



## APPENDIX 3

### PAY TIMETABLE

PAY EVENTS EXTERNALLY DETERMINED	SCHOOL ACTION ON PAY
<b>April</b> Teachers' annual pay award Local Government Scheme staff national pay award	School Budget fixed  Implementation of changes arising from annual pay review for Local Government Scheme staff backdated to 1 <sup>st</sup> April.
<b>April/May</b>	Annual pay review undertaken for LGS staff, including review of performance.
<b>September</b>	Teaching staff receive notification of pay determination. Implementation of changes arising from annual pay review for teachers backdated to 1 <sup>st</sup> September.
<b>Sept/Oct</b>	Annual pay review undertaken for teachers, including members of the leadership group, including review of performance.  Setting of Leadership performance pay objectives for next year.

# DICKLEBURGH VC PRIMARY SCHOOL PAY POLICY



## 1. Introduction

The Governing Body of Dickleburgh VC Primary School recognises that pay is of considerable importance in managing staff. Pay will influence relationships at work and if pay is to be a positive rather than negative force, it is important to secure as much agreement as possible about its aims and to reduce the amount of misunderstanding which surrounds it.

For these and statutory reasons the following pay policy was adopted by the Governing Body in the Summer Term 2006

The purpose of this policy is to set out the way in which the Governing Body will assess the salary of a new member of staff (whether full or part-time) on appointment, and the manner in which salaries of all staff (full and part-time) will be reviewed. The policy does not seek to address every situation covered (in particular by the Teachers' Pay and Conditions Document) and the Governing Body reserves its right as the 'relevant body' to exercise its responsibilities in accordance with other pay and conditions issues which are not covered by this policy.

### Relationship With The School Improvement And Development Plan

The Governing Body will ensure that any pay-related decisions support and reflect the overall objectives identified in the School Improvement and Development Plan. Wherever possible, career progression and staff development will also be taken into account.

## 2. Qualified Teachers

The salaries of teaching staff will be assessed:

- annually to take effect from 1st September;
- upon appointment to the school;
- at any other time provided for by the School Teachers' Pay and Conditions Document.

2.1 This assessment will be determined as set out in the current School Teachers' Pay and Conditions Document. In order to determine the position on the pay spine the following criteria will be used:

### 2.1.1 **Qualifications**

- (i) Qualified teachers will commence on at least point M1 of the pay scale for qualified teachers;

- (ii) Serving teachers will be awarded an additional point for a good honours degree (second class or above) if they completed their study in, or prior to the academic year ended 31<sup>st</sup> August, 2002;
- (iii) These points will be awarded on a permanent basis

### 2.1.2 Experience

- (i) One point will be awarded for each year of satisfactory teaching service;
- (ii) The Governing Body may award an additional point for experience in the previous academic year where a teacher's performance during that year was deemed to be excellent;
- (iii) The Governing Body will also consider other relevant experience and may award additional points (subject to a maximum of one full point per year) if they consider this experience to be appropriate upon appointment. This is likely to include teaching in a City Academy, City Technology College, independent school, sixth form colleges or in higher or further education. For each period of three years service as a qualified teacher in an overseas school outside the European Economic Areas in the maintained sector of the country concerned, or outside teaching but working in a relevant area (including industrial or commercial training, time spent in an occupation relevant to the teacher's work at school and experience with children/young people) one point will be awarded. *Normally the Governing Body will award no more than one point for every year of other relevant experience;*
- (iv) The Governing Body will consider awarding on a case by case basis with regard to equal opportunities, fairness and transparency;
- (v) Points for experience will be awarded on a permanent basis. The maximum number of points available in respect of experience is five. Once awarded, experience points cannot be rescinded. Moreover, teachers transferring from another school will retain their accumulated experience points;
- (vi) The Governing Body may decide not to award an experience point when a teacher has performed unsatisfactorily. This will normally only take place in the context of a formal disciplinary or capability procedure and must follow prior written notification to the teacher concerned.

### 2.1.3 Fast-track Teachers

Where the Governing Body is empowered and decides to employ newly qualified teachers on a fast-track scheme the relevant staff will attract payment of an additional £2,000, provided that they have not been awarded any points for experience on appointment. (The Governing Body recognised that this sum is reimbursable through the Standards Fund).

#### 2.1.4 Short notice/Supply Teachers

Teachers who work on a day to day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. On a daily basis such teachers will have their pay assessed as an annual amount, divided by one hundred and ninety five and multiplied by the number of days worked. Similarly 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 one hundred and ninety five and then divided again by 6.5 to arrive at the hourly rate. As a result of dividing by one hundred and ninety five all such staff's pay will include a 'rolled up' amount of holiday pay.

### 2.2 Upper Pay Scale

#### 2.2.1 Performance Threshold Applications

- 2.2.1.1 A qualified teacher may apply once in any school year to the Governing Body for assessment against the performance threshold standards set out in the Teachers' Pay and Conditions Document when, or at any time after, he/she has been placed on point M6 of the main pay scale.
- 2.2.1.2 The Governing Body delegates the receipt and assessment of any application to the Headteacher. The application must contain a summary of the evidence the teacher wishes to rely on in order to demonstrate that his/her performance has met the performance threshold standards throughout the relevant period of not less than two and not more than three years of employment, as defined in the regulations, ending with the date of application.
- 2.2.1.3 Having considered the application, the evidence referred to in the application and such other evidence as he/she thinks appropriate, the Headteacher must determine whether the applicant has, or has not, met all the performance standards throughout the relevant period.
- 2.2.1.4 Where a teacher is eligible for and successful at threshold assessment, he/she will be placed on point 1 of the upper pay scale from 1st September of the academic year in which the application was made.
- 2.2.1.5 Teachers who, prior to 31 August 2000, were Headteachers, Deputy Headteachers or Assistant Headteachers or those who were appointed on or after 1st September, 2000 into these leadership posts and occupied such a post/posts for an aggregate period of one year or more, will be paid on point 1 of the upper pay scale on their return to a teaching post (unless other protection arrangements apply).
- 2.2.1.6 Former LEA advisers/inspectors who have been paid on the Soulbury pay spine for one year or more and who then move to a classroom teacher post, will be paid on point 1 of the upper pay scale

on their return to a teaching post (unless other protection arrangements apply).

- 2.2.1.7 Further progression on the upper pay scale will be subject to the Headteacher making an assessment that the teacher has demonstrated a substantial and sustained performance and contribution by the teacher and will accord to the provisions set out in Appendix 2;
- 2.2.1.8 Determination on progression on the upper pay scale will be made by Governors in the light of an annual review of eligible teachers under the School's policy on progression, including any recommendations of the Headteacher;
- 2.2.1.9 Only in exceptional circumstances will progression on the upper pay scale occur at intervals of less than two years;
- 2.2.1.10 Performance points on the upper pay scale may be withdrawn when a teacher has performed unsatisfactorily. This will normally only take place in the context of a formal capability or disciplinary procedure and must follow prior written notification to the teacher concerned.

## 2.3 **Discretionary Allowances and Payments**

### 2.3.1 **Management Allowances**

The Governing Body recognise that Management Allowances are being phased out. Awards of Management Allowances between 1st April 2004 and 31st December 2005 will have only been made for a fixed term period not exceeding one year. No members of teaching staff at Dickleburgh have a Management Allowance.

### 2.3.2 **Teaching and Learning Responsibility Payments (TLR's)**

The Governing Body, through the School leadership Group has decided that it will not be awarding TLRs to teachers as part of the staff restructuring.

### 2.3.3 **Recruitment and Retention**

Following changes from 1st April 2004, which removed Recruitment and Retention Allowances from the Teachers' Pay and Conditions Document, the Governors make the following provisions:

The Governing Body has chosen not to exercise its discretion to award incentives for recruitment and retention at this stage.

### 2.3.4 **Special Educational Needs Allowances**

Special Needs Allowances will be awarded by the Governing Body to teachers meeting the criteria set out in the Teacher's Pay and Conditions Document as follows where applicable:-

### **Special Educational Needs Allowance One**

- If a special school to all classroom teachers.
- If a mainstream school to all classroom teachers who are engaged wholly or mainly in taking charge of special classes of children who are hearing impaired or visually impaired or who teach pupils with statements in designated special classes (as defined by the local authority).
- Is a mainstream school to classroom teachers who make a particular contribution to the teaching of pupils with special educational needs which is significantly greater than that which would normally be expected of a classroom teacher.

### **3. Unqualified Teachers**

The salaries of unqualified teachers will be assessed upon appointment within the unqualified scale and may be reviewed at the discretion of the Governing Body.

Points may be awarded in respect of relevant qualifications and/or experience as follows:

#### **Qualifications:**

One point for a recognised overseas teaching qualification or for a recognised post-16 teaching qualification or for a recognised qualification relevant to their subject area.

#### **Experience:**

One point on the scale for each year's school teaching as an overseas trained teacher or teaching in higher/further education.

One point on the scale for every three years spent outside teaching and working in a relevant area. This includes industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school and experience with children/young people.

Where a teacher is appointed below the maximum point of the unqualified teacher scale, one increment will be awarded on an annual basis (with effect from 1<sup>st</sup> September) for every completed year of service until the maximum of the scale is reached.

Notwithstanding this, the Governing Body may award additional increments as it considers appropriate up to the maximum of the scale. An unqualified teacher is not eligible to apply for threshold assessment.

The Governing Body will consider awarding additional increments on a case by case basis, consistently, with regard to equal opportunities, fairness and transparency.

The Governing Body may decide not to award an experience point when an unqualified teacher has performed unsatisfactorily. This will normally only take place in the context of a formal disciplinary or capability procedure and must follow prior written notification to the teacher concerned.

In certain specific circumstances, the Governing Body may exercise its discretion to pay an additional allowance to a post paid on the unqualified scale which, at maximum, will not exceed in total the pay a qualified teacher would have received in the same post.

Where appropriate, the Governing Body will pay an unqualified teacher on one of the employment based routes into teaching. These payments will be at the discretion of the Governing Body and be consistent with other payments made to other such unqualified staff employed.

#### **4. Advanced Skills Teachers (ASTs)**

- (i) ASTs will be paid on the Advanced Skills Teachers' pay spine;
- (ii) Salaries of ASTs will be assessed:
  - upon appointment to the school;
  - at any other time as provided for by the School Teachers' Pay and Conditions Document.
- (iii) The Governing Body will select a pay range consisting of five consecutive points on the pay spine for each AST.
- (iv) When determining an appropriate five-point pay range, the Governing Body will have regard in particular (but not exclusively) to the following criteria:
  - the nature of the work to be undertaken, including any work with teachers from other schools;
  - the scale of the challenges to be tackled;
  - the professional competencies required of the postholder;
  - any other recruitment considerations which it considers relevant.
- (v) The salary of a newly appointed advanced skills teacher shall be that corresponding to the lowest point on that five-point range;
- (vi) The Governing Body shall agree performance criteria annually with the advanced skills teacher and review performance against those criteria;
- (vii) When determining the salary of an advanced skills teacher, the Governing Body shall not determine that there shall be any movement up the pay spine unless there has first been a sustained high quality of performance by the advanced skills teacher (including any appropriate work undertaken at other schools, in higher education facilities, at facilities of the LEA and elsewhere) in the light of the performance criteria previously agreed between the Governing

Body and the advanced skills teacher. Such points awarded will not exceed two in the course of the academic year and will be effective from 1st September each year.

## **5. Leadership Group**

Members of the leadership group are paid on the leadership pay spine. Salaries of members of the leadership group will be assessed:

- annually to take effect from 1<sup>st</sup> September;
- upon appointment to the school;
- upon any adjustment to the Individual School Range (ISR) or pay range;
- at any other time as provided for by the School Teachers' Pay and Conditions Document.

### **5.1 Headteachers**

5.1.1 The Governing Body will determine the group size of the school and then select an ISR consisting of seven consecutive points on the leadership pay spine (normally in the range applicable to the group size) as set out in the School Teachers' Pay and Conditions Document.

5.1.2 When determining the ISR the Governing Body will base this on the school's size, circumstances, and other responsibilities of the post and will take account of any difficulties there may be in recruiting or retaining a Headteacher.

5.1.3 The Governing Body may consider setting the ISR up to two groups above the school's group when recruiting a new Head or retaining an existing Head only in the following exceptional circumstances:

- if the school is subject to a formal warning, or in serious weaknesses or subject to special measures and needs to appoint a new Headteacher to turn the school around;
- where the Governing Body determine that an ISR within the school's group would not be sufficient to attract a suitable candidate to the vacant Headship or is not sufficient to retain the existing Head and there is a perceived need to do so;

5.1.4 The Governing Body will seek to agree performance objectives annually with the Headteacher, relating to school leadership, management and pupil progress and, in default of agreement, the Governing Body will set such performance objectives.

5.1.5 Commencing salary will be determined in accordance with the provisions of the Teachers' Pay and Conditions Document. The Governing Body shall not determine that there shall be any further progression up the pay spine unless there has been a sustained high quality of performance taking account of the performance objectives agreed or set under 5.1.4 above. The Governing Body *has/has not* decided to accord to the provisions set out in Appendix 2.

5.1.6 Other than when it is necessary, after a change in the ISR, to move the Headteacher up the pay scale to ensure the salary equals the minimum of the

ISR, the Headteacher's salary will not be increased by more than two points in the course of the academic year. Such points awarded, will be effective from 1<sup>st</sup> September each year. Where a higher ISR is set, any performance points for the previous year will be granted on the basis of the lower ISR before the salary is assimilated on to the higher range.

5.1.7 In relation to the setting and review of performance objectives the Governing Body will be advised by an external adviser.

## 5.2 Deputy Headteachers

The school's staffing structure does not include the position of Deputy Head.5.2.1The

## 5.3 Assistant Headteachers

5.3.1 The Governing Body will select an Assistant Headteacher pay range for each Assistant Headteacher, consisting of five consecutive points on the leadership pay spine as set out in the School Teachers' Pay and Conditions Document.

5.3.2 When determining each Assistant Headteacher's pay range the Governing Body will base this on the circumstances and responsibilities of the post and will take account of any difficulties there may be in recruiting an Assistant Headteacher.

5.3.3 The maximum of the pay range for an Assistant Headteacher must be at least one point lower than the maximum of the range for any Deputy Headteacher and the minimum of the range for any Assistant Headteacher must be higher than the salary\* of the highest paid classroom teacher.

5.3.4 Other than when it is necessary to move the Assistant Headteacher up the pay scale to ensure the salary equals the minimum of his/her Assistant Headteacher pay range, the Assistant Headteacher's salary will not be increased by more than two points in the course of the academic year. Such points awarded will be effective from 1<sup>st</sup> September each year. Where a higher Assistant Headteacher range is set, any performance points for the previous year will be granted on the basis of the lower pay range before the Assistant Headteacher's pay is assimilated on to the higher range.

5.3.5 The Governing Body, through the Headteacher, will seek to agree performance objectives annually with the Assistant Headteacher(s) relating to school leadership and management and pupil progress and in default of agreement the Governing Body will set such performance objectives.

5.3.6 Commencing salary will be determined in accordance with the provisions of the School Teachers' Pay and Conditions Document. The Governing Body shall not determine that there shall be any further progression up the pay spine unless there has been a sustained high quality of performance taking account of the performance objectives agreed or set under 5.3.4. The Governing Body *has/has not* decided to accord to the provisions set out in Appendix 2.

## 6. Additional Payments to Teachers

- The Governing Body has chosen not to exercise its discretion to award additional payments for inservice training.
- (ii) The Governing Body has chosen not to exercise its discretion to award additional payments for out of school hours learning activities.
  - (iii) The Governing Body has chosen not to exercise its discretion to award additional payments for Initial Teacher Training.
  - (iv) Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the Governing Body shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay and Conditions Document;
  - (v) The Governing Body has chosen not to exercise its discretion to award recruitment incentives and benefits.

## **7. Residential Duties**

Where teaching staff work in residential establishments, the Governors will ensure that arrangements are made so that they receive such eligible payments as set by the Joint National Council for Teachers in Residential Establishments.

## **8. Support Staff**

The Governing Body will ensure that the salaries determined for support staff are in accordance with nationally or locally agreed conditions of service.

8.1 The salaries of all support staff will normally be assessed:

- upon appointment to the school;
- annually to take effect from 1<sup>st</sup> April;
- upon an appropriate request by the postholder;
- at any other time deemed appropriate by the Governing Body.

8.2 This assessment will be determined by the following criteria:

- responsibilities of the post;
- performance of the postholder in accordance with previously agreed objectives;
- taking into account any current grading/job descriptions/job evaluation framework in force in the local Authority;

- in accordance with any career progression scheme for support staff adopted by the school.

## 9. **Salary Protection/Safeguarding**

The Governing Body will ensure appropriate salary protection/safeguarding in accordance with the School Teachers' Pay and Conditions Document/NJC national agreements and Local Authority Policy and/or any formal agreements related to individual staff.

## 10. **Pay Differentials**

Salaries assessed in accordance with this policy will take into account different levels of responsibilities and other material differences between posts and postholders, together with any requirements of the School Teachers' Pay and Conditions Document or any Local Authority Job Evaluation Scheme.

## 11. **Staffing Budget**

The amount of money allocated to implementing the school's pay policy will be determined at the beginning of each financial year through the budget allocation process of the school.

## 12. **Pensions**

The Governing Body will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Governing Body recognises that, were this to be done, the DfES and Local Authority, where appropriate, may use their powers to substitute a notional salary for calculation of pension.

## 13. **Access to Development Opportunities**

The Governing Body believes that access to development opportunities (for example promotion, additional responsibilities) should be available to all staff, whether full or part-time, permanent or fixed term and will advertise their availability within the school.

## 14. **Equalities**

The Governing Body recognises its responsibilities to comply with the Race Relations, Sex Discrimination, Equal Pay, Disability Discrimination Acts, Employment Relations Acts of 1996, 1999 and 2002 as well as the Part Time Workers' Regulations and the Fixed Term Employees' Regulations in the implementation of this policy.

## 15. **Consultation Arrangements**

In establishing and in subsequently reviewing the school's pay policy, the Governing Body will consider the views of school staff prior to determining the approved policy. A copy of the pay policy will be made available to every member of staff.

## 16. **Communication Arrangements**

The Governing Body is committed to ensuring that all staff are aware of the school's pay policy and that the reasons for pay-related decisions are understood. The application of the school's pay policy will be undertaken in as open a way as possible. However, the salary details of individual members of staff shall remain confidential between themselves and the Headteacher/Pay Committees/Governing Body/accredited external parties. The chairs of the pay committees are responsible for informing staff of any decisions of the pay committees.

## **17. Initial Determination of Pay**

The Governing Body will have overall responsibility for all pay matters. However, other than the determination of salary/pay ranges for members of the leadership group, the Staff Pay Committee and the Headteacher's Pay Committee will both have fully delegated powers to make decisions within the pay policy approved by the Governing Body.

## **18. Appeal Against Pay Decisions**

- i) A member of staff may appeal against any determination in relation to his/her pay or any other decision taken by the Governing Body that affects pay;
- ii) The possible grounds for appeal are that the person or committee by whom the decision was made:
  - incorrectly applied any provision of the Teachers' Pay and Conditions Document;
  - failed to have proper regard for the relevant statutory guidance;
  - failed to take proper account of relevant evidence;
  - took account of irrelevant or inaccurate evidence;
  - failed to apply the school's own pay policy;
  - was biased; or
  - otherwise unlawfully discriminated against the teacher.
- iii) The appeal process is as follows:
  - the member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made;
  - if the member of staff 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;
  - where this is not possible, or where the member of staff continues to be dissatisfied, he/she may follow a formal procedure as set out below;

- the member of staff should set down in writing the grounds for questioning the pay decision – including details – which relate to the grounds set out above. This should be sent to the person (or committee) who made the determination, within ten working days of the notification of the decision. This being appeals against the decision or of the outcome of the discussion referred to above;
- the person or committee who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this. The member of staff must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative. Following the hearing, the member of staff should be informed in writing of the hearing's decision and the right of appeal;
- any appeal should be heard by a Pay Appeal Committee composed of three governors who were not involved in the original determination, normally within twenty working days of the receipt of the written appeal notification. At the hearing, the member of staff lodging the appeal should be given the opportunity to make representation in person and to be entitled to be accompanied by a friend or trade union representative;
- a designated member of the appropriate Pay Committee will present the evidence to support the original decision;
- both parties may call witnesses;
- relevant papers will be exchanged by the parties no later than three working days before the hearing;
- the Pay Appeals Committee will deliberate in private and will communicate their decision to all parties within 48 hours.

The decisions of the Governing Body's Pay Appeals Committee are final, and there is no recourse to the staff grievance procedures.

Such appeals relate only to decisions made by the Governing Body and not to any determination made under School Teachers' Pay and Conditions provision by accredited external parties.

- iv) Each step and action of this process should be taken without unreasonable delay. The timing and locations of the formal meetings must be reasonable and allow both parties to explain their cases.
- v) The detailed procedure for the hearing of the appeal is set out in Appendix 1 to the School Pay Policy.

**PAY APPEAL PROCEDURE****Procedure at a Hearing of the Pay Appeal Committee of the Governing Body**

1. The committee should elect a Chair who should then introduce those present and explain the purpose of the hearing.
2. The appellant, or nominated person, should present evidence on the case, referring to any relevant documentation.
3. The Headteacher and his/her representative should be given the opportunity to ask questions.
4. The members of the committee and their adviser(s) should be given the opportunity to ask questions.
5. The Headteacher, or his/her representative, should present his/her case referring to any relevant documentation.
6. The appellant, or his/her representative, should be given the opportunity to ask questions.
7. The members of the Committee and their adviser(s) should be given the opportunity to ask questions.
8. The appellant, or his/her representative, should make a closing statement.
9. The Headteacher, or his/her representative should, make a closing statement.
10. The Chair of the Pay Appeal Committee should call an adjournment. All parties will be required to withdraw except members of the Committee and their adviser(s) who consider the evidence, discuss the case and the Committee will reach a decision.

**Notes:**

- (1) The Chair of the Committee may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for the Chair maybe granted at the discretion of the Committee.
- (2) Where the person making the appeal is the Headteacher, the Chair of Governors, or nominated person, should present the evidence on behalf of management. In that situation, the words "Headteacher" above should be replaced by "appellant".

**PERFORMANCE PAY**

The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determining Upper Pay Spine progression.

The Governing Body will take fully into account the application of the criteria for progression for various appropriate groups as set out below:-

**1. Application of Leadership Group Pay Progression Criteria - Clarification**

Those on the leadership spine play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression, the School Teachers' Pay and Conditions Document (STPCD) requires individuals on the leadership spine to have demonstrated sustained high quality performance. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

A successful performance review, as prescribed by the appraisal regulations<sup>2</sup>, will involve a performance management process of:-

- performance objectives;
- classroom observation (where relevant);
- other evidence.

To ensure that there has been high quality performance, the performance review will need to assess that the teacher has grown professionally by developing their leadership and (where relevant) teaching expertise.

## **2. Application of Upper Pay Spine Progression Criteria - Clarification**

USP3 teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

The following paragraphs refer to all teachers seeking to progress on the Upper Pay Scale.

To achieve progression, the School Teachers' Pay and Conditions Document (STPCD) requires that the achievements of post-threshold teachers and their contribution to school(s) should have been substantial and sustained. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful reiew of overall performance.

Progression on UPS should be based on two successful consecutive performance management reviews, other than under the exceptional circumstances as set out in the STPCD.

A successful performance review as prescribed by the appraisal regulations<sup>3</sup> involves a performance management process of

- performance objectives;
- classroom observation;
- other evidence.

To ensure that the achievements and contribution have been substantial and sustained, that performance review will need to assess that the teacher has:

- continued to meet threshold standards; and
- grown professionally by developing their teaching expertise post threshold.