Dear colleague

**Waltham Forest Model Pay Policy 2023-24**

I am attaching the Waltham Forest Model Pay Policy 2023-24, as the parliamentary process has now concluded.

For clarity the Local Authority (LA) model pay policy continues to reflect guidance as contained within the School Teachers Pay and Conditions Document (STPCD). This states the following under 19.2 with my highlights.

*“The relevant body must decide how pay progression will be determined, subject to the following:*

*a) the decision whether or not to award pay progression must be related to the teacher’s performance, as assessed through the school or authority’s appraisal arrangements in accordance with the 2012 Regulations.*

*b) a recommendation on pay must be made in writing as part of the teacher’s appraisal report, and in making its decision the relevant body must have regard to this recommendation.*

*c) where a teacher is not subject to the 2012 Regulations, the relevant body must determine through what process the teacher’s performance will be assessed and a pay recommendation made for the purposes of making its decision.*

*d) in the case of early career teachers 7(ECTs), the relevant body must determine the teacher’s performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012(8) . The relevant body must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.*

*e)* ***pay decisions must be clearly attributable to the performance of the teacher in question.***

*f)* ***continued good performance as defined by an individual school’s pay policy should give a classroom or unqualified teacher an expectation of progression to the top of their respective pay range.***

*g)* ***a decision may be made not to award progression whether or not the teacher is subject to capability proceedings****”.*

The Local Authority position is that we would expect that **all eligible teachers and leaders will receive pay progression unless** they have failed to meet their appraisal targets, following:

* informal support as part of the appraisal process.
* formal support as part of the capability procedure; or
* some other exceptional circumstances (e.g., significant disciplinary sanction has been applied).

This above wording is also set out in the 2023/2024 model pay policy that is attached for your ease of reference.

Headteachers/Senior Managers should ensure that they communicate verbally and in writing, as soon as it is realised and, in any event, well before the end of the appraisal cycle that the employee is not on track in meeting their targets. Where applicable a support plan should be put in place and closely monitored with written evidence. This is consistent with the WF model appraisal policy. Where it cannot be evidenced that this approach has not been taken, the teacher’s pay progression should not be affected.

Qualified teachers may apply to be paid on the Upper Pay Range and any such

application must be assessed in line with this policy. **It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range.**

The headteacher will notify all teachers on M5 and M6 of the Main Pay Range, at the start of each school year of their eligibility to apply for assessment, following 2 successful appraisals. Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing. The teacher’s application will be appended to their appraisal planning statement. The Evidence used will be only that available through the appraisal process. Schools therefore need to ensure that robust targets are set, in line with the UPS criteria to reflect experience and continuing professional development to enhance pupils learning. This will enable the teacher to provide evidence that they are performing to the relevant threshold standards.

Regards

Gerry Kemble

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