decisions will be communicated to each member of staff by the head, in writing, in accordance with paragraph 4.4 of the Document. Decisions on the pay of the head will be communicated by the chair of the</p>

	<p>governing body, in writing, in accordance with paragraph 4 of the Document.</p> <p>Regulation 50 of the Government of Maintained Schools (Wales) Regulations 2005 allows the school's governing body to delegate certain functions to a committee, to any governor or to the head teacher, subject to restrictions contained in Regulation 51. Regulation 54 deals with establishment of a committee.</p>
<p><b>Appeals</b> (Document S2, para 3(b))</p> <p>The arrangements for considering appeals are as follows:</p> <p>A teacher may seek a review of any determination in relation to his pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his pay.</p> <p>The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;</p> <p>That the person or committee by whom the decision was made –</p> <ul style="list-style-type: none"> <li>a) incorrectly applied any provision of the Document;</li> <li>b) failed to have proper regard for statutory guidance;</li> <li>c) failed to take proper account of relevant evidence;</li> <li>d) took account of irrelevant or inaccurate evidence;</li> <li>e) was biased; or</li> <li>f) otherwise unlawfully discriminated against the teacher.</li> </ul> <p>The order of proceedings is as follows:</p> <ol style="list-style-type: none"> <li>1. The teacher receives written</li> </ol>	<p>Appeals against pay decisions must meet the requirements of the dispute resolution provisions of employment law (further information on these can be found at the following link <a href="http://www.berr.gov.uk/whatwedo/employment/Resolving_disputes/index.html">http://www.berr.gov.uk/whatwedo/employment/Resolving_disputes/index.html</a>)</p> <p>The process in the opposite column 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.</p>

<p>confirmation of the pay determination and where applicable the basis on which the decision was made.</p> <p>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.</p> <p>3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>This option may be more useful if the decision-maker is a person rather than a committee.</p> <p>For any formal hearing or appeal the teacher is entitled to be accompanied by a colleague or union representative (both the hearing and the appeal in paragraphs 5 and 6 opposite would apply). Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.</p> <p>The pay policy should include an Annex detailing the procedure for the hearing of the appeal.</p>
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## USE OF DISCRETIONS IN BASIC PAY DETERMINATION

<p><b>Pay range for head teachers</b> (Document S2, para 12)</p> <p>Details of how decisions will be made and what will be taken into account in setting or amending pay ranges:</p> <p>The Leadership &amp; Management Committee will discuss and make decisions based on the recommendation of the Head's Performance Management team.</p>	<p>The relevant body should determine the pay range for head teachers when they propose to make a new appointment or at any time if they consider it necessary to retain a head, or if there has been a significant change in the responsibilities of the head teacher.</p> <p>When determining the Individual School Range (ISR), within the permitted parameters set out in paragraphs 12.2.3, 12.2.5 and 12.2.6, the relevant body should take account of any difficulties there may be in recruiting and retaining a head teacher. The relevant body should not take account of the salary of the serving head teacher if they re-determine the ISR when recruiting a new head teacher. In these limited circumstances (school causing concern, and substantial difficulties in recruiting or retaining a head teacher) the relevant body has discretion to move the pay range for a head teacher up by up to two school groups, and the possibility of exceeding the maximum of the spine. Where the ISR exceeds the maximum of the leadership group pay spine, the relevant body must determine the level of any points above the spine maximum.</p> <p><b>Extended Services</b></p> <p>The relevant body has discretion to take account of the additional responsibility and accountability associated with the provision of extended services on their site as part of the local authority's local area plan when determining the head's ISR (see Section 3 paragraphs 42-44 of the 2009 Document). Please note that the Education Act 2002 does not allow for head teachers to be remunerated</p>
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	through the Document for running and managing a freestanding Children's Centre.
<p><b>Pay range for deputy heads and assistant head teachers</b> (Document S2, paras 14 &amp; 16)</p> <p>Details of how decisions will be made and what will be taken into account in setting or amending pay ranges.</p> <p>The Leadership and Management Committee will discuss and make decisions on the recommendations of the Head Teacher and Performance Management Assessment.</p>	<p>The relevant body should determine the pay range for deputies and assistant heads when:</p> <p>it proposes to make new appointments;</p> <p>or where there is a significant change in the responsibilities of serving deputy or assistant heads.</p> <p>The pay range may be determined as of 1 September 2009, or at any time of the year to reflect any changes in the circumstances or job description that lead to a change in the basis for calculating their pay, or at any time if it is considered necessary to retain a deputy or assistant head (paragraphs 12.2.3, 14 and 16 of the 2009 Document and paragraph 45 of the guidance on the Document – Section 3).</p>
<p><b>Pay range for Advanced Skills Teachers (AST)</b> (Document S2, para 27) Not Applicable at this school.</p>	
<p><b>Excellent Teachers (ET)</b> (Document S2, para 33) Not Applicable at this school</p>	
<p><b>Discretionary experience points for classroom teachers</b> (Document S2, para 18) Not Applicable at this school</p>	
<p><b>Part-time teachers</b></p>	

<p>(Document S2, para 46)</p> <p>Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governing body will give them 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 school's timetabled teaching week for a full time teacher in an equivalent post.</p>	<p>Part-time teachers must be paid the pro rata percentage of the appropriate full-time equivalent salary. The same percentage must be applied to any allowances awarded to a part-time teacher.</p> <p>Any additional hours such a teacher may agree to work from time to time at the request of the head teacher (or in the case where the part-time teacher is a head teacher, the relevant body), should also be paid at the same rate.</p> <p>A calculator is available on Teachernet to assist with this calculation.</p> <p><a href="http://www.teachernet.gov.uk/docbank/index.cfm?id=12828">http://www.teachernet.gov.uk/docbank/index.cfm?id=12828</a></p> <p>The salary of any person employed as a part-time teacher on 31 August 2008 was re-determined by the relevant body in accordance with sub-paragraph 49.3 of the 2008 Document with effect from 1 September 2008. In the event that this re-determination, plus any additional points awarded, resulted in a lower salary then the difference should have been safeguarded for up to three years from 1 September 2008.</p> <p>The 2009 Document states at Section 2 paragraph 46.2 that the relevant body should ensure that, with effect from 1 September 2008, all teachers employed on a part-time basis are provided with a written agreed statement which sets out the expectations of the school, and the part-time teacher, regarding the deployment of directed time both within and beyond the school day in accordance with the professional duties as stated in Part 12 of the Document,</p> <p>NB: the contractual change from September 2005 gives part-time teachers entitlement to PPA time (see</p>
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	<p>2009 Document Section 2 paragraph 75.2).</p> <p>Governing bodies are responsible for ensuring that part-time teachers have a clear statement of the sessions and hours they will be required to work.</p>
<p><b>Short notice/supply teachers</b> (Document S2, para 47)</p> <p>Teachers employed on a day-to-day or other short notice basis must be paid in accordance with the provisions of the 2009 Document on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata.</p> <p>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 195 then divided again to arrive at the hourly rate. This is calculated by the Local Authority.</p>	<p>Teachers should be paid for all the hours they are required to be on the school premises. Consideration should be made for non-contact time.</p> <p>The factor used for the hourly calculation could be either 6.48 (1265/195) or the total length of the school's pupil day.</p> <p>A short notice teacher who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more in respect of that period than he would have received had he been in regular employment throughout the period.</p>
<p><b>Unqualified teachers</b> (Document S2, para 35 to 37)</p> <p>Not Applicable at this School</p>	

**PAY PROGRESSION**

<p>The governing body agrees the school budget and will ensure that appropriate funding is allocated for pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine progression.</p> <p><b>Head teacher</b> (Document S2, para 7)</p> <p>The head teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded. “<b>Application of Leadership Group Pay Progression Criteria - Clarification</b>” can be found in the box following paragraph 46 in Section 3 of the Document and this will be taken fully into account when considering progression.</p> <p>Annual pay progression within the range for this post is not automatic. The governing body consider whether to award pay progression points.</p>	<p>See paragraph 46 and the box which follows in Section 3 of the School Teachers’ Pay and Conditions Document 2009.</p> <p>The Education (School Teacher Performance Management)(England) Regulations 2006 came into force on 1 September 2007 for teachers in England. Any review of performance objectives for head teachers set prior to this date, or any cases where these regulations do not apply, will be carried out as required under paragraph 7.2 of the School Teachers’ Pay and Conditions Document 2009.</p> <p>The governing body has discretion to move a head teacher by more than one point (to a maximum of two).</p>
<p><b>Deputies and assistant heads</b> (Document S2, paras 13 &amp; 15)</p> <p>Deputies and assistant heads must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review</p>	<p>See paragraph 46 and the box which follows in Section 3 of the School Teachers’ Pay and Conditions Document 2009.</p> <p>The Education (School Teacher</p>

<p>of performance against their performance objectives before any performance points will be awarded.</p> <p><b>“Application of Leadership Group Pay Progression Criteria - Clarification”</b> can be found in the box following paragraph 46 in Section 3 of the Document and this will be taken fully into account when considering progression.</p> <p>Annual pay progression within the range for these posts is not automatic. The governing body considers whether to award pay progression points.</p>	<p>Performance Management)(England) Regulations 2006 came into force on 1 September 2007 for teachers in England. Any review of performance objectives for deputy or assistant head teachers set prior to this date, or any cases where these regulations do not apply, will be carried as required under paragraph 13.3 (deputies) or 15.3 (assistant heads) of the School Teachers’ Pay and Conditions Document 2009.</p> <p>The governing body has discretion to move a deputy or assistant head by more than one point (to a maximum of two).</p>
<p><b>Advanced Skills Teachers</b> Not applicable at this school.</p>	
<p><b>Post threshold teachers</b> (Document S2, para 19)</p> <p><b>“Application of Upper Pay Scale Progression Criteria - Clarification”</b> can be found in the box following paragraph 53 in Section 3 of the Document and this will be taken fully into account when considering progression.</p> <p>In England the relevant body when making decisions about progression on UPS must have regard to two successful consecutive performance management reviews, other than under the exceptional circumstances as provided for in paragraph 1.8 of the Document.</p> <p>In Wales, the relevant body when making decisions about progression on UPS must have regard to the results of the most recent appraisal, other than under the exceptional circumstances as</p>	<p>See Section 2 Paragraph 20.7 of the School Teachers’ Pay and Conditions Document 2009.</p> <p>Progression depends on meeting the STPCD criterion, ‘that the teacher’s achievements and contribution to the school or schools in which the teacher previously worked have been sustained and substantial’, and is not automatic.</p> <p>The governing body should set out what ‘exceptional circumstances’ may apply, their definition of a ‘successful performance management review’ subject to the wording in section 3 and what ‘grown professionally’ means in the context of the school.</p>

<p>provided for in paragraph 1.8 of the Document.</p> <p>Only in exceptional circumstances will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals.</p> <p>Where a teacher is a post-threshold teacher by virtue of paragraphs (b), (c), and (e) – (i) of the definition of post-threshold teachers in Part I of the School Teachers’ Pay and Conditions Document (pages 29-30), the governing body may determine which point on the upper pay scale to place them, rather than being required to place them on to U1. When doing so, the governing body should consider any pay progression which such teachers made in their previous employment which was based on an assessment of standards and contribution comparable to the requirements for progression on the upper pay scale; and should not unreasonably withhold appointment at the equivalent point on the upper pay scale.</p>	<p>This gives flexibility to schools, who may determine that a teacher who has, for example, stepped down from a leadership post or been assessed as meeting the Northern Ireland threshold standards, the sixth form college professional standards or who has been assessed against the threshold standards while working in an academy or non-maintained special school, may be placed on a point other than U1, thus enabling post-threshold experience to be taken into account.</p>
<p><b>Threshold Assessment</b> (Document S2, para 20)</p> <p>Eligible teachers in England who wish to be assessed in Round 10 must submit their request between 1 September 2009 and 31 October 2010. If subject to Performance Management then by 31<sup>st</sup> August.</p> <p>Eligible teachers in Wales who wish to be assessed in Round 10 must submit their request between 1 September 2009 and 31 August 2010.</p> <p>A successful assessment will be implemented and paid with effect from 1 September 2010.</p>	<p>Teachers may apply and should be assessed against the post-threshold standards, See paragraphs 19 and 20 of the Document.</p> <p>In England the school should, as part of the performance management process, inform teachers of their eligibility to apply for threshold assessment two years ahead of their becoming eligible and of the mandatory deadline for applications.</p> <p>The governing body will rely on the outcomes of the two most recent performance reviews as evidence for threshold assessment.</p>

<p><b>Classroom teachers on the main scale</b> (Document S2, paras 17 &amp; 18)</p> <p>Main scale classroom teachers will receive one extra point for each year of satisfactory performance.</p> <p>Those subject to formal capability proceedings are usually deemed unsatisfactory performers, but the governing body still has discretion to determine that such a person receive a point.</p> <p>A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching. The Leadership and Management Committee make decisions based on the recommendations of the Headteacher.</p>	
<p><b>Chartered London Teachers</b> (Document S2, para 34)</p> <p>Not Applicable at this school.</p>	

**DISCRETIONARY ALLOWANCES AND PAYMENTS**

<p><b>Teaching and Learning Responsibility Payments (TLRs)</b> (Document S2, paras 21 to 24)</p> <p>TLRs are awarded to the holders of the posts indicated in the attached staffing structure.</p> <p>TLRs have been introduced in Barton school.</p> <p>The values of the TLRs to be awarded</p>	<p>All safeguarding of management allowances ceased with effect from 31 December 2008.</p> <p>TLRs may only be awarded in the context of the school's staffing structure and pay policy.</p> <p><b>Criterion and factors for award of TLRs</b></p>
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<p>are set out below:</p> <p>TLR2s will be awarded to the following values:</p> <p>£2478 to the holder of Head of Foundation Stage.</p> <p>£2478 to the holder of Head of Key Stage 1.</p> <p>There are no TLR1s</p>	<p><u>Criterion</u></p> <p>A Teaching and Learning Responsibility payment (“TLR”) may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school’s staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder.</p> <p><u>Factors</u></p> <p>Before awarding a TLR, the relevant body must be satisfied that the teacher’s duties include a significant responsibility that is not required of all classroom teachers, and that -</p> <ul style="list-style-type: none"> <li>a) is focused on teaching and learning;</li> <li>b) requires the exercise of a teacher’s professional skills and judgement;</li> <li>c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;</li> <li>d) has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils; and</li> <li>e) involves leading, developing and enhancing the teaching practice of other staff.</li> </ul> <p>Before awarding a TLR 1, the relevant body must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition line management responsibility for a significant number of people.</p>
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	<p><u>Values</u></p> <p>The values of TLRs must fall within the following ranges:</p> <p>a) the annual value of a TLR1 is £7,158 - £12,114;</p> <p>b) the annual value of a TLR2 is £2,478 - £6,057.</p> <p>If the relevant body awards TLRs of different values to two or more teachers, the minimum difference in value between each award of a TLR1 is £1,500; and between each award of a TLR2 is £1,500.</p> <p>A teacher may not hold more than one TLR of any value, but a TLR could be based on a job description that itemises several different areas of significant responsibility.</p> <p>A TLR is a payment integral to a post in the school's staffing structure and therefore may only be held by two or more people when job sharing that post.</p> <p>TLRs awarded to part-time teachers must be paid pro-rata at the same proportion as the teacher's part-time contract.</p>
<p><b>Special educational needs (SEN) allowances</b> (Document S2, para 25)</p> <p>Not Applicable at this school.</p>	

**OTHER PAYMENTS**

<p><b>Continuing professional development</b> (Document S2, para 49.1(a))</p> <p>Not Applicable at this school.</p>	
<p><b>Initial teacher training activities</b></p>	

(Document S2, para 49.1(b)) Not Applicable at this school.	
<b>Out-of-school learning activities</b> (Document S2, para 49.1(c)) Not Applicable at this school.	
<b>Provision of services by the head teacher</b> (Document S2, para 49.1(d)) Not Applicable at this school.	
<b>Residential duties</b> (Document S2, para 48) Not Applicable at this school	
<b>Honoraria</b> The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.	There is no provision within the School Teachers' Pay and Conditions Document for the payment of bonuses or honoraria in any circumstances. Any such award to a teacher for their teaching work would be unlawful. (Section 3 paragraph 4 of the 2009 Document)

**PAY POLICY ANNEXES**

<b>Staffing Structure Attached</b>	See second paragraph of the introduction – page 2 above
<b>Staffing Structure Implemented by Headteacher</b>	See second paragraph of the introduction – page 2 above
<b>Barton Primary School will follow the appeals procedure set out in this policy.</b>	See note on appeals – page 7 above

New Class Structure for September 2009

Nursery - Lemon Tree Class - Mrs Tapper, Mrs Wright, Mrs Probert & Mrs Greenen

Reception - Cypress Class - Mrs Ashall & Mrs McGregor

Reception/Year 1 - Sycamore/Willow Class - Miss Bowman & Mrs Poulton

Year 1 - Ash Class - Mrs Webb & Mrs Smith

Year 2 - Silver Birch Class - Ms Russell & Mrs Bulpitt

Year 3 - Apple Class - Mrs Stanford & Mrs Spinney

Year 4 - Aspen Class - Mrs Cunningham, Mrs Medland & Mrs Smyth