

School Teachers' Pay and Conditions Document 2010

School Teachers' Pay and Conditions Document 2010

To accompany the SI 2010 No. 1979 The Education (School Teachers' Pay and Conditions) Order 2010 pursuant to Section 122 of the Education Act 2002.

Department for Education

SECTION 2 - School Teachers' Pay and Conditions Document 2010

This Document contains provisions relating to the statutory conditions of employment of school teachers in England and Wales and has been prepared by the Secretary of State for Education in anticipation of an order being made under section 122 of the Education Act 2002 ("the Act")⁽¹⁾. That Order refers to this Document and directs that its provisions have effect in accordance with it pursuant to section 124(3) of the Act. The anticipated order will be the Education (School Teachers' Pay and Conditions) Order 2010 ("the Order").

This Document relates to teachers employed by a local authority or by the governing body of a foundation, voluntary aided or foundation special school (other than a school to which an order made under section 128(2) of the Act applies) in the provision of primary or secondary education (otherwise than in an establishment maintained by a local authority in the exercise of a social services function).

When the Order comes into force, this Document will from 1st September 2010 replace the 2009 Document given effect by the Education (School Teachers' Pay and Conditions) Order 2009⁽²⁾.

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⁽¹⁾ 2002 (c.32.)

⁽²⁾ S.I. 2009/2132.

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PART 1 - COMMENCEMENT AND INTERPRETATION

1.1 The provisions of this Document take effect from 1st September 2010.

1.2 In this Document-

“the 2001 Regulations” means the Education (School Teacher Appraisal)(England) Regulations 2001⁽³⁾ and any reference to “results of the appraisal” within the context of a reference to these Regulations must be construed in accordance with them;

“the 2002 Regulations” means the School Teacher Appraisal (Wales) Regulations 2002⁽⁴⁾ and any reference to “appraiser”, “appraisal” or “results of the appraisal” within the context of a reference to these Regulations must be construed in accordance with them;

“the 2006 Regulations” means the Education (School Teacher Performance Management) (England) Regulations 2006⁽⁵⁾ and any reference to “reviewer”, “review”, “results of the review” or “planning and review statement” within the context of a reference to these Regulations must be construed in accordance with them;

“the Act” means the Education Act 2002⁽⁶⁾;

“advanced skills teacher” means a teacher who holds an advanced skills teacher post;

“advanced skills teacher post” means a post-

(a) in which the post-holder is required-

- (i) to be a qualified teacher who, in accordance with an earlier Document, has been certified by an assessor as meeting the standards for advanced skills teachers applicable at the relevant time; or
- (ii) to be a qualified teacher who, in accordance with this Document, has satisfied the person to whom the task has been delegated that such post-holder meets the core standards, has been assessed by an assessor as meeting the post-threshold teacher standards and has been certified by that assessor as meeting the excellent teacher standards and the advanced skills teacher standards; or

⁽³⁾ S.I. 2001/2855, revoked by S.I. 2006/2661.

⁽⁴⁾ S.I. 2002/1394, as amended by S.I. 2007/944 and 2009/2159 (W.183).

⁽⁵⁾ S.I. 2006/2661.

⁽⁶⁾ 2002 (c.32.).

- (iii) to be a post-threshold teacher who, in accordance with this Document, has satisfied the person to whom the task has been delegated that such post-holder meets the core standards and the post-threshold teacher standards and has been certified by an assessor as meeting the excellent teacher standards and the advanced skills teacher standards; or
- (iv) to be an excellent teacher who, in accordance with this Document, has satisfied the person to whom the task has been delegated that such post-holder meets the core standards, the post-threshold teacher standards and the excellent teacher standards and has been certified by an assessor as meeting the advanced skills teacher standards; and

to undertake one or more of the duties in paragraphs 59.1 and 59.2 in accordance with paragraph 59.3; and

- (b) which has been designated as such either by the relevant body or by the employer in the case of a person employed in the following circumstances-

- (i) at an MOD school;
- (ii) at an Academy, city technology college or city college for the technology of the arts⁽⁷⁾;
- (iii) at a non-maintained special school⁽⁸⁾;
- (iv) by an Education Action Forum⁽⁹⁾;
- (v) in an establishment maintained by a local authority in the exercise of a social services function; or
- (vi) by a person appointed in accordance with a direction made by the Secretary of State under section 497A of the Education Act 1996⁽¹⁰⁾ to perform the functions of an authority and who immediately before such employment was employed by that authority;

“advanced skills teacher standards” means the professional standards which an advanced skills teacher is required to meet,

⁽⁷⁾ Within the meaning of section 482 of the Education Act 1996 (c.56) as originally enacted and as substituted by section 65 of the Act.

⁽⁸⁾ Approved in accordance with Regulations (S.I. 1999/2257) made under section 342 of the Education Act 1996.

⁽⁹⁾ As established under section 11 of the School Standards and Framework Act 1998 (c.31) as amended by the Act.

⁽¹⁰⁾ Section 497A was inserted in the Education Act 1996 (c.56) by the School Standards and Framework Act 1998 (c.31) and amended by the Act.

as set out in Annex 1, where each advanced skills teacher standard is prefixed by the letter ‘A’;

“assessor” in relation to advanced skills teacher and excellent teacher assessments means an assessor appointed under arrangements made by the Secretary of State under paragraph 29;

“assistant head teacher” means a qualified teacher with leadership responsibilities across the whole school who is appointed to the post of assistant head teacher;

“authority” means a local authority in England and Wales; and in relation to a school means the authority by which the school is maintained;

“chartered London teacher” means a qualified teacher who has been awarded Chartered London Teacher status in accordance with paragraph 34;

“classroom teacher” means a qualified teacher who is not a member of the leadership group, an excellent teacher or an advanced skills teacher;

“core standards” in England means the professional standards which all post-threshold teachers, excellent teachers and advanced skills teachers are required to meet, as set out in Annex 1, where each core standard is prefixed by the letter ‘C’; in Wales core standards for these purposes means the end of induction standards⁽¹¹⁾ as determined by the Welsh Assembly Government;

“deputy head teacher” means, in relation to England⁽¹²⁾, a qualified teacher appointed to the teaching staff of a school as a deputy head teacher in accordance with the School Staffing (England) Regulations 2009⁽¹³⁾ and includes a teacher appointed as an acting deputy head teacher but not a teacher who is assigned and carries out the duties of a deputy head teacher without being so appointed;

“earlier Document” means any document referred to in any order made under section 122 of the Act or section 2 of the School Teachers’ Pay and Conditions Act 1991⁽¹⁴⁾, other than this Document;

“ERA 1996” means the Employment Rights Act⁽¹⁵⁾;

⁽¹¹⁾ Power to specify the end of induction standards is contained in Regulation 13 of the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005. S.I. 2005/1818 (W.146) and circular 015/2008.

⁽¹²⁾ In relation to Wales, “deputy head teacher” is defined with “head teacher”.

⁽¹³⁾ S.I. 2009/2680.

⁽¹⁴⁾ 1991 (c.49), repealed by the Act.

⁽¹⁵⁾ 1996 (c.18.) Part VIII was substituted by Part 1 of Schedule 4 to the Employment

“employment–based teacher training scheme” means in relation to England the scheme established by the Secretary of State under the Education (School Teachers’ Qualifications) (England) Regulations 2003⁽¹⁶⁾, or, in relation to Wales, any scheme established by the National Assembly for Wales under the Education (School Teachers’ Qualifications)(Wales) Regulations 2004⁽¹⁷⁾;

“European Economic Area and Switzerland” means-

- (a) the European Community;
- (b) subject to the conditions laid down in the EEA Agreement, the area comprising the Republic of Iceland, the Kingdom of Norway and the Principality of Liechtenstein; and
- (c) subject to the conditions laid down in the Swiss Agreement, the Swiss Confederation;

“excellent teacher” means a teacher who holds an excellent teacher post;

“excellent teacher post” means a post-

- (a) in which the post-holder is required–
 - (i) to be a post-threshold teacher who, in accordance with the 2004 Document or any earlier Document, has been assessed as meeting the standards for advanced skills teachers applicable at the relevant time; or
 - (ii) to be a post-threshold teacher who has been certified by an assessor as meeting the standards in Annex 2 of the 2005 Document or of the 2006 Document; or
 - (iii) to be a post-threshold teacher who in accordance with this Document or any of the Documents published between 2007 and 2009 has satisfied the person to whom the task has been delegated that such post-holder meets the core standards and the post-threshold teacher standards and has been certified by an assessor as meeting the excellent teacher standards or the advanced skills teacher standards; and

Relations Act 1999 (c. 26). Part VIII A was inserted by section 47 of the Employment Act 2002 (c. 22).

⁽¹⁶⁾ S.I. 2003/1662, as amended by S.I. 2007/2782.

⁽¹⁷⁾ S.I. 2004/1729 (W173), as amended by S.I.2007/2811 and 2008/215.

to undertake the duties in paragraph 60 and

- (b) which has been designated as such either by the relevant body or by the employer in the case of a person employed in the following circumstances-
 - (i) at an MOD school;
 - (ii) at an Academy, city technology college or city college for the technology of the arts;
 - (iii) at a non-maintained special school;
 - (iv) in an establishment maintained by a local authority in the exercise of a social services function; or
 - (v) by a person appointed in accordance with a direction made by the Secretary of State under section 497A of the Education Act 1996 to perform the functions of an authority and who immediately before such employment was employed by that authority;

“excellent teacher standards” means the professional standards which an excellent teacher is required to meet, as set out in Annex 1, where each excellent teacher standard is prefixed by the letter ‘E’;

“Fast Track teacher” means a classroom teacher who has been recognised as a Fast Track teacher in accordance with an earlier Document and who has not ceased to be so recognised;

“fifth key stage” means any period of schooling after the completion of the fourth key stage;

“first key stage” means the first key stage as defined in section 82(1) (a) of the Act in relation to England and as defined in section 103(1) (a) of the Act in relation to Wales;

“fourth key stage” means the fourth key stage as defined in section 82(1)(d) of the Act in relation to England and as defined in section 103(1)(d) of the Act in relation to Wales;

“the Fringe Area” means-

- (a) in Berkshire- the Districts of Bracknell Forest, Slough and Windsor and Maidenhead;
- (b) in Buckinghamshire- the Districts of South Buckinghamshire and Chiltern;

- (c) in Essex- the Districts of Basildon, Brentwood, Epping Forest, Harlow and Thurrock;
- (d) in Hertfordshire- the Districts of Broxbourne, Dacorum, East Hertfordshire, Hertsmere, St Albans, Three Rivers, Watford and Welwyn Hatfield;
- (e) in Kent- the Districts of Dartford and Sevenoaks;
- (f) in Surrey- the whole county; and
- (g) in West Sussex- the District of Crawley;

“graduate teacher” means in relation to England a teacher who has been granted an authorisation to teach in accordance with paragraphs 5 to 9 of Schedule 2 to the Education (Teachers’ Qualifications and Health Standards) (England) Regulations 1999⁽¹⁸⁾ before 1st September 2002 or in relation to Wales paragraphs 5 to 9 of Schedule 2 to the Education (Teachers’ Qualifications and Health Standards) (Wales) Regulations 1999⁽¹⁹⁾ before 1st September 2004;

“head teacher” means, in relation to England, a person appointed to the teaching staff of a school as head teacher, and includes a person appointed as acting head teacher to carry out the functions of a head teacher pursuant to section 35(3) or 36(3) of the Act but not a teacher who is assigned and carries out duties of a head teacher without being so appointed;

“head teacher” and “deputy head teacher” mean, in relation to Wales, a qualified teacher appointed to the post of head teacher and deputy head teacher respectively in a school, and include a teacher appointed as acting head teacher or deputy head teacher pursuant to section 54 or 55 of, or paragraph 4 of Schedule 16 or paragraph 5 of Schedule 17 to, or regulations made under section 72 of, the School Standards and Framework Act 1998⁽²⁰⁾ but not a teacher who is assigned and carries out duties of a head teacher or deputy head teacher without being so appointed;

“hearing impaired” means deaf or partially hearing;

“individual school range” means the head teacher’s pay range determined in accordance with paragraph 12;

“Induction Regulations” means the Education (Induction

⁽¹⁸⁾ S.I. 1999/2166, as amended by S.I. 2002/2704, 2001/1391, 2001/2896 and 2001/3737. These Regulations have been revoked by S.I. 2003/1662 and 2003/3139.

⁽¹⁹⁾ S.I. 1999/2817. Schedule 2 was revoked by S.I. 2004/1744.

⁽²⁰⁾ 1998 (c.31.)

Arrangements for School Teachers) (England) Regulations 2008⁽²¹⁾ or the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005⁽²²⁾;

“the Inner London Area” means the area comprising the areas of the London boroughs of Barking and Dagenham, Brent, Camden, City of London, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster;

“institution of further or higher education” includes an institution providing both further and higher education;

“the London Area” comprises the Inner London Area, the Outer London Area and the Fringe Area;

“member of the leadership group” means a head teacher, a deputy head teacher or an assistant head teacher;

“MOD school” means an educational establishment primarily for children with a parent in the armed forces of the Crown and administered by the Ministry of Defence, other than the educational establishments known as Queen Victoria School, Dunblane and Welbeck College, Loughborough;

“ordinary school” means a school other than a special school;

“the Outer London Area” means the area comprising the areas of the London boroughs of Barnet, Bexley, Bromley, Croydon, Enfield, Harrow, Havering, Hillingdon, Hounslow, Kingston-upon-Thames, Redbridge, Richmond-upon-Thames, Sutton and Waltham Forest;

“post-threshold teacher” means a classroom teacher who-

- (a) (i) in accordance with an earlier Document, has been assessed as having met the performance threshold standards throughout the relevant period in accordance with an earlier Document; or
- (ii) in accordance with this Document or the 2008 or 2009 Document, has satisfied the person to whom the task has been delegated that the teacher meets the core standards and has been assessed by that person as having met the post-threshold teacher standards throughout the relevant period;

⁽²¹⁾ S.I. 2008/657.

⁽²²⁾ S.I. 2005/1818 (W.146), as amended by S.I. 2007/2811.

- (b) at any time prior to the teacher's employment as such was employed as a member of the leadership group and in the case of a teacher who was first appointed as such on or after 1st September 2000, occupied such a post or posts for an aggregate period of one year or more;
- (c) has held an advanced skills teacher post;
- (d) has been certified by an assessor appointed by the Secretary of State as meeting the standards set out in Annex 2 of an earlier Document or the advanced skills teacher standards but who has not been appointed to an advanced skills teacher's post, and would otherwise have been placed on point M6 of the pay scale;
- (e) at any time has been employed as a qualified teacher-
 - (i) in an MOD school;
 - (ii) by an Education Action Forum;
 - (iii) at an Academy, city technology college or city college for the technology of the arts;
 - (iv) at a non-maintained special school;
 - (v) in an establishment maintained by a local authority in the exercise of a social services function; or
 - (vi) by a person appointed in accordance with a direction made by the Secretary of State under section 497A of the Education Act 1996 to perform the functions of an authority and who immediately before such employment was employed by that authority;

and whilst employed as such was assessed as meeting all the threshold standards throughout the relevant period provided that, at the date of application, the teacher had completed five years of employment (interpreted in accordance with paragraph 1.8) as a qualified teacher;

- (f) is appointed as such at a school and has previously been employed for not less than one year by a local authority as an education adviser or inspector and paid on the Soulbury pay spine;
- (g) has been assessed as meeting the sixth form college professional standards;
- (h) has been assessed as meeting the Northern Ireland

threshold standards; or

- (i) has been employed as a qualified teacher otherwise than by a relevant body and during such employment was assessed as meeting all the threshold standards and the assessment was approved by an assessor appointed under arrangements made for that purpose by the Secretary of State;

“post-threshold teacher standards” means the professional standards which a post-threshold teacher is required to meet, as set out in Annex 1, where each post-threshold teacher standard is prefixed by the letter ‘P’;

“preliminary stage” means any period of schooling prior to the first key stage;

“pupil referral unit” has the meaning given to that expression in section 19(2) of the Education Act 1996⁽²³⁾;

“qualified teacher” means a person who satisfies requirements specified in regulations under section 132 of the Act⁽²⁴⁾;

“registered teacher” means in relation to England a teacher who has been granted an authorisation to teach in accordance with paragraphs 12 to 18 of Schedule 2 to the Education (Teachers’ Qualifications and Health Standards) (England) Regulations 1999⁽²⁵⁾ before 1st September 2002, or, in relation to Wales, paragraphs 12 to 18 of Schedule 2 to the Education (Teachers’ Qualifications and Health Standards)(Wales) Regulations 1999⁽²⁶⁾ before 1st September 2004;

“relevant body” means-

- (a) in the case of a teacher at a school without a delegated budget, the authority by which that school is maintained;
- (b) in the case of a teacher at a school which has a delegated budget, the governing body of that school; and
- (c) in the case of an unattached teacher, the authority by which the teacher is employed;

“relevant period” means-

⁽²³⁾ 1996 (c.56.)

⁽²⁴⁾ S.I.2003/1662, as amended by S.I. 2007/2782 (in relation to England) and S.I. 2004/1729 (W173), as amended by S.I. 2007/2811 and 2008/ 215 (in relation to Wales).

⁽²⁵⁾ S.I. 1999/2166, revoked by S.I. 2003/3139.

⁽²⁶⁾ S.I. 1999/2817, Schedule 2 of which was revoked by S.I. 2004/1744.

(a) in the case of teachers subject to the 2002 Regulations, the two year period immediately preceding the date of the application for assessment against the post-threshold teacher standards;

(b) in the case of teachers subject to the 2006 Regulations, the two year period covered by the teacher's most recent performance management reviews preceding the date of the application for assessment against the post-threshold teacher standards; or

(c) in the case of teachers who have not been engaged in the provision of education to children of school age throughout the relevant period as defined in (a) or (b), the most recent aggregate period of two years when they were so engaged in the five years immediately preceding the date of the application;

and a "year" for these purposes is defined in accordance with the definition of "year of employment" in paragraph 1.8(a);

"remuneration" means, except where otherwise stated, salary plus any allowances;

"school" means, except where otherwise stated, a school maintained by an authority;

"school causing concern" means a school to which section 15 of the School Standards and Framework Act 1998⁽²⁷⁾ applies by virtue of subsection (1) (school subject to a formal warning), (4) (school requiring significant improvement) or (6) (school requiring special measures);

"school which has a delegated budget" means a school which has a delegated budget within the meaning of Chapter 1 of Part 3 of the Act, and "school without a delegated budget" must be construed accordingly;

"school year" means a period of 12 months commencing on 1st September unless the school's academic year begins in August in which case it means a period of 12 months commencing on 1st August;

"second key stage" means the second key stage as defined in section 82(1)(b) of the Act in relation to England and as defined in section 103(1)(b) of the Act in relation to Wales;

"SEN allowance" means a special educational needs allowance awarded to a classroom teacher in accordance with paragraph 25;

⁽²⁷⁾ 1998 (c.31), as amended by the Learning and Skills Act 2000 (c. 21), and by section 55 of the Act, the Education Act 2005 (c.18), the Education and Inspections Act 2006 (c.40) and the Apprenticeships, Skills, Children and Learning Act 2009 (c.22).

“Soulbury pay spine” means the pay spine agreed nationally in respect of education advisers and inspectors;

“special school” means a special school maintained by an authority;

“Swiss Agreement” means the Agreement, made between the European Community and its Member States of the one part and the Swiss Confederation of the other, on the Free Movement of Persons signed at Luxembourg on 21st June 1999⁽²⁸⁾ and which came into force on 1st June 2002;

“teacher” means, except where otherwise stated, a teacher who is a school teacher within the meaning of section 122 of the Act;

“teacher in further or higher education” means a teacher who is-

- (a) employed in an institution of further or higher education; or
- (b) otherwise employed by a local authority for the purposes of their functions relating to further and higher education;

other than a teacher seconded to a body which reimburses the employing authority the amount of the teacher’s salary;

“teacher who has met the Northern Ireland threshold standards” means a teacher who was entitled to be paid on the teachers’ upper salary spine as determined by the Department of Education of Northern Ireland under article 69(1) and (6) of the Education and Libraries (Northern Ireland) Order 1986⁽²⁹⁾;

“teacher who has met the sixth form college standards” means a teacher who was entitled to the Professional Standards Payment managed by the Sixth Form Colleges’ Forum;

“the 1988 Document” means the document published by Her Majesty’s Stationery Office entitled “School Teachers’ Pay and Conditions Document 1988”⁽³⁰⁾;

“the 1993 Document” means the document published by Her Majesty’s Stationery Office entitled “School Teachers’ Pay and Conditions Document 1993”⁽³¹⁾ and includes that document as amended by the Education (School Teachers’ Pay and Conditions) Order 1994⁽³²⁾;

“the 1999 Document” means the document published by Her

⁽²⁸⁾ Cmnd. 4904.

⁽²⁹⁾ S.I.1986/594 (NI3) as amended by S.R. (NI) 1993 No.12.

⁽³⁰⁾ ISBN 0 11 270654 1.

⁽³¹⁾ ISBN 0 11 270843 9.

⁽³²⁾ S.I. 1994/910.

Majesty's Stationery Office entitled "School Teachers' Pay and Conditions Document 1999"⁽³³⁾ and includes that document as amended by the Education (School Teachers' Pay and Conditions) Order 2000⁽³⁴⁾;

"the 2000 Document" means the document published by Her Majesty's Stationery Office entitled "School Teachers' Pay and Conditions Document 2000"⁽³⁵⁾ and includes that document as amended by the Education (School Teachers' Pay and Conditions) (No.3) Order 2000⁽³⁶⁾, the Education (School Teachers' Pay and Conditions) (No.4) Order 2000⁽³⁷⁾, the Education (School Teachers' Pay and Conditions) Order 2001⁽³⁸⁾, the Education (School Teachers' Pay and Conditions)(No.2) Order 2001⁽³⁹⁾ and the Education (School Teachers' Pay and Conditions)(No.3) Order 2001⁽⁴⁰⁾;

"the 2001 Document" means the document published by Her Majesty's Stationery Office entitled "School Teachers' Pay and Conditions Document 2001"⁽⁴¹⁾ and includes that document as amended by the Education (School Teachers' Pay and Conditions)(No.6) Order 2001⁽⁴²⁾, the Education (School Teachers' Pay and Conditions)(No.7) Order 2001⁽⁴³⁾ and the Education (School Teachers' Pay and Conditions) Order 2002⁽⁴⁴⁾;

"the 2004 Document" means the document published by Her Majesty's Stationery Office entitled "School Teachers' Pay and Conditions Document 2004"⁽⁴⁵⁾ and includes that document as amended by the Education (School Teachers' Pay and Conditions) Order 2005⁽⁴⁶⁾ and the Education (School Teachers' Pay and Conditions) (No. 2) Order 2005⁽⁴⁷⁾;

"the 2005 Document" means the document published by Her Majesty's Stationery Office entitled "School Teachers' Pay and Conditions Document 2005"⁽⁴⁸⁾ and includes that document as amended by the Education (School Teachers' Pay and

⁽³³⁾ ISBN 0 11 271069 7.

⁽³⁴⁾ S.I. 2000/868; revoked by S.I. 2000/2321.

⁽³⁵⁾ ISBN 011 2710905.

⁽³⁶⁾ S.I. 2000/2321; revoked by S.I. 2001/2962.

⁽³⁷⁾ S.I. 2000/3106; revoked by S.I. 2001/2962.

⁽³⁸⁾ S.I. 2001/720; revoked by S.I. 2001/2962.

⁽³⁹⁾ S.I. 2001/1254; revoked by S.I. 2001/2962.

⁽⁴⁰⁾ S.I. 2001/1284; revoked by S.I. 2001/2962.

⁽⁴¹⁾ ISBN 011 2711073.

⁽⁴²⁾ S.I. 2001/3243; revoked by S.I. 2002/2223.

⁽⁴³⁾ S.I. 2001/3435; revoked by S.I. 2002/2223.

⁽⁴⁴⁾ S.I. 2002/838; revoked by S.I. 2002/2223.

⁽⁴⁵⁾ ISBN 011 2711634.

⁽⁴⁶⁾ S.I. 2005/539; revoked by S.I. 2005/2212.

⁽⁴⁷⁾ S.I. 2005/1101; revoked by S.I. 2005/2212.

⁽⁴⁸⁾ ISBN 011 2711634.

Conditions) (No.4) Order 2005⁽⁴⁹⁾ and the Education (School Teachers' Pay and Conditions) Order 2006⁽⁵⁰⁾;

“the 2006 Document” means the document published by Her Majesty’s Stationery Office entitled “School Teachers’ Pay and Conditions Document 2006”⁽⁵¹⁾ as amended by the Education (School Teachers’ Pay and Conditions) (No. 2) (Amendment) Order 2006⁽⁵²⁾ and the Education (School Teachers’ Pay and Conditions) (No. 2) (Amendment) Order 2007⁽⁵³⁾;

“the 2007 Document” means the document published by Her Majesty’s Stationery Office entitled “School Teachers’ Pay and Conditions Document 2007”⁽⁵⁴⁾;

“the 2008 Document” means the document published by Her Majesty’s Stationery Office entitled “School Teachers’ Pay and Conditions Document 2008”;⁽⁵⁵⁾

“the 2009 Document” means the document published by Her Majesty’s Stationery Office entitled “School Teachers’ Pay and Conditions Document 2009”;⁽⁵⁶⁾

“third key stage” means the third key stage as defined in section 82(1)(c) of the Act in relation to England and as defined in section 103(1) (c) of the Act in relation to Wales;

“TLR” means a teaching and learning responsibility payment awarded to a classroom teacher in accordance with paragraph 21;

“unattached teacher” means-

- (a) a teacher not attached to a particular school;
- (b) a teacher employed otherwise than at a school; or
- (c) in Parts 2 to 7, a teacher at a pupil referral unit (including a teacher in charge);

“unqualified teacher” means a teacher who is not a qualified teacher and who is prescribed by Order under section 122(5) of the Act as a school teacher for the purposes of that section ⁽⁵⁷⁾;

⁽⁴⁹⁾ S.I. 2005/3479; revoked by S.I. 2006/2133.
⁽⁵⁰⁾ S.I. 2006/1274; revoked by S.I. 2006/2133.
⁽⁵¹⁾ ISBN 0-11-271188-X.
⁽⁵²⁾ S.I. 2006/3171; revoked by S.I. 2007/2282.
⁽⁵³⁾ S.I. 2007/1688; revoked by S.I. 2007/2282.
⁽⁵⁴⁾ ISBN 978-0-11271194-0.
⁽⁵⁵⁾ ISBN 978-0-11-271198-8.
⁽⁵⁶⁾ ISBN 978-0-11-271199-5
⁽⁵⁷⁾ S.I. 2003/1709.

“unlawful discrimination” means, in relation to excellent teacher or advanced skills teacher assessments, any discrimination against a teacher by an assessor, which if the assessor were the relevant body would constitute unlawful discrimination, and “unlawfully discriminate” must be construed accordingly;

“visually impaired” means blind or partially sighted.

- 1.3 The Interpretation Act 1978⁽⁵⁸⁾ applies to the interpretation of this Document as if it were an Order made under the Act.
- 1.4 Where, by or in consequence of a structural or boundary change (or both such changes) as defined in section 14 of the Local Government Act 1992⁽⁵⁹⁾ effected by an order made under section 17 of that Act (as amended), an authority (“the transferor authority”) ceases to exercise the functions of an authority in relation to an area and such functions are thereafter exercisable by another authority (“the transferee authority”) in relation to that area, the transferor authority and the transferee authority must be regarded, in this Document, as the same authority.
- 1.5 Where, by virtue of the Local Government (Wales) Act 1994⁽⁶⁰⁾, the functions of an abolished authority (“the old authority”) under the Education Acts in relation to an area are vested in a new authority in relation to that area (“the new authority”), the old authority and the new authority must be regarded, in this Document, as the same authority.
- 1.6 Where a table containing a pay scale, pay spine or salary range contains four columns of annual salaries, the column headed “England and Wales (excluding the London Area)” applies to teachers serving in England and Wales except those serving in the London Area, and the column headed “Inner London Area” applies to teachers serving in the Inner London Area, the column headed “Outer London Area” applies to teachers serving in the Outer London Area and the column headed “Fringe Area” applies to teachers serving in the Fringe Area.
- 1.7 An unqualified teacher who is a head teacher must be treated as a qualified teacher for the purposes of Parts 2 and 3 of this Document.
- 1.8 For the purposes of paragraph (e) of the definition of post-threshold teacher and paragraphs 18, 19.4.2, 26.2.1(b), 33.1(b), 34.4(a) and 35.7(b), and for the purposes of the definition of “the relevant

⁽⁵⁸⁾ 1978 (c.30.)

⁽⁵⁹⁾ 1992 (c.19.)

⁽⁶⁰⁾ 1994 (c.19.)

period” in paragraph 1.2 -

- (a) a person has completed a “year of employment” if the person has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year, in the case of paragraphs 18, 26.2.1(b) and 33.1(b) or within the previous twelve months in the case of paragraphs 19.4.2 and 34.4(a). For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person’s service during that period has been full-time or part-time or regular or otherwise;
- (b) where a person is absent from work-
 - (i) in exercise of her right to maternity leave conferred by section 71 or 73 of the ERA 1996⁽⁶¹⁾ or her contract of employment and has the right to return to work by virtue of those sections or her contract of employment; the right to parental leave conferred by section 76 of the ERA 1996; the right to paternity leave conferred by section 80A, 80AA, 80B or 80BB of the ERA 1996⁽⁶²⁾; or the right to adoption leave conferred by section 75A or 75B of the ERA 1996⁽⁶³⁾; or
 - (ii) because of her pregnancy;

the period of absence counts towards the period of service of at least twenty-six weeks referred to in paragraph (a); and

- (c) where a person is absent from work for any reason other than as specified in paragraph 1.8(a) or (b), the relevant body may determine that the period of absence counts as if the person was in employment during it.

1.9 Authorities and governing bodies, in exercising functions and discretions conferred on them by this Document, and persons exercising functions under this Document in accordance with

⁽⁶¹⁾ 1996 (c.18.) Sections 71 and 73 were both amended by section 17 of the Employment Act 2002 (c.22) and further amended by paragraphs 31 and 32 of Schedule 1 to the Work and Families Act 2006 (c.18) respectively.

⁽⁶²⁾ Sections 80A and 80B were inserted by section 1 of the Employment Act 2002 (c.22) and sections 80AA and 80BB were inserted by sections 3 and 4 respectively of the Work and Families Act 2006 (c.18.) .

⁽⁶³⁾ Sections 75A and 75B were inserted by section 3 of the Employment Act 2002 c. 22 and amended by paragraphs 33 and 34 of Schedule 1 to the Work and Families Act 2006 (c. 18) respectively.

arrangements made by the Secretary of State under paragraph 29 must have regard to any relevant guidance given by the Secretary of State. In applying provisions of this Document authorities and governing bodies must have regard to any guidance about the procedure to be followed given by the Secretary of State.

- 1.10 Any reference to a numbered sub-paragraph is a reference to the sub-paragraph of that number in the paragraph in which that reference appears, except where otherwise stated.

PAY

PART 2 - GENERAL

Entitlement to salary and allowances

- 2.1 Subject to paragraphs 40, 41, 43 and 46-
- (a) a qualified teacher in full-time service is entitled to remuneration consisting of a salary determined under Part 3 or 4 and any allowances payable under Part 4, 6 or 7; and
 - (b) an unqualified teacher in such service is entitled to remuneration consisting of a salary determined under Part 5 and any allowances payable under that Part or Part 7.
- 2.2 The relevant body must determine that a graduate teacher, a registered teacher or a teacher on the employment-based teacher training scheme is to-
- (a) be paid and be eligible for allowances as a qualified teacher; or
 - (b) be paid and be eligible for allowances as an unqualified teacher.
- 2.3 A teacher employed on a part-time basis is entitled to remuneration consisting of a salary and any allowances to which the teacher is entitled calculated in accordance with paragraph 46.
- 2.4 A teacher employed in a school which has a delegated budget is entitled to be paid by the authority any remuneration to which the teacher is entitled by virtue of the provisions of this Document or any determinations made under it.

Pay policy and grievance procedures

- 3.1 The relevant body must-
- (a) adopt a policy that sets out the basis on which it determines teachers' pay and the date by which it will determine the teachers' annual pay review; and
 - (b) establish procedures for addressing teachers' grievances in relation to their pay in accordance with the Acas Code of Practice.

Timing of salary determination and notification

- 4.1 Subject to paragraph 4.3, the determination of the remuneration of a teacher must be made-
- (a) annually with effect from 1st September;

- (b) whenever a teacher takes up a new post (including taking up a post in the leadership group, as an advanced skills teacher or as an excellent teacher) on a date other than 1st September, with effect from the teacher taking up that post;
- (c) where a teacher has been assessed as meeting the post-threshold teacher standards and is entitled to be paid as a post-threshold teacher pursuant to paragraph 19; or
- (d) at any other time when a change falls to be made in a teacher's salary in any circumstances provided for in this Document.

4.2 When determining the remuneration of a teacher, the relevant body must have regard to its pay policy and to the teacher's particular post within its staffing structure.

4.3 Where the relevant body determines to reduce a teacher's remuneration, that determination must take effect no earlier than the date when it was actually made.

4.4 When the relevant body has determined the remuneration of a teacher, it must, at the earliest opportunity and in any event not later than one month after the determination, ensure that the teacher is notified in writing of that determination, of any payments or other financial benefits awarded under paragraph 50, of any safeguarded sums to which the teacher is entitled under paragraphs 24, 33, 36, 43, 44 and 45, where a copy of the school's staffing structure and pay policy may be inspected and-

- (a) in the case where the teacher is a member of the leadership group or an advanced skills teacher, of the basis on which remuneration has been determined and the criteria (including performance objectives where the teacher is not subject to the 2002 Regulations or the 2006 Regulations) on which the salary will be reviewed in the future;
- (b) in the case where the teacher was appointed as a member of the leadership group, an advanced skills teacher or an excellent teacher for a fixed period or under a fixed-term contract, of the date or, where appropriate, the circumstance, the occurrence of which will bring the fixed period or fixed-term contract to an end;
- (c) in the case where the teacher is a classroom teacher or an unqualified teacher in respect of whom the relevant body has made a determination under paragraph 2.2(a), of-

- (i) the number of points awarded under paragraph 17 under each criterion set out in paragraph 18 or, as the case may be, of the teacher's position on the pay scales set out in paragraph 19;
 - (ii) the nature and value of any allowance awarded under paragraph 25; and
 - (iii) in relation to any TLR awarded under paragraph 21, its value, the nature of the significant responsibility for which it was awarded and, if the award is made whilst the teacher occupies another post in the temporary absence of the post-holder, the date on which as well as any circumstances in which (if occurring earlier than that date) it will come to an end.
- (d) in the case where the teacher is an unqualified teacher to whom paragraph 4.4(c) does not apply, of the teacher's position on the unqualified teachers' pay scale determined under paragraph 35, the value of any unqualified teacher's allowance awarded under paragraph 36 and the additional responsibility, qualifications or experience in respect of which the allowance was awarded.

4.5 In this paragraph, "remuneration" means salary plus any allowances but does not include any sum paid in respect of the award of Chartered London Teacher status or under paragraphs 48 and 49.

Teachers paid a safeguarded sum

- 5.1.1 Sub-paragraphs 1.2 and 1.3 apply to a teacher who is paid a safeguarded sum or safeguarded sums under paragraphs 24, 33, 36, 43, 44 and 45.
- 5.1.2 If the safeguarded sums exceed £500 in total, the relevant body must review the teacher's assigned duties and allocate such additional duties to the teacher as they reasonably consider are appropriate and commensurate with the safeguarded sum, for as long as the teacher continues to be paid the safeguarded sum.
- 5.1.3 The teacher must not be paid the safeguarded sum if the teacher unreasonably refuses to carry out such additional duties, provided that the teacher is notified of the relevant body's determination to cease paying the safeguarded sum at least one month before it is implemented.

- 5.2.1 Sub-paragraph 2.2 applies to paragraphs 24, 36, 43 and 44, whenever the relevant body is required to consider whether a point of a higher value (“the new point”) or an allowance (including the award of an increase in the value of an allowance made by a decision of the relevant body) (“the new allowance”), or the combined value of a new point and a new allowance, is equal to or exceeds the combined value of a previous pay point and a safeguarded sum.
- 5.2.2 The relevant body must take into account all the safeguarded sums to which the teacher is entitled and cease paying only the safeguarded sum or combination of safeguarded sums that is equal to or less than the total increase in the teacher’s remuneration attributable to the new point or the new allowance.
- 5.3 For the purposes of paragraphs 24, 33, 36 and 44, the safeguarding period ends on the third anniversary of the relevant date; and in the case of a determination made by the relevant body between –
- (a) 1st September and 31st December, the relevant date is 1st January immediately after the end of that period;
 - (b) 1st January and 31st March, the relevant date is 1st April immediately after the end of that period; and
 - (c) 1st April and 31st August, the relevant date is 1st September immediately after the end of that period.

PART 3 - QUALIFIED TEACHERS- LEADERSHIP GROUP PAY

Pay spine for the leadership group

- 6.1 A head teacher must be paid such salary based upon the leadership group pay spine set out in sub-paragraph 4 as the relevant body determines in accordance with paragraph 7.
- 6.2 A deputy head teacher must be paid such salary based upon the leadership group pay spine set out in sub-paragraph 4 as the relevant body determines in accordance with paragraph 13.
- 6.3 An assistant head teacher must be paid such salary based upon the leadership group pay spine set out in sub-paragraph 4 as the relevant body determines in accordance with paragraph 15.
- 6.4 The pay spine for members of the leadership group is-

Pay Spine for the Leadership Group 2010				
Spine point	Annual Salary England and Wales (excluding the London Area)	Annual Salary Inner London Area	Annual Salary Outer London Area	Annual Salary Fringe Area
	£	£	£	£
L1	37,461	44,540	40,433	38,493
L2	38,400	45,483	41,373	39,433
L3	39,358	46,445	42,328	40,391
L4	40,339	47,423	43,314	41,376
L5	41,343	48,432	44,318	42,382
L6	42,379	49,466	45,351	43,416
L7	43,521	50,610	46,496	44,560
L8	44,525	51,611	47,499	45,557
L9	45,637	52,720	48,609	46,673
L10	46,808	53,894	49,784	47,844
L11	48,024	55,104	50,993	49,056
L12	49,130	56,216	52,106	50,169
L13	50,359	57,445	53,335	51,398
L14	51,614	58,700	54,583	52,650
L15	52,900	59,980	55,869	53,930
L16	54,305	61,392	57,277	55,342
L17	55,553	62,640	58,526	56,596
L18	56,950	64,036	59,925	57,985
L19	58,362	65,448	61,338	59,398
L20	59,809	66,895	62,784	60,849
L21	61,288	68,375	64,264	62,331
L22	62,811	69,897	65,782	63,849
L23	64,367	71,447	67,338	65,400
L24	65,963	73,049	68,934	67,002
L25	67,602	74,686	70,575	68,636
L26	69,275	76,358	72,247	70,314
L27	70,991	78,072	73,962	72,025
L28	72,752	79,835	75,725	73,785
L29	74,554	81,640	77,525	75,593
L30	76,409	83,495	79,381	77,442
L31	78,298	85,384	81,274	79,336
L32	80,244	87,327	83,215	81,283
L33	82,238	89,322	85,213	83,277

L34	84,271	91,356	87,246	85,309
L35	86,365	93,451	89,337	87,404
L36	88,504	95,587	91,473	89,540
L37	90,704	97,793	93,679	91,740
L38	92,948	100,031	95,921	93,985
L39	95,213	102,296	98,185	96,246
L40	97,590	104,679	100,565	98,629
L41	100,028	107,118	103,003	101,065
L42	102,534	109,617	105,502	103,573
L43	105,097	112,181	108,070	106,137

Annual determination of a head teacher's salary

- 7.1 This paragraph applies for the purpose of the determination of a head teacher's salary.
- 7.2 For the purpose of determining the salary of a head teacher who is not subject to the 2002 Regulations or the 2006 Regulations-
- (a) the relevant body and the head teacher must seek to agree performance objectives relating to school leadership and management and pupil progress, and in default of agreement the relevant body must set such performance objectives; and
 - (b) the relevant body must review the performance of the head teacher taking account of the performance objectives agreed or set under sub-paragraph 2(a).
- 7.3 The relevant body must determine the salary of a head teacher in accordance with the following-
- (a) subject to paragraphs 44 and 45, a head teacher's salary must not be less than the minimum of the individual school range and must not exceed the maximum of the individual school range;
 - (b) save to the extent that movement up the pay spine is necessary to ensure that the salary of the head teacher equals the minimum of the individual school range, there must not be any movement up the pay spine unless-
 - (i) in the case where the head teacher is not subject to the 2002 Regulations or the 2006 Regulations, a review of the head teacher's performance has been carried out under sub-paragraph 2(b) and there has been a sustained high quality of performance, having regard to

the performance objectives agreed or set under sub-paragraph 2(a); or

- (ii) where the head teacher is subject to the 2002 Regulations or the 2006 Regulations, there has been a sustained high quality of performance by the head teacher, having regard to the results of the most recent appraisal carried out in accordance with the 2002 Regulations or the results of the most recent review carried out in accordance with the 2006 Regulations, as the case may be;
- (c) when making any determination under sub-paragraph 3(b) in the case of a head teacher who is subject to the 2006 Regulations, the relevant body must have regard to any recommendation on pay progression recorded in the head teacher's most recent planning and review statement;
- (d) save to the extent that a movement up the pay spine is necessary to ensure that the salary of the head teacher equals the minimum of the individual school range, a head teacher's salary must not be increased by more than two points in the course of one school year;
- (e) on appointment at a particular school, including under paragraphs 12.2.7 and 12.2.8, a head teacher must be paid a salary equal to the amount specified for one of the bottom four points of the individual school range;
- (f) where the relevant body raises the individual school range, any performance points awarded by the relevant body for the previous year must be calculated on the basis of the lower individual school range before the head teacher's pay is assimilated onto the higher range; and
- (g) where in accordance with paragraphs 12.2.6 and 12.2.9 the relevant body determines an individual school range the maximum of which exceeds the highest point on the leadership group pay spine, it must determine the value of each point above the highest point.

Determination of the school's head teacher group

- 8.1 The relevant body must assign its school to a head teacher group for the purposes of paragraph 12 in accordance with this paragraph and paragraphs 9, 10 and 11.
- 8.2 A school must be assigned to a head teacher group whenever the relevant body sees fit.

8.3 The head teacher groups, and pay ranges in relation thereto, are as follows-

Head Teacher Groups and Pay Ranges					
Group	Range of spine points	Annual Salary Range England and Wales (excluding the London Area)	Annual Salary Range Inner London Area	Annual Salary Range Outer London Area	Annual Salary Range Fringe Area
		£	£	£	£
1	L6 - L18	42,379 – 56,950	49,466 – 64,036	45,351 – 59,925	43,416 – 57,985
2	L8 - L21	44,525 – 61,288	51,611 – 68,375	47,499 – 64,264	45,557 – 62,331
3	L11 - L24	48,024 – 65,963	55,104 – 73,049	50,993 – 68,934	49,056 – 67,002
4	L14 - L27	51,614 – 70,991	58,700 – 78,072	54,583 – 73,962	52,650 – 72,025
5	L18 - L31	56,950 – 78,298	64,036 – 85,384	59,925 – 81,274	57,985 – 79,336
6	L21 - L35	61,288 – 86,365	68,375 – 93,451	64,264 – 89,337	62,331 – 87,404
7	L24 - L39	65,963 – 95,213	73,049 – 102,296	68,934 – 98,185	67,002 – 96,246
8	L28 - L43	72,752 – 105,097	79,,835 – 112,181	75,725 – 108,070	73,785 – 106,137

Unit totals and head teacher groups - ordinary schools

9.1 Subject to paragraph 11, an ordinary school must be assigned to a head teacher group in accordance with the following table by reference to its total unit score calculated in accordance with sub-paragraph 2-

Total unit score	School group
Up to 1,000	1
1,001 to 2,200	2
2,201 to 3,500	3
3,501 to 5,000	4
5,001 to 7,500	5
7,501 to 11,000	6
11,001 to 17,000	7
17,001 and over	8

9.2 Subject to sub-paragraph 3, the total unit score must be determined in accordance with the number of pupils on the school register,

calculated as follows-

Key Stage	Units per pupil
For each pupil in the preliminary stage and each pupil in the first or second key stage	7
For each pupil in the third key stage	9
For each pupil in the fourth key stage	11
For each pupil in the fifth key stage	13

- 9.3.1 The number of pupils on the school register, and the number of pupils at each key stage, must be determined by the numbers as shown on the most recent return of the Department for Education School Census, or the most recently available Welsh Assembly Government Annual School Census submitted to the Department for Education or Welsh Assembly Government respectively on behalf of the school;
- 9.3.2 Each pupil with a statement of special educational needs must, if in a special class consisting wholly or mainly of such pupils, be counted as three units more than the pupil would otherwise be counted as by virtue of sub-paragraph 2, and if not in such a special class be counted as three such units only where the relevant body so determines;
- 9.3.3 Each pupil who attends for no more than half a day on each day for which the pupil attends the school must be counted as half as many units as the pupil would otherwise be counted as under sub-paragraphs 2 or 3.2.

Unit totals and head teacher groups - special schools

- 10.1 Subject to paragraph 11, a special school must be assigned to a head teacher group in accordance with the following table by reference to its modified total unit score calculated in accordance with sub-paragraphs 2 to 5-

Modified total	unit score	School group
Up to 2,200		2
2,201 to 3,500		3
3,501 to 5,000		4
5,001 to 7,500		5
7,501 to 11,000		6
11,001 to 17,000		7
17,001 and over		8

10.2 The relevant body must calculate the proportion of staff to pupils at the school expressed as a percentage (“the staff-pupil ratio”) in accordance with the following formula-

$$\frac{A}{B} \times 100$$

where A is the number of teachers and support staff weighted as provided in sub-paragraph 2.1, and B is the number of pupils at the school weighted as provided in sub-paragraph 2.2.

10.2.1 The weighting for a teacher is two units for each full-time equivalent teacher, and the weighting for each support staff member is one unit for each full-time equivalent individual.

10.2.2 The weighting for a full-time pupil is one unit and the weighting for a part-time pupil is half a unit.

10.3 The relevant body must calculate the staff-pupil ratio modifier in accordance with the following table by reference to the staff-pupil ratio determined in accordance with sub-paragraph 2-

Staff-pupil ratio	Staff-pupil ratio modifier
1 - 20%	1
21 - 35%	2
36 - 50%	3
51 - 65%	4
66 - 80%	5
81% or more	6

10.4 The relevant body must determine the school’s total unit score in accordance with the number of pupils on the school register calculated as follows-

Key Stage	Units per pupil
For each pupil in the preliminary stage and each pupil in the first or second key stage	10
For each pupil in the third key stage	12
For each pupil in the fourth key stage	14
For each pupil in the fifth key stage	16

10.5 The relevant body must determine the school’s modified total unit score by multiplying the school’s total unit score determined under sub-paragraph 4 by the staff-pupil ratio modifier calculated under sub-paragraph 3.

10.6 In this paragraph-

- (a) the number of pupils on the school register must be determined by the numbers as shown on the most recent return of the Department for Education School Census, or the most recently available Welsh Assembly Government Annual School Census submitted to the Department for Education or Welsh Assembly Government respectively on behalf of the school; and
- (b) “support staff member” means a member of the school staff who is not-
 - (i) a teacher;
 - (ii) a person employed in connection with the provision of meals;
 - (iii) a person employed in connection with the security or maintenance of the school premises; or
 - (iv) a person employed in a residential school to supervise and care for pupils out of school hours.

Unit totals and head teacher groups - particular cases

Expected changes in number of registered pupils and teaching establishments

- 11.1.1 Subject to sub-paragraph 1.2, where in the case of an ordinary school the total unit score and in the case of a special school the modified total unit score is expected by the relevant body to rise or fall after the date to which the assignment refers, the relevant body may instead assign the school to the appropriate group which would result after the expected change in numbers has taken place.
- 11.1.2 Where the relevant body is the governing body of a school which has a delegated budget, no assignment must be made until the authority has been consulted.

New schools

- 11.2.1 Subject to sub-paragraphs 2.2 and 2.3, in the case of a school which is newly opened or not yet open, the relevant body must assign the school to the group appropriate in the case of an ordinary school to the total unit score and in the case of a special school to the modified total unit score expected by the authority or, in the case of a school with a delegated budget, by the governing body after consulting the authority to be relevant not less than four years from the date of opening.
- 11.2.2 The relevant body must, as necessary, revise its assignment as the

expectations on which its calculation was based change.

- 11.2.3 Where the relevant body is the governing body of a school which has a delegated budget, no assignment must be made until the authority has been consulted.

Determination of a school's individual school range

- 12.1.1 The relevant body must determine a school's individual school range in accordance with sub-paragraph 2.
- 12.1.2 The individual school range must consist of seven consecutive spine points, and where the maximum of the individual school range exceeds the maximum of the leadership group pay spine, the relevant body must determine the level of any pay points above the spine maximum.
- 12.2.1 The minimum of the individual school range must not be less than the minimum of the range specified in paragraph 8.3 in relation to the school's head teacher group ("the head teacher group range").
- 12.2.2 Subject to sub-paragraphs 2.3 to 2.9, the maximum of the individual school range must not exceed the maximum of the head teacher group range.
- 12.2.3 The relevant body must ensure that the minimum of the individual school range-
- (a) is at least the next point higher on the leadership group scale than the maximum of the pay range of any deputy or assistant head teacher at the school; and
 - (b) is not less than the next leadership group pay spine point above the salary of the highest paid classroom teacher (calculated in accordance with sub-paragraph 3).
- 12.2.4 Where the relevant body is required to raise an individual school range by virtue of sub-paragraph 2.3, it must raise it by no more than is necessary to secure that the minimum of the individual school range exceeds by one point the maximum of the deputy or assistant head teacher range or the salary of the highest paid classroom teacher (as the case may be).
- 12.2.5 Unless sub-paragraphs 2.8 or 2.9 apply, the relevant body may determine the individual school range in accordance with sub-paragraph 2.6 where-
- (a) the school is a school causing concern;
 - (b) if the maximum of the individual school range did not exceed

the maximum of the head teacher group range, the relevant body consider the school would have substantial difficulty filling the vacant head teacher post; or

- (c) if the maximum of the individual school range did not exceed the maximum of the head teacher group range, the relevant body consider the school would have substantial difficulty retaining the existing head teacher.

12.2.6 In the circumstances described in sub-paragraph 2.5 the relevant body may determine an individual school range which exceeds the head teacher group range, but the maximum of the individual school range so determined must not exceed the maximum of the second head teacher group range above the appropriate head teacher group range. If the appropriate head teacher group is group 7 or 8, the individual school range must be such as the relevant body determines, and its maximum may exceed the highest point on the leadership group pay spine.

12.2.7 Where the head teacher is appointed as a head teacher of more than one school the relevant body of the head teacher's original school or, under the Collaboration Regulations⁽⁶⁴⁾, the collaborating body, must determine the individual school range by the application of the total unit score of all of the schools calculated in accordance with paragraphs 9, 10 and 11.

12.2.8 Unless sub-paragraph 2.9 applies, where the head teacher is appointed as an acting head teacher of one or more additional schools the relevant body of the head teacher's original school must, for the duration of such appointment, determine the individual school range by whichever produces the higher of-

- (a) the application of the total unit score of all of the schools calculated in accordance with paragraphs 9, 10 and 11; or
- (b) the determination of a head teacher group that is up to two groups higher than the head teacher group of any of the schools.

12.2.9 Where the head teacher is appointed as an acting head teacher of one or more additional schools and the head teacher group of any of the schools is group 7 or 8, the relevant body of the head teacher's original school must, for the duration of such appointment, determine the individual school range either by-

- (a) the application of the total unit score of all of the schools calculated in accordance with paragraphs 9, 10 and 11; or

⁽⁶⁴⁾ The School Governance (Collaboration) (England) Regulations 2003 S.I. 2003/1962 and The Collaboration Between Maintained Schools (Wales) Regulations 2008/168

- (b) the application of an uplift of between 5 and 20 per cent to the maximum of the applicable annual salary range specified in the table in paragraph 8.3 for the largest school, and the maximum of the individual school range may exceed the highest point on the leadership group pay spine.
- 12.3.1 For the purpose of determining the individual school range, a deputy head teacher's pay range or an assistant head teacher's pay range, the relevant body must calculate the salary of the highest paid classroom teacher in accordance with sub-paragraph 3.2.
- 12.3.2 The salary of the highest paid classroom teacher is the sum of-
- (a) the value of point 1 on the upper pay scale;
 - (b) the value of any TLR awarded to the highest paid classroom teacher at the school under paragraph 21; and
 - (c) the value of any SEN allowance awarded to the highest paid classroom teacher at the school under paragraph 25.
- 12.3.3 In sub-paragraph 3.2, the highest paid classroom teacher at the school is the classroom teacher with the highest allowance total, being the total value of any TLR or SEN allowance awarded.
- 12.3.4 The calculation of the salary of the highest paid classroom teacher for the purpose of Part 3 is a notional calculation and must not affect the salary entitlement of such a teacher.

Annual determination of a deputy head teacher's salary

- 13.1 This paragraph applies for the purpose of determining a deputy head teacher's salary.
- 13.2 For the purpose of determining the salary of a deputy head teacher who is not subject to the 2002 Regulations or the 2006 Regulations-
- 13.2.1 the relevant body and the deputy head teacher must seek to agree performance objectives relating to school leadership and management and pupil progress, and in default of agreement the relevant body must set such performance objectives; and
 - 13.2.2 the relevant body must review the performance of the deputy head teacher having regard to the performance objectives agreed or set under sub-paragraph 2.1.
- 13.3 The relevant body must determine the salary of a deputy head

teacher in accordance with the following-

- (a) save to the extent that a movement up the pay spine is necessary to ensure that the salary of the deputy head teacher equals the minimum of the deputy head teacher pay range determined for that person in accordance with paragraph 14 (“the relevant deputy head teacher pay range”), there must not be any movement up the pay spine unless-
 - (i) in the case where the deputy head teacher is not subject to the 2002 Regulations or the 2006 Regulations, a review of the deputy’s performance has been carried out under sub-paragraph 2.2 and there has been a sustained high quality of performance, having regard to the performance objectives agreed or set under sub-paragraph 2.1; or
 - (ii) where the deputy head teacher is subject to the 2002 Regulations or the 2006 Regulations, there has been a sustained high quality of performance by the deputy, having regard to the results of the most recent appraisal carried out in accordance with the 2002 Regulations or the results of the most recent review carried out in accordance with the 2006 Regulations, as the case may be;
- (b) when making any determination under paragraph (a) in the case of a deputy head teacher who is subject to the 2006 Regulations, the relevant body must have regard to any recommendation on pay progression recorded in the teacher’s most recent planning and review statement;
- (c) a deputy head teacher’s salary must not be less than the minimum of the relevant deputy head teacher pay range and must not exceed the maximum of that range;
- (d) save to the extent that a movement up the pay spine is necessary to ensure that the salary of the deputy head teacher equals the minimum of the relevant deputy head teacher pay range, the deputy’s salary must not be increased by more than two points in the course of one school year;
- (e) where the relevant body raises a deputy head teacher’s pay range, any performance points awarded by the relevant body for the previous year must be calculated on the basis of the lower pay range before the deputy head teacher’s pay is assimilated onto the higher pay range.

13.4

On appointment at a particular school a deputy head teacher must be paid a salary equal to the amount specified for one of the bottom

three points of the relevant deputy head teacher pay range.

Determination of a deputy head teacher's pay range

- 14.1.1 The relevant body must determine a deputy head teacher pay range for each deputy head teacher in accordance with sub-paragraph 2.
- 14.1.2 A deputy head teacher's pay range must consist of five consecutive spine points on the leadership group pay spine.
- 14.2.1 When a deputy head teacher's pay range is determined pursuant to sub-paragraph 1.1, the relevant body must ensure that the minimum of the deputy head teacher's pay range is not less than the next leadership group pay spine point above-
- (a) the salary of the highest paid classroom teacher (calculated in accordance with paragraph 12.3); and
 - (b) the minimum of the assistant head teacher's pay range of the highest paid assistant head teacher at the school.
- 14.2.2 When a deputy head teacher's pay range is determined pursuant to sub-paragraph 1.1, the relevant body must ensure that the maximum of the deputy head teacher's pay range does not equal or exceed the minimum of the individual school range.
- 14.2.3 Where there is insufficient space on the leadership group pay spine to accommodate a deputy head teacher's pay range of five points between the salary of the highest paid classroom teacher or the minimum of an assistant head teacher pay range and the minimum of the individual school range, the individual school range must be raised to the extent necessary to accommodate the deputy head teacher's pay range.
- 14.2.4 Subject to sub-paragraphs 2.1 and 2.3, the relevant body must not determine a deputy head teacher's pay range at so high a level that they are required by virtue of any other provision of this Document to raise the individual school range beyond the maximum of the head teacher group range.

Annual determination of an assistant head teacher's salary

- 15.1 This paragraph applies for the purpose of determining an assistant head teacher's salary.
- 15.2 For the purpose of determining the salary of an assistant head teacher who is not subject to the 2002 Regulations or the 2006 Regulations-
- (a) the relevant body and the assistant head teacher must seek to

agree performance objectives relating to school leadership and management and pupil progress, and in default of agreement the relevant body must set such performance objectives; and

- (b) the relevant body must review the performance of the assistant head teacher taking account of the performance objectives agreed or set under sub-paragraph 2(a).

15.3 The relevant body must determine the salary of an assistant head teacher in accordance with the following-

- (a) save to the extent that a movement up the pay spine is necessary to ensure that the salary of the assistant head teacher equals the minimum of the assistant head teacher pay range determined for that person in accordance with paragraph 16 (“the relevant assistant head teacher pay range”), there must not be any movement up the pay spine unless-

- (i) in the case where the assistant head teacher is not subject to the 2002 Regulations or the 2006 Regulations, a review of the assistant’s performance has been carried out under sub-paragraph 2(b) and there has been a sustained high quality of performance, having regard to the performance objectives agreed or set under sub-paragraph 2(a); or

- (ii) where the assistant head teacher is subject to the 2002 Regulations or the 2006 Regulations, there has been a sustained high quality of performance by the assistant, having regard to the results of the most recent appraisal carried out in accordance with the 2002 Regulations or the results of the most recent review carried out in accordance with the 2006 Regulations, as the case may be;

- (b) when making any determination under paragraph (a) in the case of an assistant head teacher who is subject to the 2006 Regulations, the relevant body must have regard to any recommendation on pay progression recorded in the teacher’s most recent planning and review statement.

- (c) an assistant head teacher’s salary must not be less than the minimum of the relevant assistant head teacher’s pay range and must not exceed the maximum of that range;

- (d) save to the extent that a movement up the pay spine is necessary to ensure that the salary of the assistant head teacher equals the minimum of the relevant assistant head teacher pay range, the assistant’s salary must not be

increased by more than two points in the course of one school year;

- (e) where the relevant body raises an assistant head teacher's pay range, any performance points awarded by the relevant body for the previous year must be calculated on the basis of the lower pay range before the assistant head teacher's pay is assimilated onto the higher pay range.

15.4 On appointment at a particular school an assistant head teacher must be paid a salary equal to the amount specified for one of the bottom three points of the relevant assistant head teacher pay range.

Determination of an assistant head teacher's pay range

16.1.1 The relevant body must determine an assistant head teacher pay range for each assistant head teacher in accordance with sub-paragraph 2.

16.1.2 An assistant head teacher's pay range must consist of five consecutive spine points on the leadership group pay spine.

16.2.1 When an assistant head teacher's pay range is determined pursuant to sub-paragraph 1.1, the relevant body must ensure that the minimum of the assistant head teacher's pay range is not less than the next leadership group pay spine point above the salary of the highest paid classroom teacher (calculated in accordance with paragraph 12.3).

16.2.2 When an assistant head teacher's pay range is determined pursuant to sub-paragraph 1.1, the relevant body must ensure that the maximum of the assistant head teacher's pay range does not equal or exceed-

- (a) the minimum of the individual school range; or
- (b) where the school has one or more deputy head teachers, the maximum of the deputy head teacher pay range of the lowest paid deputy head teacher.

16.2.3 Where there is insufficient space on the leadership group pay spine to accommodate an assistant head teacher's pay range of five points between the salary of the highest paid classroom teacher and the minimum of the individual school range and where applicable, in addition to accommodate a deputy head teacher pay range of any deputy head teacher at the school in accordance with paragraphs 14.2.1 and sub-paragraph 2.2(b) the individual school range must be raised to the extent necessary to accommodate the assistant head teacher's pay range.

16.2.4 Subject to sub-paragraphs 2.1 and 2.3, the relevant body must not determine an assistant head teacher's pay range at so high a level that it is required by virtue of any other provision of this Document to raise the individual school range beyond the maximum of the head teacher group range.

PART 4 - OTHER QUALIFIED TEACHERS

Pay scale for classroom teachers

- 17.1 This paragraph and paragraph 18 apply to a classroom teacher who is not a post-threshold teacher, and references to “classroom teacher” in this paragraph and paragraph 18 must be construed accordingly.
- 17.2 A classroom teacher must be paid such salary based on the pay scale set out in sub-paragraph 3 as the relevant body determines in accordance with sub-paragraph 4 and paragraph 37.
- 17.3 The pay scale for classroom teachers is-

<i>Pay Scale for Classroom Teachers (Main scale) 2010</i>				
<i>Scale point</i>	<i>Annual Salary England and Wales (excluding the London Area)</i>	<i>Annual Salary Inner London Area</i>	<i>Annual Salary Outer London Area</i>	<i>Annual Salary Fringe Area</i>
	£	£	£	£
1	21,588	27,000	25,117	22,626
2	23,295	28,408	26,674	24,331
3	25,168	29,889	28,325	26,203
4	27,104	31,446	30,080	28,146
5	29,240	33,865	32,630	30,278
6	31,552	36,387	35,116	32,588

- 17.4 Subject to paragraphs 26 and 37, the relevant body must determine the point above the minimum point on the pay scale in sub-paragraph 3 on which each individual classroom teacher is to be placed in accordance with paragraph 18 only. If a classroom teacher is not entitled to any points in accordance with paragraph 18, the teacher must be placed at the minimum point on the pay scale.

Mandatory Points

- 18.1.1 The relevant body must award-

- (a) the number of points awarded when the classroom teacher was first placed on the pay scale for classroom teachers in accordance with any of the Documents published between 2002 and 2009 or paragraph 26 of this Document;
 - (b) a point for each year of employment (interpreted in accordance with paragraph 1.8) as a classroom teacher completed since the teacher was first so placed unless notification has taken place in accordance with sub-paragraph 1.6 that the teacher's service has not been satisfactory in respect of any such year.
- 18.1.2 Subject to sub-paragraph 3.2, the relevant body must award a point for each year of employment as a qualified teacher-
- (a) at an MOD school; or
 - (b) by an Education Action Forum.
- 18.1.3 Subject to sub-paragraph 3.2, in the case of a classroom teacher who is a qualified teacher by virtue of regulation 5(b) of, and paragraph 8 of Schedule 2 to, the Education (School Teachers' Qualifications) (England) Regulations 2003⁽⁶⁵⁾, or by virtue of regulation 5(a) of and paragraph 4 of Schedule 2 to, the Education (School Teachers' Qualifications) (Wales) Regulations 2004⁽⁶⁶⁾, the relevant body must award a point for each year of employment as a person qualified to teach school age children within state sector schools in the European Economic Area and Switzerland (other than in England and Wales).
- 18.1.4 Subject to sub-paragraph 3.2, in the case of a classroom teacher other than one to whom sub-paragraph 1.3 applies, the relevant body must award a point for each year of employment as a person qualified to teach school age children within state sector schools in the European Economic Area and Switzerland (other than in England and Wales).
- 18.1.5 The relevant body must award a point to a person appointed as a Fast Track teacher who was assessed as meeting the standards for Fast Track teachers under an earlier Document and who is first placed on the pay scale for classroom teachers under this Document.
- 18.1.6 Where a classroom teacher remains in service on 1st September in the school in which the teacher was employed during the previous school year, the relevant body, when considering whether or not the teacher's service has been satisfactory for the purposes of sub-paragraph 1.1(b), must seek and take into account advice from the

⁽⁶⁵⁾ S.I. 2003/1662, as amended by S.I. 2007/2782.

⁽⁶⁶⁾ S.I. 2004/1729 (W.173), as amended by S.I. 2007/2811.

head teacher and where the relevant body considers that such service has been unsatisfactory it must notify the teacher in writing before the end of the current school year and before the relevant body makes a determination for the purpose of sub-paragraph 1.1.

Discretionary Points

- 18.2.1 Subject to sub-paragraph 3.2, the relevant body may award-
- (a) one point to a classroom teacher who has been notified that a year of employment has not been satisfactory, in respect of that year;
 - (b) one or more points for years of experience other than employment as a classroom teacher which the relevant body considers to be of value to the performance of the classroom teacher's duties;
 - (c) in a case to which paragraph 4.1(a) applies, one point-
 - (i) where the teacher is not subject to the 2002 Regulations or the 2006 Regulations, performance in the previous school year was excellent, having regard to all aspects of the teacher's professional duties, in particular, classroom teaching; or
 - (ii) where the teacher is subject to the 2002 Regulations or the 2006 Regulations, performance in the previous school year was excellent, having regard to the results of the most recent appraisal carried out in accordance with the 2002 Regulations or the most recent review carried out in accordance with the 2006 Regulations, as the case may be.
- 18.2.2 When making any determination in accordance with sub-paragraph 2.1(c)(ii) in the case of a classroom teacher who is subject to the 2006 Regulations, the relevant body must have regard to any recommendation on pay progression recorded in the teacher's most recent planning and review statement.
- 18.3.1 Points awarded under sub-paragraphs 1 or 2 must be permanent, whether the classroom teacher remains in the same post, or takes up a new one.
- 18.3.2 In making an award under sub-paragraph 1.2, 1.3, 1.4 or 2, the relevant body must not take into account years of employment for which the classroom teacher has previously been awarded points under sub-paragraph 1.1(a).

Post-threshold teachers

Pay scale for post-threshold teachers

19.1 A post-threshold teacher must be paid such salary based on the pay scale set out in sub-paragraph 2 or 3 as the relevant body determines, subject to sub-paragraphs 4 and 5.

19.2 The pay scale for post-threshold teachers in 2010 is-

Pay Scale for Post-Threshold Teachers 2010				
Scale point	Annual Salary England and Wales (excluding the London Area)	Annual Salary Inner London Area	Annual Salary Outer London Area	Annual Salary Fringe Area
	£	£	£	£
U1	34,181	41,497	37,599	35,218
U2	35,447	43,536	38,991	36,483
U3	36,756	45,000	40,433	37,795

19.3 The pay scale for post-threshold teachers in 2009 is-

Pay Scale for Post-Threshold Teachers 2009				
Scale point	Annual Salary England and Wales (excluding the London Area)	Annual Salary Inner London Area	Annual Salary Outer London Area	Annual Salary Fringe Area
	£	£	£	£
U1	33,412	40,288	36,753	34,426
U2	34,650	42,267	38,114	35,662
U3	35,929	43,692	39,523	36,945

- 19.4.1 Unless paragraph 19.4.2, 19.4.3 or 19.4.4 applies, payment is to be made on scale point U1 on the pay scale set out in sub-paragraph 2 with effect from 1st September 2011 where:
- (a) in the case of a teacher subject to the 2006 Regulations, the teacher makes an application for assessment against the threshold standards in the school year 2010/2011 or on or before 31st October 2011 and is assessed as meeting those standards; and
 - (b) in any other case, the teacher makes an application for assessment against the threshold standards in the school year 2010/2011, and is assessed as meeting those standards.
- 19.4.2 Payment is to be made on scale point U1 on the pay scale set out in sub-paragraph 2 with effect from 1st September 2010:
- (a) if the teacher was employed as a qualified teacher otherwise than by a relevant body in the school year preceding the year in which the application was made and has completed at least six years of employment (interpreted in accordance with paragraph 1.8) as a qualified teacher at the date of application; or
 - (b) if the application is the teacher's first application for assessment against the threshold standards and the teacher was placed on the leadership pay spine in any previous school year and would have been placed on point M6 of the classroom teachers' pay scale had they not been placed on the leadership pay spine.
- 19.4.3 Payment is to be made on scale point U1 on the pay scale set out in sub-paragraph 2 with effect from 1st September 2010 where, in the case of a teacher subject to the 2006 Regulations who is on point M6 and was on point M6 in the school year 2009/2010, the teacher makes an application for assessment against the threshold standards between 1st September 2010 and 31st October 2010 and is assessed as meeting those standards.
- 19.4.4 Payment is to be made on scale point U1 on the pay scale set out in sub-paragraph 3 with effect from 1st September 2009 until 31st August 2010, and then on the pay scale set out in sub-paragraph 2, where:
- (a) in the case of a teacher subject to the 2006 Regulations who is on point M6 and was on point M6 in the school year 2009/2010, the teacher makes an application for assessment against the threshold standards between 1st September 2010 and 31st October 2010 and is assessed as meeting those standards and;

(b) the teacher was employed as a qualified teacher otherwise than by a relevant body in the school year 2008/2009 and has completed at least six years of employment (interpreted in accordance with paragraph 1.8) as a qualified teacher at the date of application; or

(c) the application is the teacher's first application for assessment against the threshold standards and the teacher was placed on the leadership pay spine in the school year 2008/2009 or any previous school year, and would have been placed on point M6 had they not been placed on the leadership pay spine.

19.4.5 Paragraphs 19.4.1 to 19.4.4 are subject to paragraph 19.4.6.

19.4.6 Where a teacher makes an application for assessment against the threshold standards but is not assessed as meeting those standards until after the threshold period in which the application was made, payment is to be made on scale point U1 with effect from the appropriate date in the Document applicable at the date of the application.

For these purposes the threshold period means the period of time in which the application for assessment against the threshold standards must be made in accordance with the applicable Document.

19.4.7 Where a teacher who becomes a post-threshold teacher via any of the routes referred to in paragraph (b), (c), (e), (f), (g), (h) or (i) of the definition of post-threshold teacher in paragraph 1.2 becomes entitled to be paid as a post-threshold teacher (whether for the first time or a subsequent time), the relevant body must determine the point on the pay scale set out in sub-paragraph 2 or 3 on which payment is to be made.

19.5.1 Save in exceptional circumstances, there must be no movement up the pay scale set out in sub-paragraph 2 prior to the second annual determination after the date on which the post-threshold teacher was first placed on that scale or the date on which the teacher was last awarded an additional point on that scale and unless-

(a) in the case where the post-threshold teacher is not subject to the 2002 Regulations or the 2006 Regulations, there has first been a review of performance and the relevant body is satisfied that the teacher's achievements and contribution to the school, or to the school or schools in which the teacher previously worked, have been substantial and sustained; or

(b) in the case where the post-threshold teacher is subject to the

2002 Regulations or the 2006 Regulations, the relevant body is satisfied that the teacher's achievements and contribution to the school, or to the school or schools in which the teacher previously worked have been substantial and sustained, having regard to the results of the two most recent appraisals or reviews carried out in accordance with the 2001 Regulations, the 2002 Regulations or the 2006 Regulations, as the case may be.

- 19.5.2 When making any determination under sub-paragraph 5.1 in the case of a post-threshold teacher who is subject to the 2006 Regulations, the relevant body must have regard to any recommendation on pay progression recorded in the teacher's most recent planning and review statement.
- 19.6 A post-threshold teacher's salary must not be increased by more than one scale point in the course of a single annual salary determination and any such points must be permanent whether the teacher remains in the same post or takes up a new one.

Assessment against post-threshold teacher standards

- 20.1 A qualified teacher (an "applicant") who is subject to the 2006 Regulations may only apply in the period 1st September 2010 to 31st October 2011 to the relevant body for assessment against the post-threshold teacher standards if the applicant is on point M6 of the pay scale for classroom teachers in that period.
- 20.2 An applicant who is not subject to the 2006 Regulations may only apply in the school year 2010/2011 to the relevant body for assessment against the post-threshold teacher standards if the applicant is on point M6 in the school year 2010/2011.
- 20.3 An application under sub-paragraph 1 or 2 may only be made once in the period referred to in the applicable sub-paragraph.
- 20.4 Paragraph 19.4.3 will apply to an applicant who is subject to the 2006 Regulations, who is on point M6 and was on point M6 in the school year 2009/10 and who applies in the period 1st September 2010 to 31st October 2010 to the relevant body for assessment against the post-threshold teacher standards, provided that they have not already made such an application in the previous school year.
- 20.5 An applicant who is employed to teach at more than one school may not apply to the relevant body of more than one such school.
- 20.6.1 Except where the applicant is an unattached teacher, the relevant body must delegate the receipt and assessment of the application to the head teacher.
- 20.6.2 Where the applicant is an unattached teacher, the relevant body

must delegate the receipt and assessment of the application to a person with management responsibility for the applicant.

- 20.7 The application must contain-
- (a) where the teacher is subject to the 2006 Regulations, the results of reviews under those Regulations covering the relevant period and a statement that the teacher wishes to be considered for assessment against the post-threshold teacher standards; or if such results are not available, a statement and summary of evidence as referred to in paragraph (c) below;
 - (b) where the teacher is subject to the 2002 Regulations, a statement that the teacher wishes to be considered for assessment against the post-threshold teacher standards and a summary of evidence the teacher wishes to rely on in order to demonstrate that the post-threshold teacher standards have been met throughout the relevant period;
 - (c) where the teacher is not subject to the 2002 or the 2006 Regulations, a statement that the teacher wishes to be considered for assessment against the post-threshold teacher standards and a summary of the evidence the teacher wishes to rely on in order to demonstrate that the post-threshold teacher standards have been met throughout the relevant period.
- 20.8 Prior to carrying out the assessment against the post-threshold teacher standards, the person to whom the task of assessing the application has been delegated must be satisfied that the applicant meets the core standards, and, in the case where the teacher is subject to the 2002 Regulations or the 2006 Regulations, the person to whom the task has been delegated must have regard to the results of the most recent appraisal carried out in accordance with the 2002 Regulations or the most recent review carried out in accordance with the 2006 Regulations, as the case may be.
- 20.9 Where the person to whom the task of assessing the application has been delegated is not satisfied that the applicant meets the core standards, the application must be rejected and the applicant informed, with reasons.
- 20.10 Where the person to whom the task of assessing the application has been delegated is satisfied that the applicant meets the core standards, the assessment must be carried out against the post-threshold teacher standards.
- 20.11 When carrying out the assessment against the post-threshold teacher standards the person to whom the task has been delegated must have regard to-
- (a) where the teacher is subject to the 2006 Regulations, the

results of the performance management reviews covering the relevant period, or if such results are not available, a statement and summary of evidence as referred to in sub-paragraph 7(c) above;

- (b) where the teacher is subject to the 2002 Regulations, the results of the most recent appraisal under the 2002 Regulations and the evidence in the application covering the relevant period; and
- (c) in any other case, the evidence cited in the application.

20.12 Having carried out the assessment under sub-paragraph 10, the person to whom the task of assessing the application has been delegated must determine whether the applicant has met the post-threshold teacher standards throughout the relevant period and inform the applicant of the decision, giving reasons if the decision is that the applicant has not met the standards.

Allowances for classroom teachers

Teaching and learning responsibility payments

21.1 The relevant body may award a TLR to a classroom teacher for undertaking a sustained additional responsibility in the context of their staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award may be while a teacher remains in the same post or occupies another post in the temporary absence of the post-holder, in accordance with and subject to paragraph 3 and sub-paragraphs 2 to 4.

21.2 Having decided to award a TLR, the relevant body must determine whether to award a first TLR ("TLR1") or a second TLR ("TLR2") and its value, in accordance with their pay policy, provided that-

- (a) the annual value of a TLR1 must be no less than £7,323 and no greater than £12,393;
- (b) the annual value of a TLR2 must be no less than £2,535 and no greater than £6,197; and
- (c) if the relevant body awards TLRs of different annual values to two or more teachers, the minimum difference in the annual value between each award of a TLR1 is £1,500 and between each award of a TLR2 is £1,500.

21.3 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-

- (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.

21.4 In addition, before awarding a TLR1, the relevant body must be satisfied that the significant responsibility referred to in sub-paragraph 3 includes line management responsibility for a significant number of people.

Increase of teaching and learning responsibility payments in payment

22.1 This paragraph applies to a TLR awarded to a classroom teacher prior to 1st September 2010 to which the teacher remains entitled on that date.

22.2 Subject to paragraph 21.2, the amount of the TLR must be increased by the relevant body by 2.3% with effect from 1st September 2010.

Increase of teaching and learning responsibility payments not yet in payment

23.1 This paragraph applies where the relevant body has conducted a review of their staffing structure and has determined that a TLR of a specified amount should attach to a particular post within the staff structure but the TLR is not yet in payment.

23.2 Subject to paragraph 21.2, the relevant body must increase the specified amount of the TLR by 2.3% with effect from 1st September 2010.

Safeguarding

24.1 Subject to sub-paragraph 2, if the relevant body determines ("the

determination”), whether as a result of a change to their pay policy or to the school’s staffing structure, either-

- (a) that the teacher’s duties are no longer to include the significant responsibility for which the TLR was awarded; or
- (b) that the teacher’s significant responsibility (whether or not this has changed) merits, in accordance with their pay policy and staffing structure, a TLR of a lower annual value (“the new payment”),

it must pay the safeguarded sum.

24.2 TLRs awarded to teachers employed under a fixed-term contract or whilst they occupy another post in the temporary absence of the post-holder must not be safeguarded after the fixed-term contract expires or after the date or the circumstance (if occurring earlier than that date) notified to the teacher pursuant to paragraph 4.4(c)(iii) occurs.

24.3 The safeguarded sum in the case of a teacher referred to in-

- (a) sub-paragraph 1(a) is the value of the TLR to which the teacher was entitled immediately before the determination; and
- (b) sub-paragraph 1(b) is the difference between the value of the TLR to which the teacher was entitled immediately before the determination and the new payment.

24.4 Within one month of the date of the determination, the relevant body must notify the teacher in writing of-

- (a) the reason for the determination;
- (b) the date on which the teacher’s TLR ends and, if applicable, from which the new payment comes into effect;
- (c) the value immediately before the determination of the point at which the teacher is placed on the pay scale set out either in paragraph 17.3 or in paragraph 19.2 or 19.3, taking into account the annual determination required by paragraph 4.1 (“the original salary”);
- (d) the safeguarded sum;
- (e) (i) the date on which the safeguarding period will end (determined in accordance with paragraph 5.3);

- (ii) where the safeguarded sum is paid in respect of a TLR awarded to a teacher employed under a fixed-term contract, the date on which that fixed-term contract and payment of the safeguarded sum will end; or
 - (iii) where the safeguarded sum is paid in respect of a TLR awarded to a teacher whilst occupying another post in the temporary absence of the post-holder, the date or the circumstance (if occurring earlier than that date) notified to the teacher pursuant to paragraph 4.4(c)(iii) on which the award and payment of the safeguarded sum will end; and
- (f) where a copy of the school's staffing structure and pay policy may be inspected.

24.5 Subject to paragraphs 5.1, 5.2 and sub-paragraphs 6 and 7, the teacher must be paid the safeguarded sum until-

- (a) (i) the safeguarding period ends;
 - (ii) where the safeguarded sum is paid in respect of a TLR awarded to a teacher employed under a fixed-term contract, the date on which that fixed-term contract expires; or
 - (iii) where the safeguarded sum is paid in respect of a TLR awarded to a teacher whilst occupying another post in the temporary absence of the post-holder, the date or the circumstance (if occurring earlier than that date) notified to the teacher pursuant to paragraph 4.4(c)(iii) occurs;
- (b) the teacher ceases to be a classroom teacher;
 - (c) the teacher is awarded a TLR as a result of a subsequent determination by the relevant body that equals or exceeds the combined value of the new payment (if any) and the safeguarded sum;
 - (d) the teacher is placed on a higher point on the pay scale set out either in paragraph 17.3 or in paragraph 19.2 or 19.3, or first becomes entitled to be paid on the pay scale set out in paragraph 19.2 or 19.3 as a result of a subsequent determination; and the combined value of that point and any new payment equals or exceeds the combined value of the original salary and the safeguarded sum; or

- (e) the teacher's employment at the school ends other than in circumstances to which paragraph 42 or 43 applies;

whichever is the first to occur.

- 24.6 The safeguarded sum must be reduced by the value of any subsequent TLR awarded to the teacher by the relevant body from time to time and in the case where the subsequent TLR is awarded to a teacher whilst occupying another post in the temporary absence of the post-holder, restored upon the expiry of the period of that award, unless, in the meantime, any of the events specified in sub-paragraph 5 occurs.
- 24.7 Payment of the safeguarded sum must be discontinued whilst the teacher occupies a post as a member of the leadership group, as an advanced skills teacher or as an excellent teacher in the temporary absence of the post-holder but reinstated thereafter, unless, in the meantime, any of the events specified in sub-paragraph 5 occurs.

Special educational needs allowance

- 25.1 A SEN allowance of no less than £2001 and no more than £3954 per annum is payable to a classroom teacher in accordance with this paragraph.
- 25.2 The relevant body must award a SEN allowance to a classroom teacher-
- (a) in any SEN post that requires a mandatory SEN qualification;
 - (b) in a special school;
 - (c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
 - (d) in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post -
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and

- (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.
- 25.3 Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors-
 - (a) whether any mandatory qualifications are required for the post;
 - (b) the qualifications or expertise of the teacher relevant to the post; and
 - (c) the relative demands of the post.
- 25.4 The relevant body must set out in its pay policy the arrangements for rewarding classroom teachers with SEN responsibilities.
- 25.5 Where a teacher is in receipt of a SEN allowance awarded under an earlier Document, the relevant body must –
 - (a) determine whether the teacher remains entitled to a SEN allowance in accordance with sub-paragraph 2; and
 - (b) if so, determine the amount of that allowance in accordance with sub-paragraph 3,with effect from 1st September 2010.

Safeguarding

- 25.6 Where the teacher is no longer entitled to a SEN allowance following the determination under sub-paragraph 5(a) or where the value of the SEN allowance payable following any determination of the amount of the SEN allowance under sub-paragraph 5(b) ("the new allowance") is lower than the value of the SEN allowance to which the teacher was entitled immediately prior to that determination ("the old allowance"), the relevant body must pay the teacher the safeguarded sum.
- 25.7 The safeguarded sum is the difference between the value of the old allowance and the value of the new allowance or, in the case where the teacher is no longer entitled to a SEN allowance, the value of the old allowance.
- 25.8 Where a safeguarded sum is payable under sub-paragraph 6, the relevant body must notify the teacher in writing, within one month

of the determination, of-

- (a) the reason for the determination;
- (b) the value of the old allowance and the value of the new allowance (if any);
- (c) the safeguarded sum;
- (d) that the old allowance is to be replaced with the new lower allowance (or in the case where the teacher is no longer entitled to a SEN allowance, no allowance) on 1st September 2010;
- (e) the latest date on which safeguarding will end; and
- (f) the details of where a copy of its pay policy may be inspected.

25.9 The teacher must be paid the safeguarded sum until-

- (a) 31st August 2013;
- (b) the date on which the teacher is awarded a SEN allowance as a result of a subsequent determination by the relevant body that equals or exceeds the combined value of the new allowance (if any) and the safeguarded sum;
- (c) the teacher ceases to be a classroom teacher;
- (d) the teacher is awarded a TLR as a result of a subsequent determination by the relevant body that equals or exceeds the value of the safeguarded sum;
- (e) the teacher is placed on a higher point on the pay scale set out in paragraph 17.3, 19.2 or 19.3 or first becomes entitled to be paid on the pay scale set out in paragraph 19.2 or 19.3 as a result of a subsequent determination; and the combined value of that point and any allowances equals or exceeds the combined value of the original salary, the new allowance (if any) and the safeguarded sum; or
- (f) the date on which the teacher's employment at the school ends, other than in circumstances to which paragraph 43 applies,

whichever is the first to occur.

25.10 Payment of the safeguarded sum must be-

- (a) discontinued in the case where the teacher occupies a post-
 - (i) as a member of the leadership group,
 - (ii) as an advanced skills teacher,
 - (iii) as an excellent teacher; or
 - (iv) which attracts a TLR which is equal to or exceeds the value of the safeguarded sum,in the temporary absence of the post-holder; and
- (b) reinstated thereafter unless, in the meantime, any of the events specified in sub-paragraph 9 occurs.

Second or subsequent appointment

- 26.1 A classroom teacher taking up an appointment on or after 1st September 2010, which is the teacher's second or subsequent one as such (whether or not after a break in service and whether on a full-time, part-time, regular, day to day or short term basis), who has not previously been placed on the pay scale for classroom teachers in accordance with any of the Documents published between 2002 and 2009, must be placed on a point determined in accordance with sub-paragraphs 2 and 3.
- 26.2.1 Subject to sub-paragraph 3, a teacher who was last paid as a qualified teacher under the provisions of any of the Documents published between 1993 and 2001, is entitled to-
- (a) the equivalent point on the pay scale set out in paragraph 17.3, ascertained in accordance with the following table;

1993 to 1998 Documents and 1999 Document before its amendment by S.I.2000/868 (1st September 1999 to 31st March 2000)- minimum number of points	1999 Document after its amendment by S.I. 2000/868 (1st April 2000 to 31st August 2000)- minimum number of points	Point on pay scales in 2000 and 2001 Documents- Point on pay scale in paragraph 17.3 of 2000 Document, 15.3 of 2001 Document	Scale point on pay scale to which teacher assimilates
0	0	1	M1
1	0	1	M1
2	1	2	M1
3	2	3	M2
4	3	4	M3
5	4	5	M3
6	5	6	M4
7	6	7	M5
8	7	8	M6
9	8	9	M6

- (b) one point in respect of each year of employment (interpreted in accordance with paragraph 1.8) as a classroom teacher completed since the teacher was last placed on a point in accordance with the provisions of any such Document; and,
- (c) at the relevant body's discretion, one or more points for years of experience other than employment as a classroom teacher which the relevant body considers to be of value to the classroom teacher's duties.

26.2.2 If the teacher was last paid as a qualified teacher under the provisions of a pre-1993 Document, the relevant body must determine the equivalent point.

26.3 A classroom teacher who-

- (a) at any time on or after 1st September 2000 and prior to employment as a classroom teacher was employed as a head teacher, deputy head teacher or assistant head teacher;
- (b) was first appointed to a post of head teacher, deputy head teacher or assistant head teacher on or after 1st September 2000; and

- (c) occupied a post or posts of head teacher, deputy head teacher or assistant head teacher for an aggregate period of less than one year,

must not be placed at less than point M6 on the pay scale set out in paragraph 17.3.

- 26.4 A post-threshold teacher taking up a second or subsequent appointment as a teacher (whether or not after a break in service and whether on a full-time, part-time, regular, day to day or short term basis), must be paid a salary determined in accordance with paragraph 19.

Advanced Skills Teachers

Pay spine for advanced skills teachers

- 27.1 An advanced skills teacher must be paid such salary based on the following pay spine as the relevant body determines in accordance with subparagraphs 2 to 8.

<i>Pay Spine for Advanced Skills Teachers 2010</i>				
<i>Spine point</i>	<i>Annual Salary England and Wales (excluding the London Area)</i>	<i>Annual Salary Inner London Area</i>	<i>Annual Salary Outer London Area</i>	<i>Annual Salary Fringe Area</i>
	£	£	£	£
AST1	37,461	44,540	40,433	38,493
AST2	38,400	45,483	41,373	39,433
AST3	39,358	46,445	42,328	40,391
AST4	40,339	47,423	43,314	41,376
AST5	41,343	48,432	44,318	42,382
AST6	42,379	49,466	45,351	43,416
AST7	43,521	50,610	46,496	44,560
AST8	44,525	51,611	47,499	45,557
AST9	45,637	52,720	48,609	46,673
AST10	46,808	53,894	49,784	47,844
AST11	48,024	55,104	50,993	49,056

AST12	49,130	56,216	52,106	50,169
AST13	50,359	57,445	53,335	51,398
AST14	51,614	58,700	54,583	52,650
AST15	52,900	59,980	55,869	53,930
AST16	54,305	61,392	57,277	55,342
AST17	55,553	62,640	58,526	56,596
AST18	56,950	64,036	59,925	57,985

27.2 Subject to sub-paragraph 4, a relevant body which appoints an advanced skills teacher must determine a pay range consisting of five consecutive points on the pay spine set out in sub-paragraph 1 for that teacher and the point in that range on which the advanced skills teacher must be paid.

27.3 When determining an appropriate five point pay range, the relevant body must have regard in particular (but not exclusively) to the following criteria-

- (a) the nature of the work to be undertaken, including any work with teachers from other schools;
- (b) the degree of challenge of the role;
- (c) the professional competencies required of the teacher; and
- (d) such other criteria as they consider appropriate.

27.4 A person who is appointed as an advanced skills teacher for the first time must be placed on the lowest point on the person's pay range.

27.5 Where the teacher is not subject to the 2002 Regulations or the 2006 Regulations, the relevant body must annually agree performance criteria with the advanced skills teacher and review performance against those criteria.

27.6 When making the annual determination of the salary of an advanced skills teacher, the relevant body must not determine that there be any movement up the pay spine unless-

- (a) in the case where the advanced skills teacher is not subject to the 2002 Regulations or the 2006 Regulations, there has been a sustained high quality of performance, having regard to-
 - (i) the performance criteria previously agreed between the relevant body and the teacher; and

- (ii) any work the teacher has carried out with or for the benefit of teachers from other schools; or
- (b) where the advanced skills teacher is subject to the 2002 Regulations or the 2006 Regulations, there has been a sustained high quality of performance, having regard to the results of the most recent appraisal carried out in accordance with the 2002 Regulations or the results of the most recent review carried out in accordance with the 2006 Regulations, as the case may be,

and any such movement must not exceed two spine points in the course of one school year.

- 27.7 When making any determination in accordance with sub-paragraph 6 in the case of an advanced skills teacher who is subject to the 2006 Regulations, the relevant body must have regard to any recommendation on pay progression recorded in the teacher's most recent planning and review statement.
- 27.8 Where the relevant body raises the pay range for an advanced skills teacher, any performance points awarded by the relevant body for the previous year must be calculated on the basis of the lower pay range before the advanced skills teacher's pay is assimilated onto the higher pay range.

Assessment against the advanced skills teacher standards and the excellent teacher standards

Eligibility

- 28.1 A classroom teacher who is not a post-threshold teacher who has been selected for interview for an advanced skills teacher post is eligible to apply for assessment against the post-threshold teacher standards, the excellent teacher standards and the advanced skills teacher standards.
- 28.2 A post-threshold teacher who has been selected for interview for an advanced skills teacher post is eligible to apply for assessment against the excellent teacher standards and the advanced skills teacher standards.
- 28.3 An excellent teacher who has been selected for interview for an advanced skills teacher post is eligible to apply for assessment against the advanced skills teacher standards.
- 28.4 A post-threshold teacher who is placed at point U3 on the pay scale set out in paragraph 19.2 and who is employed by a relevant body that has an excellent teacher's post that is vacant, is eligible to apply for assessment against the excellent teacher standards.

Appointment of assessors

- 29.1 The Secretary of State must make arrangements for the appointment of assessors for the purposes of paragraph 31.
- 29.2 The arrangements must include arrangements for the quality of assessments to be monitored and for the independent review of assessments.
- 29.3 The functions of an assessor appointed under this paragraph must be exercised without unlawful discrimination.

Advanced skills teacher and excellent teacher pre-assessment

- 30.1 Sub-paragraphs 2 to 7 apply where an eligible teacher (“the applicant”) applies for assessment against the relevant standards set out in Annex 1.
- 30.2 Before assessment against the relevant standards by an assessor, the applicant must meet the standards which apply to any person on the same pay scale or pay spine as the applicant or, where the applicant is an excellent teacher, any person on an excellent teacher’s salary.
- 30.3 Except where the applicant is an unattached teacher, the relevant body must delegate the task of determining whether an applicant meets the standards referred to in sub-paragraph 2 to the head teacher.
- 30.4 Where the applicant is an unattached teacher, the relevant body must delegate the task of determining whether the applicant meets the standards referred to in sub-paragraph 2 to a person with management responsibility for the applicant.
- 30.5 When determining whether an applicant meets the standards referred to in sub-paragraph 2 in the case where the applicant is subject to the 2002 Regulations or the 2006 Regulations, the person to whom the task has been delegated must have regard to the results of the teacher’s most recent appraisal carried out in accordance with the 2002 Regulations or the most recent review carried out in accordance with the 2006 Regulations, as the case may be.
- 30.6 Where the person to whom the task of determining whether the applicant meets the standards referred to in sub-paragraph 2 has been delegated is not satisfied that the applicant meets those standards, the application must be rejected and the applicant informed, with reasons.
- 30.7 Where the person to whom the task of determining whether the applicant meets the standards referred to in sub-paragraph 2 has been delegated is satisfied that the applicant meets those standards, the applicant must be informed and the application,

together with all the evidence, passed to the assessor.

Advanced skills teacher and excellent teacher assessment

- 31.1 Sub-paragraphs 2 to 4 apply where an eligible teacher (“the applicant”) applies for assessment against the relevant standards set out in Annex 1.
- 31.2 The assessor must assess the applicant against the relevant standards and determine whether they are met.
- 31.3 The assessor must inform the applicant of the decision, giving reasons if the decision is that the applicant does not meet the relevant standards.
- 31.4 Where the assessor determines that the applicant meets the relevant standards, the assessor must also issue a certificate to that effect.

Review of assessment

- 32.1 An applicant who is assessed as not meeting the relevant standards is entitled to apply for an independent review of the assessment upon the grounds set out in sub-paragraph 2 (but no other grounds).
- 32.2 The grounds for review are that the applicant would have been assessed as meeting the relevant standards if-
- (a) proper account had been taken of relevant evidence;
 - (b) account had not been taken of irrelevant or inaccurate evidence;
 - (c) the assessment had not been biased; or
 - (d) the assessment had not been conducted in a manner that unlawfully discriminated against the applicant.
- 32.3 The person conducting the review must take such steps as the person thinks fit.
- 32.4 Where the outcome of the review is a determination that, on one or more of the grounds set out in sub-paragraph 2, the applicant should have been assessed as meeting the relevant standards set out in Annex 1, the person conducting the review must issue a certificate stating that the applicant meets the standards.

Excellent teachers and chartered London teachers

Excellent teachers - Eligibility for appointment

- 33.1 A teacher may be appointed to an excellent teacher post if the teacher-
- (a) has held an excellent teacher post; or
 - (b) is a post-threshold teacher who has completed at least two years of employment (interpreted in accordance with paragraph 1.8) since first being placed at point U3 on a pay scale set out in paragraph 19 or the equivalent pay scale in an earlier Document and-
 - (i) in accordance with the 2004 Document or any previous Document, has been assessed as meeting the standards for advanced skills teachers applicable at the relevant time; or
 - (ii) has been certified by an assessor as meeting the standards set out in Annex 2 of the 2005 Document or of the 2006 Document; or
 - (iii) in accordance with this Document or any of the Documents published between 2007 and 2009, has satisfied the person to whom the task has been delegated that the teacher meets the core standards and the post-threshold standards and has been certified by an assessor as meeting the excellent teacher standards or the advanced skills teacher standards.

Determination of salary

33.2 The salary of any person appointed as an excellent teacher must be determined in accordance with sub-paragraphs 3 and 4.

33.3 An excellent teacher must be paid such salary, within the range set out in the following table, as the relevant body determines in accordance with sub-paragraph 4.

	Annual Salary England and Wales (excluding the London Area)	Annual Salary Inner London Area	Annual Salary Outer London Area	Annual Salary Fringe Area
	£	£	£	£
Minimum	39,697	48,600	43,668	40,819
Maximum	52,090	60,993	56,061	53,212

- 33.4 When determining the salary of an excellent teacher within the range referred to in sub-paragraph 3 the relevant body must have regard only to-
- (a) the nature of the work to be undertaken; and
 - (b) the degree of challenge of the role.
- 33.5 The relevant body may re-determine the salary of an excellent teacher at any time where there are any significant changes in-
- (a) the nature of the work to be undertaken; or
 - (b) the degree of challenge of the role.

Safeguarding

- 33.6 Where the salary of an excellent teacher is reduced following a re-determination under sub-paragraph 5, the teacher must be paid the safeguarded sum.
- 33.7 The safeguarded sum is the difference between the value of the salary to which the teacher was entitled immediately before the determination (“original salary”) and the value of the new salary.
- 33.8 Within one month of any determination to reduce the salary of an excellent teacher under sub-paragraph 5, the relevant body must notify the excellent teacher in writing of that fact and of-
- (a) the reason for the determination;
 - (b) the teacher’s original salary;
 - (c) the safeguarded sum;
 - (d) (i) in the case where the salary is reduced under sub-paragraph 5, the date on which the safeguarding period will end, determined in accordance with paragraph 5.3; or
 - (ii) in the case of a teacher employed as an excellent teacher for a fixed period or under a fixed-term contract, the date or the circumstance the occurrence of which will bring that fixed period or fixed-term contract to an end.
- 33.9 Payment of the safeguarded sum must be discontinued whilst the teacher occupies a post as a member of the leadership group or as an advanced skills teacher in the temporary absence of the post-holder but restored thereafter, unless, in the meantime, any

of the events referred to in sub-paragraph 10 occurs.

33.10 Subject to paragraph 5.1, the safeguarded sum must be paid to the excellent teacher until-

- (a) (i) in the case where the salary was reduced under paragraph 35.3 of the 2008 Document, 31st August 2011; or
- (ii) in the case where the salary is reduced under sub-paragraph 5, the safeguarding period ends;
- (b) in the case where a teacher is employed as an excellent teacher for a fixed period or under a fixed-term contract, the date on which that fixed period or fixed-term contract expires;
- (c) the teacher's salary is increased following a further review under sub-paragraph 5 and the increase in salary exceeds the safeguarded sum;
- (d) the teacher ceases to be an excellent teacher; or
- (e) the teacher's employment at the school ends, other than in circumstances to which paragraph 42 or 43 applies;

whichever is the first to occur.

Chartered London teachers

34.1 A qualified teacher who intends to apply for chartered London teacher status must register the intention to do so with the Secretary of State or with such person or body as may be appointed by the Secretary of State for that purpose.

34.2 In order to register the teacher must be employed by an authority or a governing body in the Inner or Outer London Area.

34.3 A qualified teacher who has so registered (whether under this Document or an earlier Document) may apply once in a school year to the relevant body for chartered London teacher status if the requirements in sub-paragraph 4 are satisfied.

34.4 The requirements are that, at the date of the application-

- (a) the teacher has completed not less than four years of employment (interpreted in accordance with paragraph 1.8), in a head of teaching or teaching role in an academy, city technology college, city college for the technology of the arts, a non-maintained special school or a school in the Inner or

Outer London Area and is currently employed as a teacher with an authority or a governing body in the Inner or Outer London Area;

- (b) two years have elapsed since the intention to apply was registered; and
- (c) the teacher is a post-threshold teacher, an advanced skills teacher, an excellent teacher or a member of the leadership group.

34.5 An applicant who is employed to teach at more than one school may not apply to the relevant body of more than one such school.

34.6 Except where the applicant is an unattached teacher or is the head teacher, the relevant body must delegate the receipt and assessment of the application to the head teacher.

34.7 Where the applicant is an unattached teacher, the relevant body must delegate the receipt and assessment of the application to a person with management responsibility for the applicant.

34.8 The applicant must be assessed against the standards set out in Annex 2 and if it is determined that the applicant met all the standards during the period between registering the intention to apply and making the application the relevant body must award the applicant chartered London teacher status.

34.9 A chartered London teacher must be paid the sum of £1000 in the school year in which chartered London status is awarded.

PART 5 - UNQUALIFIED TEACHERS

Pay scale for unqualified teachers

- 35.1 Each unqualified teacher must be paid such salary as the relevant body determines in accordance with the provisions of this paragraph and paragraph 36.
- 35.2 The pay scale for unqualified teachers is:

<i>Pay Scale for Unqualified Teachers from 1st September 2010</i>				
<i>Scale point</i>	<i>Annual Salary England and Wales (excluding the London Area)</i>	<i>Annual Salary Inner London Area</i>	<i>Annual Salary Outer London Area</i>	<i>Annual Salary Fringe Area</i>
	£	£	£	£
1	15,817	19,893	18,789	16,856
2	17,657	21,731	20,629	18,695
3	19,497	23,571	22,470	20,534
4	21,336	25,410	24,311	22,374
5	23,177	27,249	26,150	24,213
6	25,016	29,088	27,992	26,052

- 35.3 The assimilation table for unqualified teachers is:

<i>Assimilation Table for Unqualified Teachers</i>	
<i>Scale point on pay scale in paragraph 38.1 of 2007 Document</i>	<i>Scale point on 2010 pay scale to which teacher is assimilated</i>
1	1
2	2
3	2
4	3
5	3
6	3
7	4
8	5
9	6
10	6

Re-appointment of unqualified teachers

- 35.4 In the case of a person previously employed as an unqualified teacher who is re-appointed with effect from 1st September 2010 or thereafter, who has not previously been placed on the pay scale for unqualified teachers in accordance with the 2008 Document or the 2009 Document, the relevant body must determine the point above point 1 on the pay scale in paragraph 38.1 of the 2007 Document (as set out in sub-paragraph 3) on which that teacher is to be placed in accordance with sub-paragraph 5; and if an unqualified teacher is not entitled to any points under that sub-paragraph the teacher must be placed at point 1 on that pay scale.
- 35.5 For the purposes of sub-paragraph 4, a teacher must be placed at that point on the pay scale which is equal to the total number of points awarded to the teacher-
- (a) in accordance with sub-paragraphs 7 and 9; and
 - (b) if applicable, in accordance with sub-paragraph 10.
- 35.6 After determining the point on the pay scale in paragraph 38.1 of the 2007 Document on which the unqualified teacher is to be placed in accordance with sub-paragraphs 4 and 5, the relevant body must determine the point on the 2010 pay scale on which the unqualified teacher is to be placed in accordance with the assimilation table.

Mandatory points

- 35.7 When determining where to place a teacher on the pay scale in paragraph 38.1 of the 2007 Document under sub-paragraph 4, the relevant body must award-
- (a) if applicable, the number of points awarded in accordance with whichever of the Documents published between 2005 and 2007 was the latest under which the teacher was awarded any such points;
 - (b) if applicable and subject to sub-paragraph 8, one point for each year of employment (interpreted in accordance with paragraph 1.8) completed as an unqualified teacher since salary was last determined in accordance with the latest of the Documents published between 2005 and 2007 to make such determination.
- 35.8 A year of employment is not to be counted for the purposes of sub-paragraph 7(b) where the teacher has been notified in accordance with any of the Documents published between 2005 and 2007 or sub-paragraph 9.3 below, as the case may be, that service was unsatisfactory in respect of that year.

- 35.9.1 Where an unqualified teacher remains in service on 1st September in the school in which the teacher was employed during the previous school year, the relevant body must decide for the purposes of sub-paragraph 7(b) whether or not such service has been satisfactory.
- 35.9.2 Before reaching a decision under sub-paragraph 9.1 the relevant body must seek and take into account advice from the head teacher of the school.
- 35.9.3 Where the relevant body decides under sub-paragraph 9.1 that an unqualified teacher's service has been unsatisfactory, it must notify the teacher in writing of that fact before the end of the current school year and before the relevant body makes a determination for the purposes of sub-paragraph 4.

Discretionary points

- 35.10 The relevant body may award an unqualified teacher-
- (a) one point where the teacher has been notified that a year of employment has not been satisfactory in respect of that year;
 - (b) one or more points for years of experience other than employment as an unqualified teacher which the relevant body considers to be of value to the performance of the unqualified teacher's duties;
 - (c) in a case to which paragraph 4.1(a) applies, one point-
 - (i) where the teacher is not subject to the 2002 Regulations or the 2006 Regulations, performance in the previous school year was excellent, having regard to all aspects of the teacher's professional duties, in particular, classroom teaching; or
 - (ii) where the teacher is subject to the 2002 Regulations or the 2006 Regulations, performance in the previous school year was excellent, having regard to the results of the most recent appraisal carried out in accordance with the 2002 Regulations or the most recent review carried out in accordance with the 2006 Regulations, as the case may be;
 - (d) in the case of a teacher who was not employed as an unqualified teacher between 1st September 2005 and 31st August 2010, one point for each year of employment completed as an unqualified teacher prior to 1st September 2005.

- 35.11 When making any determination in accordance with sub-paragraph 10(c)(ii) in the case of an unqualified teacher who is subject to the 2006 Regulations, the relevant body must have regard to any recommendation on pay progression recorded in the teacher's most recent planning and review statement.

New teachers

- 35.12 Subject to sub-paragraph 13, the relevant body must place any person who is appointed for the first time with effect from 1st September 2010 or thereafter on point 1 of the 2010 pay scale.
- 35.13 The relevant body may place a person referred to in sub-paragraph 12 who has experience other than employment as an unqualified teacher which the relevant body considers to be of value to the performance of the unqualified teacher's duties on a point above point 1 on the 2010 pay scale, in which case it must determine the point above point 1 which is appropriate for that teacher in the light of that experience.

General

- 35.14 The relevant body must award an unqualified teacher one point for each year of employment (interpreted in accordance with paragraph 1.8) completed as an unqualified teacher since 1st September 2009, unless the teacher has been notified in accordance with sub-paragraph 9 that service was unsatisfactory in respect of that year.
- 35.15 Any points awarded under this paragraph are permanent whether the unqualified teacher remains in the same post or takes up a new one.

Allowance payable to unqualified teachers

- 36.1 The relevant body may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has-
- (a) taken on a sustained additional responsibility which is-
 - (i) focused on teaching and learning; and
 - (ii) requires the exercise of a teachers' professional skills and judgment; or
 - (b) qualifications or experience which bring added value to the role being undertaken.

Safeguarding

- 36.2 Where the relevant body determines, in respect of a teacher who

is in receipt of an allowance, whether as a result of a change to its pay policy or to the school's staffing structure, that-

- (a) the teacher's duties are no longer to include the additional responsibility in respect of which the allowance was awarded and, therefore, that the allowance should be withdrawn;
- (b) the additional responsibility in respect of which the allowance was awarded now merits the payment of a lower allowance ("the new allowance"); or
- (c) the teacher's duties are no longer to include the additional responsibility in respect of which the allowance was awarded but are to include a different additional responsibility which merits the payment of a lower allowance ("the new allowance"),

it must pay the teacher the safeguarded sum.

36.3 The safeguarded sum in the case of any teacher referred to in-

- (a) sub-paragraph 2(a) is the value of the allowance to which the teacher was entitled immediately before the determination was made to withdraw it;
- (b) sub-paragraph 2(b) or (c) is the difference between the value of the allowance to which the teacher was entitled immediately before the determination was made to lower the allowance and the value of the new allowance.

36.4 The safeguarded sum must be reduced by the value of any subsequent allowance awarded to the teacher by the relevant body from time to time and, in the case where the subsequent allowance is awarded whilst the teacher occupies another post in the temporary absence of the post-holder, restored upon the expiry of the period of that allowance, unless, in the meantime, any of the events specified in sub-paragraph 6 occurs.

36.5 Where a safeguarded sum is payable under sub-paragraph 2, the relevant body must notify the teacher in writing, within one month of the date of the determination, of-

- (a) the reason for the determination;
- (b) the safeguarded sum;
- (c) the date on which the teacher's allowance is to be withdrawn altogether or replaced with a new lower allowance, as the case may be;

- (d) where the old allowance was awarded for a fixed period, the date the fixed period expires;
- (e) where the old allowance was awarded to a teacher employed under a fixed-term contract, the date on which that fixed-term contract expires;
- (f) the date on which the safeguarding period will end (determined in accordance with paragraph 5.3);
- (g) taking into account the annual determination required by paragraph 4.1, the value of the salary immediately before the determination of the point at which the teacher is placed on the 2010 pay scale in accordance with paragraph 35.6 (“the original salary”); and
- (h) the details of where a copy of the school’s staffing structure and pay policy may be inspected.

36.6

Subject to paragraph 5.1 and 5.2, the teacher must be paid the safeguarded sum until-

- (a) (i) in the case of a teacher who is paid the safeguarded sum under sub-paragraph 2, the date on which the safeguarding period ends; or
 - (ii) in the case of a teacher who is paid the safeguarded sum under paragraph 38.9 of the 2008 Document, 31st August 2011;
- (b) where the allowance was awarded for a fixed period, the date on which the fixed period expires;
- (c) where the allowance was awarded to a teacher employed under a fixed-term contract, the date on which that fixed-term contract expires;
- (d) the date on which the teacher ceases to be an unqualified teacher;
- (e) the date on which the teacher is awarded an allowance as a result of a subsequent determination by the relevant body that equals or exceeds the combined value of the new allowance (if any) and the safeguarded sum;
- (f) the date on which the teacher is placed on a higher point on the pay scale set out in paragraph 35.2 and the combined value of that point and any new payment equals or exceeds the combined value of the teacher’s original salary and the

safeguarded sum; or

- (g) the date on which the teacher's employment at the school ends, other than in circumstances to which paragraph 43 applies,

whichever is the first to occur.

36.7 In this paragraph any reference to an allowance is a reference to an allowance payable under this paragraph.

An unqualified teacher who becomes qualified

37.1 Upon obtaining qualified teacher status under regulations made under section 132 of the Act⁽⁶⁷⁾, an unqualified teacher must be transferred to the next point on the classroom teachers' pay scale in paragraph 17.3 which is above the sum of the salary payable under paragraph 35 and any allowance payable under paragraph 36 (including any safeguarded sum payable under paragraph 36.4), or to such higher point on the classroom teachers' pay scale as the relevant body considers to be appropriate.

37.2 A teacher who obtains qualified teacher status retrospectively under those regulations must be paid a lump sum by the relevant body responsible for the payment of remuneration at the time when qualified teacher status was effectively obtained.

37.3 The lump sum payable under sub-paragraph 2 must be the difference (if any) between the remuneration the teacher was actually paid as an unqualified teacher and the salary (not including any allowances) the teacher would have been paid as a qualified teacher, from the date qualified teacher status was effectively obtained to the date when the lump sum is paid.

⁽⁶⁷⁾ S.I. 2003/1662 in relation to England and S.I. 2004/1729 (W173) in relation to Wales.

PART 6 - ADDITIONAL ALLOWANCES

Acting allowance

- 38.1 Subject to sub-paragraph 6, where a teacher is assigned and carries out duties of a head teacher, deputy head teacher or assistant head teacher, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the relevant body must, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an allowance must be paid in accordance with the following provisions (“acting allowance”).
- 38.2 If the relevant body’s determination referred to in sub-paragraph 1 is that the teacher must not be paid an acting allowance, but the teacher continues to be assigned and to carry out duties of a head teacher, deputy head teacher or assistant head teacher (and has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher), the relevant body may at any time after that determination make a further determination as to whether or not an acting allowance must be paid.
- 38.3 If the relevant body determines that the teacher must be paid an acting allowance, subject to sub-paragraph 4, it must be of such amount as is necessary to ensure that the teacher receives remuneration equivalent to such point on the leadership group pay spine set out in paragraph 6.4 as the relevant body considers to be appropriate.
- 38.4 The remuneration of a teacher who is assigned and carries out duties of a head teacher must not be lower than the minimum of the individual school range, and where a teacher is assigned and carries out the duties of a deputy or assistant head teacher in relation to whom a deputy or assistant head teacher pay range (as the case may be) has been determined, remuneration must not be lower than the minimum of that range.
- 38.5 The teacher may be paid an acting allowance with effect from such day on or after the day on which duties of a head teacher, deputy head teacher or assistant head teacher are first assigned and carried out as the relevant body may determine.
- 38.6 Where a teacher is paid an allowance under this paragraph, then for so long as that allowance is paid-
- (a) where the teacher is assigned and carries out duties of a head teacher, Part 9 applies as if the teacher had been appointed to the post of head teacher, and Part 10 paragraphs 58.1 to 61.16 do not apply;

- (b) where the teacher is assigned and carries out the duties of a deputy head teacher or assistant head teacher, Part 10 paragraph 58 applies as if the teacher had been appointed to the post of deputy head teacher or assistant head teacher, and Part 10 paragraphs 59 and 60 do not apply.

Performance payments to seconded teachers

39. Where-

- (a) a teacher is temporarily seconded to a post as head teacher in a school causing concern which is not the teacher's normal place of work; and
- (b) the relevant body of that school considers that the teacher merits an additional point or points to reflect the sustained high quality of performance throughout the secondment,

that relevant body may pay the teacher a lump sum equal to the value of the additional point or points on that school's individual school range, if the teacher would otherwise not receive the full value of the point or points as a result of returning to the original school.

PART 7 - SUPPLEMENTARY

Determination of applicable pay scale

- 40.1 A teacher who is employed under a contract that normally requires work in the London Area but who is temporarily required to work elsewhere must continue to be paid in accordance with the pay scale applicable to the teacher's normal area of employment.
- 40.2 A teacher who on 31st August 2010 was being paid in accordance with one of the London Area pay scales must continue to be paid in accordance with that London Area pay scale notwithstanding that the teacher would not otherwise be entitled to it under the provisions of this Document, for so long as the teacher remains in the post held on that date.
- 40.3 A teacher who moves out of the Inner London Area may continue to be paid in accordance with the Inner London pay scale at the rate being paid before moving for so long as the teacher continues to be employed as a teacher in a post in which the salary is paid by the same authority.
- 40.4 A teacher who moves out of the Outer London Area, to anywhere but the Inner London Area, may continue to be paid on the Outer London Area scale at the rate being paid before moving for so long as the teacher continues to be employed as a teacher in a post in which the salary is paid by the same authority.
- 40.5 A teacher who moves out of the Fringe Area, to anywhere but the Inner London Area or the Outer London Area, may continue to be paid on the Fringe Area scale at the rate being paid before moving for so long as the teacher continues to be employed as a teacher in a post in which the salary is paid by the same authority.
- 40.6 In relation to a teacher holding an excellent teacher post the references in this paragraph to a pay scale or a pay spine are to be read as references to the teacher's salary determined in accordance with paragraph 33.2.

Unattached teachers

- 41.1 The remuneration of an unattached teacher must be determined in accordance with whichever provisions of this Document the relevant body considers to be appropriate in the circumstances of the case, having regard to its pay policy and the teacher's particular post within the staffing structure.
- 41.2 Where, in accordance with sub-paragraph 1, the remuneration of a

teacher in charge of a pupil referral unit is determined in accordance with the provisions applicable to a head teacher, Part 9 applies, and Part 10 paragraphs 58.1 to 61.16 do not apply.

- 41.3 Where, in accordance with sub-paragraph 1, the remuneration of an unattached teacher (other than a teacher in charge of a pupil referral unit) is determined in accordance with the provisions applicable to a member of the leadership group, Part 10 does not apply and the teacher's conditions of employment that relate to professional duties and working time must be agreed between the teacher and the relevant body.
- 41.4 Nothing in sub-paragraph 1 is to be taken to authorise an unattached teacher to whom paragraph 17.2 does not apply to be paid a salary based on a pay scale set out in paragraph 19.
- 41.5 Nothing in this paragraph is to be taken to authorise an unattached teacher who is a post-threshold teacher to be paid a salary based on the pay scale set out in paragraph 17.3.

General safeguarding applicable to teachers taking up post on or before 31st December 2005

- 42.1 Subject to sub-paragraphs 4 to 8 of this paragraph-
- 42.1.1 where, as a result of-
- (a) the closure or reorganisation of an educational establishment; or
 - (b) a direction relating to a course for the training of teachers given by the Secretary of State under regulation 3(2) of the Further Education Regulations 1975⁽⁶⁸⁾, under regulation 15 or 16 of the Education (Schools and Further Education) Regulations 1981⁽⁶⁹⁾ or under regulation 12 or 13 of the Education (Schools and Further and Higher Education) Regulations 1989⁽⁷⁰⁾,

a teacher (including a teacher in further or higher education) loses a post, and is on or before 31st December 2005 employed full-time as a teacher in the provision of primary or secondary education (whether or not at a school) in a post where remuneration is paid by the same authority as before, the teacher must be deemed for all salary purposes, including any assimilation onto a new pay scale or pay spine, to continue to hold the post that was held, and to be

⁽⁶⁸⁾ S.I. 1975/1054; revoked by S.I. 1983/74 and 1986/541.

⁽⁶⁹⁾ S.I. 1981/1086; regulations 15 and 16 were revoked by S.I. 1999/3181.

⁽⁷⁰⁾ S.I. 1989/351; regulations 12 and 13 were revoked with regard to England by S.I. 2004/571.

entitled to any allowance for unqualified teachers (paragraph 36) to which the teacher was entitled immediately before the closure, reorganisation or direction;

- 42.1.2 where, in circumstances other than those mentioned in sub-paragraph 1.1, such a teacher loses a post and is on or before 31st December 2005 employed full-time as a teacher in the provision of primary or secondary education in a post (whether or not at a school) in which remuneration is paid by the same authority as before the teacher may, at the discretion of the authority be deemed for all salary purposes, including any assimilation onto a new pay scale or pay spine, to continue to hold the post that was held, and to be entitled to any allowance for unqualified teachers to which the teacher was entitled immediately before the circumstances occurred; and the authority must not unreasonably refuse to exercise their discretion in this matter in favour of the teacher;
- 42.1.3 where in the circumstances described in sub-paragraphs 1.1 or 1.2 such a full-time teacher or such a teacher in regular part-time employment loses a post in circumstances described in sub-paragraph 1.1, and is thereupon employed as stated in that provision but as a teacher in regular part-time employment, the teacher is (subject, in the circumstances described in sub-paragraph 1.2, to the same discretion to be similarly exercised) entitled to that proportion of the salary and of the allowance for unqualified teachers to which the teacher was entitled immediately before the relevant change in circumstances which the part-time employment bears to full-time employment.
- 42.2 A teacher whose remuneration is safeguarded under this paragraph is entitled to an acting allowance (paragraph 38) only where appropriate to the circumstances of the teacher's present employment.
- 42.3 Subject to sub-paragraph 4, the salary to be safeguarded pursuant to sub-paragraph 1 means-
- (a) any salary to which the teacher is entitled under paragraph 17 or 19;
 - (b) any allowance to which the teacher is entitled under paragraph 25; and
 - (c) any safeguarded sum to which the teacher is entitled under paragraph 44 and 45 but only to the extent that the applicable paragraph provides for the continuing payment of that sum.
- 42.4 For the purpose of the determination of a classroom teacher's entitlement under sub-paragraph 3-

- (a) mandatory points awarded for experience under paragraph 18.1 must be re-assessed in accordance with paragraphs 4.1 and 39 until the maximum of the pay scale in paragraph 17.3 has been reached, and an amount based on such points must be included in the safeguarded salary;
- (b) in relation to any management allowance awarded under any earlier Document, the allowance must be reduced by the value of any TLR awarded to the teacher by the relevant body from time to time and, in the case where the teacher is awarded a TLR whilst occupying another post in the temporary absence of the post-holder, restored upon the expiry of the period of that award, unless, in the meantime, any of the events specified in sub-paragraph 7 occurs;
- (c) where the teacher becomes entitled to be paid as a post-threshold teacher the new salary and any subsequent progression on a pay scale in paragraph 19 must be included in the safeguarded salary; and
- (d) where the teacher is, immediately before a circumstance mentioned in sub-paragraph 1.1 or 1.2 arises, entitled to be paid on a pay scale set out in paragraph 19 the teacher remains so entitled and the salary on that scale including any subsequent progression must be included in the safeguarded salary.

42.5.1 Where a member of the leadership group is, immediately before a circumstance mentioned in sub-paragraph 1.1 or 1.2 arises, paid at a point on the leadership group pay spine pursuant to paragraph 6 such member must continue (subject, in the circumstances mentioned in sub-paragraph 1.2 to the same discretion) to be paid at that point.

42.5.2 Where an advanced skills teacher is, immediately before a circumstance mentioned in sub-paragraph 1.1 or 1.2 arises, paid at a point on the advanced skills teacher pay spine pursuant to paragraph 27 the teacher must continue (subject in the circumstances mentioned in sub-paragraph 1.2 to the same discretion) to be paid at that point.

42.6 If the teacher's safeguarded remuneration under this paragraph exceeds the remuneration to which the teacher would otherwise be entitled under this Document by the sum of £500 or more, the relevant body must review the teacher's assigned duties and allocate such additional duties as it reasonably considers to be appropriate and commensurate with the safeguarded remuneration.

42.7 Sub-paragraph 1 does not apply or, as the case may be, ceases to apply, to a teacher-

- (a) who at any time is offered but unreasonably refuses to accept an alternative post in an educational establishment maintained by the authority by which the teacher's salary is paid;
- (b) if the remuneration payable by virtue of the other paragraphs of this Document equals or exceeds the remuneration payable under this paragraph;
- (c) who is placed on a point on a different pay scale or pay spine or takes up an excellent teacher post, but this does not apply to a classroom teacher when first placed on a pay scale set out in paragraph 19 or to a teacher affected by a determination made by a relevant body under paragraph 44; or
- (d) whose employment ends other than in circumstances to which this paragraph applies.

42.8 For the purposes of this paragraph-

- (a) "educational establishment" means an establishment in England and Wales which is-
 - (i) an institution of further or higher education maintained or assisted by an authority;
 - (ii) a school;
 - (iii) a teachers' centre; or
 - (iv) an establishment (other) than a school at which primary or secondary education is provided by an authority;
- (b) "leadership group post" means a post of head teacher, deputy head teacher or assistant head teacher of a school;
- (c) "remuneration" means salary plus any allowances but does not include any sum paid under paragraphs 48, 49 and 50;
- (d) "salary" means-
 - (i) in the case of a school teacher, the salary payable in accordance with paragraphs 6, 17, 19, 27 and 35 including any allowance payable under paragraph 25, and
 - (ii) in the case of a teacher in further or higher education the teacher's basic salary excluding all allowances;
- (e) a school is reorganised where it was or is reorganised in

pursuance of proposals made under section 28 or 31 of the School Standards and Framework Act 1998⁽⁷¹⁾ or proposals referred to in regulation 14 of the Education (Transition to New Framework) (School Organisation Proposals) Regulations 1999⁽⁷²⁾; and

- (f) any transfer of the responsibility for maintaining an establishment must be disregarded.

General safeguarding applicable to teachers taking up post on or after 1st January 2006

- 43.1.1 This paragraph applies to a teacher who loses a post (“the old post”), as a result of-
- (a) the discontinuance of a school;
 - (b) a prescribed alteration to, or the reorganisation of, a school; or
 - (c) the closure or reorganisation of any other educational establishment or service;

and who then takes up a new post on or after 1st January 2006 (“the new post”) and is employed by the same authority or at a school maintained by the same authority, and in the case of a teacher within paragraph (b) the new post is at a different school.

- 43.1.2 In sub-paragraph 1.1 “prescribed alteration” means an alteration prescribed by the Education (School Organisation Proposals) (England) Regulations 1999⁽⁷³⁾, the Education (School Organisation Proposals) (Wales) Regulations 1999⁽⁷⁴⁾, or the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007⁽⁷⁵⁾.

Re-determination of salary

- 43.2 The relevant body must determine in relation to the teacher-

⁽⁷¹⁾ 1998 (c.31) as amended by the Act, the Education Act 2005 (c.18) and the Education and Inspections Act 2006 (c.40).

⁽⁷²⁾ S.I. 1999/704.

⁽⁷³⁾ S.I. 1999/2213; revoked, amended by S.I. 2007/1288.

⁽⁷⁴⁾ S.I. 1999/1671, amended by S.I. 2004/908 and S.I. 2006/173.

⁽⁷⁵⁾ S.I. 2007/1289.

- (a) the pay scale, pay spine or salary point that applies to the teacher in the new post and the appropriate point on that pay scale or pay spine on which the teacher should be placed, or the excellent teacher salary point, in accordance with the relevant paragraphs of this Document (“the new point”); and if, as a result, the teacher is placed on a point of lower value than that on which payment was made in the old post (“the old point”), the teacher must be paid in addition a sum equal to the difference in value between the old point and the new point (“the first safeguarded sum”) as at the date of the implementation of the determination;
- (b) any TLR that applies to the new post in accordance with paragraph 21; and the teacher is entitled to a safeguarded sum (“the second safeguarded sum”) in respect of the difference in value between that TLR and the value of any TLR of a higher value that was paid in relation to the old post or, if no TLR is awarded under this paragraph, in respect of the TLR that was paid in relation to the old post;
- (c) any SEN allowance that applies to the new post in accordance with paragraph 25; and the teacher is entitled to a safeguarded sum (“the third safeguarded sum”) in respect of the difference in value between that special educational needs allowance and the value of any SEN allowance of a higher value that was paid in relation to the old post or, if no SEN allowance is awarded under this paragraph, in respect of the SEN allowance that was paid in relation to the old post;
- (d) in the case of an unqualified teacher, any allowance payable under paragraph 36 in relation to the new post; and the teacher is entitled to a safeguarded sum (“the fourth safeguarded sum”) in respect of the difference in value between that allowance and the value of any such allowance of a higher value that was paid in relation to the old post or, if no allowance is awarded under this paragraph, in respect of the allowance that was paid in relation to the old post; and
- (e) the value of any other allowances payable under this Document.

Reduction in the value of the safeguarded sums

43.3.1 The first safeguarded sum must be reduced by the value of any TLR or SEN allowance awarded to the teacher by the relevant body from time to time and, in the case where the teacher is awarded a TLR whilst occupying another post in the temporary absence of the post-holder, restored upon the expiry of the period of that award, unless, in the meantime, any of the events specified in sub-paragraph 4 occurs.

43.3.2 If the relevant body subsequently awards the teacher a TLR or a TLR of higher value than the TLR awarded under sub-paragraph 2(b), the second safeguarded sum must be reduced by the value of the TLR or by a sum equal to the difference between the two TLRs, as the case may be.

43.3.3 If the relevant body subsequently awards the teacher a SEN allowance, or one of higher value than the SEN allowance awarded under sub-paragraph 2(c), the third safeguarded sum must be reduced by the value of the SEN allowance or by a sum equal to the difference between the two allowances, as the case may be.

43.3.4 If the relevant body subsequently awards the teacher an allowance under paragraph 36, or one of higher value than the allowance awarded under sub-paragraph 2(d), the fourth safeguarded sum must be reduced by the value of the allowance, or by a sum equal to the difference between the two allowances, as the case may be.

The end of safeguarding

43.4 Subject to paragraph 5, the relevant body must pay the teacher the safeguarded sums to which the teacher is entitled under sub-paragraph 2 until-

- (a) the date on which the safeguarding period ends, being the third anniversary of the date on which the teacher starts work in the new post;
- (b) the teacher is placed on a point on a different pay scale or pay spine, or takes up an excellent teacher post, but this does not apply to a classroom teacher when first placed on a pay scale set out in paragraph 19 or to a teacher affected by a determination made by a relevant body under paragraph 44;
- (c) the teacher's employment ends other than in circumstances to which this paragraph applies; or
- (d) the teacher is placed on a higher point on the applicable pay scale or pay spine, or is first placed on a pay scale set out in paragraph 19 and the value of that point equals or exceeds the combined value of the old point and any one or more of the safeguarded sums, in which case payment of those safeguarded sums must cease;

whichever is the first to occur.

Existing safeguarded sums preserved and R&R benefits safeguarded

43.5 Subject to paragraph 5.3, in addition to any sums to which the teacher is entitled under sub-paragraph 2, the teacher must be paid-

- (a) any safeguarded sums to which the teacher continues to be entitled under paragraphs 24, 44 and 45 until such entitlement ceases in circumstances set in those paragraphs; and
- (b) any recruitment or retention incentive or benefit to which the teacher was entitled under paragraph 50 in the old post, until either-
 - (i) the end of the fixed period for which it was awarded; or
 - (ii) the teacher accepts a different recruitment or retention incentive or benefit instead,

whichever is the first to occur.

Notification of determination

43.6 When notifying the teacher of its determination in accordance with paragraph 4.3, the relevant body must include details of the value of the pay point, allowances and all safeguarded sums to which the teacher was entitled in relation to the old post and to which the teacher is entitled in relation to the new post, and in respect of safeguarded sums paid under this paragraph or under paragraphs 24, 33, 36, 44 and 45, of the date on which the safeguarding period ends.

Part-time teachers

43.7 Whether the teacher was a full-time teacher or a teacher in regular part-time employment before losing a post, if then employed as stated in sub-paragraph 1.1 as a teacher in regular part-time employment, the teacher must be paid a proportion of the remuneration to which the teacher would have been entitled had employment been as a full-time teacher, calculated in accordance with paragraph 46.

Safeguarding for members of the leadership group, advanced skills teachers and excellent teachers

44.1 Except where paragraph 45 applies and subject to paragraph 5, this paragraph applies where the relevant body determines (“the determination”), whether as a result of a change to its pay policy or to the school’s staffing structure, to-

- (a) reduce the number of members of the leadership group;

- (b) end the designation of one or more advanced skills teachers' posts;
- (c) end the designation of one or more excellent teachers' posts;
- (d) lower the individual school range and this would lead to a reduction in the head teacher's salary;
- (e) lower a deputy head teacher's pay range and this would lead to a reduction in the deputy head teacher's salary;
- (f) lower an assistant head teacher's pay range and this would lead to a reduction in the assistant head teacher's salary;
- (g) lower an advanced skills teacher's pay range and this would lead to a reduction in the advanced skills teacher's salary; or
- (h) reduce an excellent teacher's salary.

- 44.2 A member of the leadership group, an advanced skills teacher or an excellent teacher whose salary is reduced as a result of the implementation of the determination must be paid the safeguarded sum.
- 44.3 In the case of a teacher who is affected by a determination within sub-paragraph 1(a) to (c), the safeguarded sum is the difference between the original salary (including the value of any performance points awarded by the relevant body for the previous year) and the value of the new point on which the teacher is placed on the pay scale set out either in paragraph 17.3 or in paragraph 19.2 or 19.3 combined with any TLR or SEN allowance awarded.
- 44.4 In the case of a teacher who is affected by a determination within sub-paragraphs 1(d) to 1(h), the safeguarded sum is the difference between the original salary (including the value of any performance points awarded by the relevant body for the previous year) and the value of the point at which the teacher is placed in the new pay range.
- 44.5 The relevant body must, within one month (and after having made the annual determination required by paragraph 4.1), notify in writing a teacher who is or may be affected by the determination of that fact and of-
- (a) the reason for the determination;
 - (b) the date on which the determination is to be implemented in relation to that teacher (if known);

- (c) the date on which the safeguarding period will end (determined in accordance with paragraph 5.3) or, in the case of a teacher employed as a member of the leadership group, as an advanced skills teacher or as an excellent teacher for a fixed period or under a fixed-term contract, the date or the circumstance the occurrence of which will bring that fixed period or fixed-term contract and payment of the safeguarded sum to an end;
- (d) the original salary;
- (e) the safeguarded sum or, if the determination is to be implemented at a later date and its precise effect on the teacher is not yet known, the maximum amount by which the original point may be reduced; and
- (f) where a copy of the school's staffing structure and pay policy may be inspected.

44.6

Subject to paragraphs 5.1 and 5.2 and sub-paragraph 7, the teacher must be paid the safeguarded sum until-

- (a) the safeguarding period ends or in the case of a teacher employed as a member of the leadership group, as an advanced skills teacher or as an excellent teacher for a fixed period or under a fixed-term contract, the date on which that fixed period or fixed-term contract ends;
- (b) in the case of a teacher affected by a determination within sub-paragraphs 1(a) to 1(c)-
 - (i) the teacher ceases to be a classroom teacher;
 - (ii) as a result of a subsequent determination by the relevant body, the teacher is placed on a higher point on the pay scale set out either in paragraph 17.3 or in paragraph 19.2 or 19.3, or first becomes entitled to be paid on the pay scale set out in paragraph 19.2 or 19.3, and the value of that point combined with any TLR or SEN allowance awarded equals or exceeds the teacher's original salary; or
 - (iii) as a result of a subsequent determination by the relevant body, the teacher is awarded a TLR or a SEN allowance or both, and the combined value of that payment or allowance or payment and allowance and the new pay point equals or exceeds the teacher's original salary;
- (c) in the case of a teacher affected by a determination within

sub-paragraphs 1(d) to 1(h), the value of the teacher's point on the leadership pay spine, the advanced skills teachers' pay spine or the excellent teachers' salary range equals or exceeds the teacher's original salary; or

- (d) the teacher's employment at the school ends other than in circumstances to which paragraph 42 or 43 applies,

whichever is the first to occur.

44.7 Payment of the safeguarded sum must be discontinued whilst the teacher occupies a post as a member of the leadership group, as an advanced skills teacher or as an excellent teacher in the temporary absence of the post-holder but reinstated thereafter, unless, in the meantime, any of the events specified in sub-paragraph 6 occurs.

44.8 In this paragraph "original salary" means-

- (a) in the case of a member of the leadership group, the value of the point on the leadership pay spine to which the teacher was entitled immediately before the implementation of the determination;
- (b) in the case of an advanced skills teacher, the value of the point on the pay spine for advanced skills teachers in paragraph 27.1 to which the teacher was entitled immediately before the implementation of the determination; and
- (c) in the case of an excellent teacher, the salary to which the teacher was entitled immediately before the implementation of the determination,

taking into account any annual determination made under paragraph 4.1 but not yet implemented.

Reduction of ISR prior to 1st September 2005

45.1 This paragraph applies to a head teacher whose salary was safeguarded under paragraph 7.3(e)(ii) of the 2004 Document.

45.2.1 The relevant body must re-determine the value of the safeguarded sum at the time of each annual determination of remuneration made under paragraph 4.1, taking into account both the value of the old point at the date of that determination and the value of the point on the leadership pay spine at which the head teacher is then placed.

45.2.2 Any change to the value of the safeguarded sum must be included in the notification given under paragraph 4.4.

45.3 Subject to paragraph 5.1, the head teacher must be paid the safeguarded sum until-

- (a) the teacher ceases to be a head teacher;
 - (b) as a result of a determination by the relevant body, the teacher is placed on a higher point on the leadership pay spine than the original point; or
 - (c) the head teacher's employment at the school ends other than in circumstances to which paragraph 42 or 43 applies,
- whichever is the first to occur.

Part-time teachers

Interpretation

46.1.1 In this paragraph-

“pro rata principle” means that proportion of total remuneration which corresponds to the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the school's timetabled teaching week; (and for this purpose “total remuneration” means the remuneration that would be payable to that person if employed in the same post on a full-time basis; and

“the school's timetabled teaching week” means the aggregate period of time in the school timetable during which pupils are normally taught).

46.1.2 When a relevant body is required to determine the salary of a part-time teacher in accordance with the pro rata principle it must do so not only in relation to those hours that a part-time teacher normally works under the contract of employment but also in relation to any additional hours the 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.

Determination of remuneration of part-time teachers

46.2 From 1st September 2008 the salary and allowances, if any, of a part-time teacher must be determined in accordance with the pro rata principle.

Safeguarding of salary of part-time teachers

46.3 A safeguarded sum and allowances determined under paragraph

49 of the 2008 Document must be paid to the part-time teacher until-

- (a) 31st August 2011;
- (b) in the case where a teacher is employed as a part-time teacher for a fixed period or under a fixed-term contract, the date on which that fixed period or fixed-term contract expires;
- (c) the salary is increased following a subsequent determination and the increase in salary equals or exceeds the safeguarded sum;
- (d) the teacher ceases to be a part-time teacher; or
- (e) the teacher's employment at the school ends, other than in circumstances to which paragraph 42 or 43 applies,

whichever is the first to occur.

Teachers employed on a short notice basis

- 47.1 Teachers employed on a day-to-day or other short notice basis must be paid in accordance with the provisions of this 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.
- 47.2 A teacher to whom sub-paragraph 1 applies and who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more by way of remuneration in respect of that period than would have been paid had the teacher been in regular employment throughout the period.

Residential duties

48. Any payment to teachers for residential duties must be determined by the relevant body.

Additional payments

- 49.1 Subject to sub-paragraph (2), the relevant body may make such payments as they see fit to a teacher, including a head teacher, in respect of-
- (a) continuing professional development undertaken outside the school day;
 - (b) activities relating to the provision of initial teacher training as

part of the ordinary conduct of the school;

- (c) participation in out-of-school hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- (d) additional responsibilities and activities due to, or in respect of, the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools.

49.2 Sub-paragraph 1(d) does not apply to the provision of services by a head teacher to a school in relation to which such head teacher has been appointed in accordance with paragraphs 12.2.7 to 12.2.9.

Recruitment and retention incentives and benefits

50.1 Subject to sub-paragraphs 2 and 3, the relevant body and, where it is the teacher's employer, the authority, may make such payments or provide other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

50.2 An incentive for the recruitment of a new teacher that consists of periodic payments or the provision of other benefits over a period of time may only be awarded for a fixed period not exceeding three years and must not be renewed.

50.3 An incentive for the retention of an existing teacher that consists of periodic payments or the provision of other benefits over a period of time may only be awarded for a fixed period not exceeding three years and may, in exceptional circumstances, be renewed.

General Teaching Councils' fee allowance

51.1 The relevant body must pay the sum of £33 per year to a teacher who is required to be registered with the General Teaching Council for England or the General Teaching Council for Wales, in respect of the annual registration fee, where such a fee is payable by that teacher.

51.2 Before making a determination under sub-paragraph 1 the relevant body must take reasonable steps to satisfy itself that the teacher has not received a payment in respect of that year under that provision from any other relevant body.

51.3 A local authority must upon request take reasonable steps to provide a relevant body with information as to whether or not a teacher who is or has been employed at a school or as an unattached teacher within that authority has received a payment under sub-paragraph 1.

51.4 Paragraph 46 of this Document does not apply to this allowance.

Salary sacrifice arrangements

52.1 For the purposes of this paragraph, the term “salary sacrifice arrangement” means any arrangement under which the teacher gives up the right to receive part of the teacher’s gross salary in return for the employer’s agreement to provide a benefit-in-kind under any of the following schemes-

- (a) a child care voucher or other child care benefit scheme;
- (b) a cycle or cyclist’s safety equipment scheme; or
- (c) a mobile telephone scheme; and

that benefit-in-kind is exempt from income tax⁽⁷⁶⁾.

52.2 Where the employer operates a salary sacrifice arrangement, the teacher may participate in any such arrangement and the teacher’s gross salary may be reduced accordingly for the duration of such participation.

52.3 Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of this Document.

⁽⁷⁶⁾ The Income Tax (Earning and Pensions) Act 2003 (2003 c.1) provides that no liability to income tax arises in respect of the provision for an employee of any of these benefits-in-kind, where the specified conditions are met.

PART 8 – INTRODUCTION

53. 1 This section sets out the contractual framework within which all teachers, including head teachers, operate. It also includes high level responsibilities for all teachers and head teachers and their statutory entitlements.
- 53.2 Nothing in this Document is to be taken to conflict with Council Directive 93/104/EC of 23rd November 1993 concerning certain aspects of the organisation of working time⁽⁷⁷⁾.

⁽⁷⁷⁾ O.J. No.L307, 13.12.93 p.18 which was implemented by the Working Time Regulations 1998 (S.I. 1998/1833).

PART 9 – HEAD TEACHERS

Overriding Requirements

- 54.1 A head teacher's professional duties must be carried out in accordance with and subject to-
- (a) the provisions of the Education Acts;
 - (b) any orders and regulations having effect under the Education Acts;
 - (c) the instrument of government of the head teacher's school;
 - (d) where the school is a voluntary, foundation or foundation special school, any trust deed that applies to the school;
 - (e) any scheme prepared or maintained by the authority under section 48 of the School Standards and Framework Act 1998⁽⁷⁸⁾.
- 54.2 A head teacher's duties must be carried out in accordance with and subject to the following -
- (a) in the case of a school which has a delegated budget-
 - (i) any rules, regulations or policies made by the governing body and for which they are responsible; and
 - (ii) any rules, regulations or policies made by the authority with respect to matters for which the governing body is not so responsible;
 - (b) in any other case, any rules, regulations or policies made by the head teacher's employers;
 - (c) the terms of the head teacher's appointment.

Delegation

- 55.1 The professional responsibilities of a head teacher under paragraphs 56.16 and 56.17 must not be delegated other than in accordance with paragraph 58.4.
- 55.2 Subject to paragraph 55.1, a head teacher's responsibilities may be delegated to a deputy head teacher, assistant head teacher or other member of the staff in a manner consistent with their conditions of employment, having regard to the nature and extent of their management

⁽⁷⁸⁾ 1998 (c.31) as amended by section 40 and Schedule 3 to the Act and by section 57 of the Education and Inspections Act 2006 (c. 40).

responsibilities, and maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere.

Professional Responsibilities

56.1 A head teacher may be required to undertake the following duties -

Whole school organisation, strategy and development

56.2 Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.

56.3 Develop, implement and evaluate the school's policies, practices and procedures.

Teaching

56.4 Lead and manage teaching and learning throughout the school. Including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils-

(a) in the first, second, third and fourth key stages, for foundation and other core subjects and religious education; and

(b) in the preliminary stage.

56.5 Teach.

Health, safety and discipline

56.6 Promote the safety and well-being of pupils and staff.

56.7 Ensure good order and discipline amongst pupils and staff.

Management of staff and resources

56.8 Lead, manage and develop the school workforce, including assessing and managing performance.

56.9 Organise and deploy resources within the school.

56.10 Promote harmonious working relationships within the school.

56.11 Maintain relationships with organisations representing teachers and other members of the school's workforce.

56.12 Lead and manage the school's workforce with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

56.13 Promote the participation of staff in relevant continuing professional development.

56.14 Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.

56.15 Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Threshold assessment

56.16 Decide whether a teacher at the school who applies for a post-threshold teacher assessment meets the relevant standards.

Advanced skills teacher and excellent teacher assessment

56.17 Decide, in connection with any relevant application, whether a teacher at the school meets the standards relevant to their current career stage set out in annex 1.

Communication

56.18 Consult and communicate with the governing body, staff, pupils, parents and carers.

Work with colleagues and other relevant professionals

56.19 Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

Rights Conferred

57.1 In addition to the provisions of paragraph 63 the following rights apply-

Dedicated headship time

57.2 A head teacher is entitled to a reasonable amount of time during school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.

Daily break

57.3 A head teacher is entitled to a break of reasonable length in the course of each school day, and must arrange for a suitable person to assume responsibility for the discharge of their functions as head teacher during that break.

PART 10 – TEACHERS

Professional Responsibilities

Deputy Head Teachers and Assistant Head Teachers

- 58.1 A person appointed as a deputy or assistant head teacher in a school, in addition to carrying out the professional duties of a teacher other than a head teacher including those duties particularly assigned by the head teacher, must-
- 58.2 play a major role under the overall direction of the head teacher in-
- (a) formulating the aims and objectives of the school;
 - (b) establishing the policies through which they are to be achieved;
 - (c) managing staff and resources to that end; and
 - (d) monitoring progress towards their achievement.
- 58.3 undertake any professional duties of the head teacher reasonably delegated by the head teacher.
- 58.4 If the head teacher is absent from the school a deputy head teacher must undertake their professional duties to the extent required by the head teacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body.

Advanced Skills Teachers (AST)

- 59.1 An AST must carry out the professional responsibilities of a teacher other than a head teacher, including those responsibilities delegated by the head teacher.
- 59.2 An AST must take a leadership role in developing, implementing, and evaluating policies and practice in their own and other workplaces that contribute to school improvement, including:
- (a) coaching, mentoring and induction of teachers, including trainees and newly qualified teachers;
 - (b) disseminating materials and advising on practice, research and continuing professional development provision;
 - (c) helping teachers who are experiencing difficulties.
- 59.3 An AST is required to spend 20% of their time undertaking outreach work carrying out the duties described in sub-paragraph 1 above, with or for the benefit of teachers from other schools, either at their own

school or elsewhere. An AST may in certain specified circumstances use their outreach time to carry out AST professional duties for their own schools.

Excellent Teachers (ET)

- 60.1 An ET must carry out the professional responsibilities of a teacher other than a head teacher, including those responsibilities delegated by the head teacher.
- 60.2 An ET must take a leading role in raising standards by supporting improvements in teaching practice, and support and help their colleagues to improve their effectiveness and to address their development needs through:
- (a) participating in the coaching, mentoring and induction of teachers, including trainees and newly qualified teachers;
 - (b) helping other teachers to develop their practice and expertise in planning, preparation, assessment and impact evaluation, including through demonstration lessons and classroom observation;
 - (c) helping teachers who are experiencing difficulties.

Teachers

- 61.1 A teacher (other than a head teacher) may be required to undertake the following duties -

Teaching

- 61.2 Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- 61.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 61.4 Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

- 61.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 61.6 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

- 61.7 Subject to sub-paragraph 63.10 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

- 61.8 Promote the safety and well-being of pupils.

- 61.9 Maintain good order and discipline among pupils.

Management of staff and resources

- 61.10 Direct and supervise support staff assigned to them and where appropriate, other teachers.

- 61.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

- 61.12 Deploy resources delegated to them.

Professional development

- 61.13 Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.

- 61.14 Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

Communication

- 61.15 Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

- 61.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Working Time

- 62.1 The provisions of sub-paragraphs 2 to 11 do not apply to-
- (a) head teachers, deputy head teachers, assistant head teachers, advanced skills teachers or teachers in receipt of an acting allowance for carrying out the duties of a head teacher, deputy head teacher or assistant head teacher pursuant to paragraph 38;
 - (b) unattached teachers in charge of pupil referral units whose remuneration is determined in accordance with the provisions applicable to head teachers pursuant to paragraph 41;
 - (c) unattached teachers (other than those in charge of pupil referral units) whose remuneration is determined in accordance with the provisions applicable to a member of the leadership group pursuant

to paragraph 41.

Working days

62.2 A teacher employed full-time must be available for work for 195 days in any school year, of which -

- (a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- (b) 5 days must be days on which the teacher may only be required to perform other duties; and

those 195 days must be specified by the employer or, if the employer so directs, by the head teacher.

62.3 Sub-paragraph 2 does not apply to a teacher employed full-time wholly or mainly to teach or perform other duties in relation to pupils in a residential establishment.

Specified working hours

62.4 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the head teacher (or, where the teacher is not assigned to any one school, by the employer or the head teacher of any school in which the teacher may for the time being be required to work as such) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

62.5 Sub-paragraph 4 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work in any school year must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraph 46.

62.6 In addition to the hours a teacher is required to be available for work under sub-paragraph 4 or 5, as the case may be, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including, in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

62.7 The employer must not determine how many of the additional hours referred to in sub-paragraph 6 must be worked or when these hours must be worked.

62.8 Subject to sub-paragraph 9, no teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week that the teacher is not normally required to be available for work under their contract of employment (whether it is for

the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties).

- 62.9 Subject to sub-paragraphs 5 and 10, a part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day that the teacher is normally required to be available for work (whether the teacher is normally required to be available for work for the whole of that day or for only part of that day).
- 62.10 The total amount of time that the teacher may be required to be available to carry out duties, other than teaching pupils, outside school sessions under sub-paragraph 9, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, must not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid under paragraph 46.
- 62.11 The amount of time a teacher spends taking the break referred to in paragraph 63.3 or travelling to or from their place of work does not count towards the 1265 hours referred to in sub-paragraph 4 or the pro rata equivalent referred to in sub-paragraph 5, as the case may be.

Rights Conferred - all Teachers

Overarching rights

- 63.1 No teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this.
- 63.2 No teacher may be required under their contract of employment as a teacher to undertake midday supervision.

Daily break

- 63.3 A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Deputy Head Teachers, Assistant Head Teachers, Advanced Skills Teachers and Excellent Teachers are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

Work/life balance

- 63.4 Governing Bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties including in particular, in the case of teachers to whom paragraphs 62.2 to 62.11 apply, their duties under paragraph 62.6 and the time required to pursue their personal interests outside work. In having regard to this, Governing

Bodies and head teachers should ensure that they adhere to the working limits set out in the Working Time Regulations⁽⁷⁹⁾.

Guaranteed planning and preparation time

- 63.5 All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) to enable the discharge of the professional responsibilities of teaching and assessment. A teacher to whom paragraphs 62.2 to 62.11 apply must be allowed PPA time as part of the 1265 hours referred to in paragraph 62.4 or, in the case of a teacher employed part-time, as part of the pro rata equivalent referred to in paragraph 62.5.
- 63.6 PPA time must amount to not less than 10% of the teacher's timetabled teaching time (and for this purpose "timetabled teaching time", in relation to a teacher, means the aggregate period of time in the school timetable during which the teacher has been assigned by the head teacher in the school time-table to teach pupils).
- 63.7 PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week.
- 63.8 Such a teacher must not be required to carry out any other duties during the teacher's PPA time.

Management time

- 63.9 A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Cover

- 63.10 Teachers should be required to provide cover in accordance with paragraph 61.7 only rarely, and only in circumstances that are not foreseeable (This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

External examinations

- 63.11 Participating in arrangements for preparing pupils for external examinations should not require a teacher routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation.

Administration

- 63.12 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school does not require a teacher routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

⁽⁷⁹⁾ The Working Time Regulations 1998 and the Working Time (Amendment) Regulations 2007

- 63.13 Without prejudice to the generality of sub-paragraph 12, Annex 3 contains a list of tasks falling within the scope of that paragraph.

Training and development

- 63.14 All staff in the school should have access to advice, training and developmental opportunities appropriate to their needs, including needs identified in objectives or in appraisal statements where teachers are subject to the 2002 Regulations, or in planning and review statements where teachers are subject to the 2006 Regulations, in accordance with the policies of the authority and governing body.
- 63.15 A teacher serving an induction period under the Induction Regulations must not teach for more than 90% of the time that a teacher at the school would be expected to teach.

ANNEX 1 – Professional standards for post-threshold teachers, excellent teachers and advanced skills teachers

Interpretation

In the table below-

the letter “A” indicates an advanced skills teacher standard;

the letter “C” indicates a core standard in England;

the letter “E” indicates an excellent teacher standard;

the letter “P” indicates a post-threshold teacher standard;

“classroom” means any setting where teaching and learning take place;

“formative assessment” means the process by which a teacher and learner identify the learner’s needs and teaching and learning activities are adapted in order to meet those needs;

“learners” is used instead of the term ‘children and young people’ when learning is the main focus of the standard and means all children and young people;

“lessons” or “sequences of lessons” means all teaching and learning activities, wherever they take place, whatever their nature and length, and however they might be organised;

“personalised learning” means learning which focuses on individual progress, for the purposes of enhancing achievement, participation and progress at school;

“subjects/curriculum areas” means all forms of organised learning across the curriculum;

“well-being”, in relation to children and young people, means their-

- (a) physical and mental health and emotional well-being;
- (b) protection from harm and neglect;
- (c) education, training and recreation;
- (d) contribution to society; and
- (e) social and economic well-being;

“workplace” means any educational establishment or other place where teaching and learning take place.

In Wales the equivalent to “core standards” are the end of induction standards which can be accessed at:

<http://wales.gov.uk/topics/educationandskills/learningproviders/iepd/guidancircular/?lang=en>

FRAMEWORK OF PROFESSIONAL STANDARDS FOR POST-THRESHOLD TEACHERS, EXCELLENT TEACHERS AND ADVANCED SKILLS TEACHERS

1. Professional attributes		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
Relationships with children and young people		
C1 Have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them		
C2 Hold positive values and attitudes and adopt high standards of behaviour in their professional role		
Frameworks		
C3 Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity		
P1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation		
	E1 Be willing to take a leading role in developing workplace policies and practice and in promoting collective responsibility for their implementation	A1 Be willing to take on a strategic leadership role in developing workplace policies and practice and in promoting collective responsibility for their implementation in their own and other workplaces

1. Professional attributes		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
Communicating and working with others		
C4 Communicate effectively with children, young people and colleagues Communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being Recognise that communication is a two-way process and encourage parents and carers to participate in discussions about the progress, development and well-being of children and young people		
C5 Recognise and respect the contributions that colleagues, parents and carers can make to the development and well-being of children and young people, and to raising their levels of attainment		
C6 Have a commitment to collaboration and co-operative working where appropriate		
Personal professional development		
C7 Evaluate their performance and be committed to improving their practice through appropriate professional development		
C8 Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified		
	E2 Research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform their own practice and that of colleagues	
C9 Act upon advice and feedback and be open to coaching and mentoring		

2. Professional knowledge and understanding		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
Teaching and learning		
C10 Have a good, up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential		
P2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential		
	E3 Have a critical understanding of the most effective teaching, learning and behaviour management strategies, and including how to select and use approaches that personalise learning to provide opportunities for all learners to achieve their potential	
Assessment and monitoring		
C11 Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications		
P3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications		
P4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs		
C12 Know a range of approaches to assessment, including the importance of formative assessment		
C13 Know how to use local and national statistical information to evaluate the effectiveness of their teaching, to monitor the progress of those they teach and to raise levels of attainment		
C14 Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement		

2. Professional knowledge and understanding		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
	E4 Know how to improve the effectiveness of assessment practice in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school	
Subjects and Curriculum		
C15 Have a secure knowledge and understanding of their subjects/curriculum areas and related pedagogy including: the contribution that their subjects/curriculum areas can make to cross-curricular learning; and recent relevant developments		
P5 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them		
	E5 Have an extensive and deep knowledge and understanding of their subjects/curriculum areas and related pedagogy gained for example through involvement in wider professional networks associated with their subjects/curriculum areas	
C16 Know and understand the relevant statutory and non-statutory curricula and frameworks, including those provided through the National Strategies, for their subjects/curriculum areas and other relevant initiatives across the age and ability range they teach		
Literacy, numeracy and ICT		
C17 Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities		
Achievement and diversity		
C18 Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences		
C19 Know how to make effective personalised provision for those they teach, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching		

2. Professional knowledge and understanding		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
	E6 Have an extensive knowledge on matters concerning equality, inclusion and diversity in teaching	
C20 Understand the roles of colleagues such as those having specific responsibilities for learners with special educational needs, disabilities and other individual learning needs, and the contributions they can make to the learning, development and well-being of children and young people		
C21 Know when to draw on the expertise of colleagues, such as those with responsibility for the safeguarding of children and young people and special educational needs and disabilities, and to refer to sources of information, advice and support from external agencies		
Health and well-being		
C22 Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people		
C23 Know the local arrangements concerning the safeguarding of children and young people		
C24 Know how to identify potential child abuse or neglect and follow safeguarding procedures		
C25 Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support		
P6 Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people		

3. Professional skills		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
Planning		
C26 Plan for progression across the age and ability range they teach, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge		
P7 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge		
	E7 Take a lead in planning collaboratively with colleagues in order to promote effective practice Identify and explore links within and between subjects/curriculum areas in their planning	
C27 Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within their phase and context		
C28 Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning		
Teaching		
C29 Teach challenging, well-organised lessons and sequences of lessons across the age and ability range they teach in which they: use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion Build on the prior knowledge and attainment of those they teach in order that learners meet learning objectives and make sustained progress Develop concepts and processes which enable learners to apply new knowledge, understanding and skills Adapt their language to suit the learners they teach, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively Manage the learning of individuals, groups and whole classes effectively, modifying their teaching appropriately to suit the stage of the lesson and the needs of the learners		

3. Professional skills		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
C30 Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment		
P8 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally		
	E8 Have teaching skills which lead to excellent results and outcomes	
	E9 Demonstrate excellent and innovative pedagogical practice	
Assessing, monitoring and giving feedback		
C31 Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment		
	E10 Demonstrate excellent ability to assess and evaluate	
C32 Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development		
	E11 Have an excellent ability to provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development that promotes pupil progress	
C33 Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners		
C34 Use assessment as part of their teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching		
Reviewing teaching and learning		
C35 Review the effectiveness of their teaching and its impact on learners' progress, attainment and well-being, refining their approaches where necessary		
C36 Review the impact of the feedback provided to learners and guide learners on how to improve their attainment		

3. Professional skills		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
	E12 Use local and national statistical data and other information, in order to provide (a) a comparative baseline for evaluating learners' progress and attainment, (b) a means of judging the effectiveness of their teaching, and (c) a basis for improving teaching and learning	
Learning environment		
C37 Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school Make use of the local arrangements concerning the safeguarding of children and young people Identify and use opportunities to personalise and extend learning through out-of-school contexts where possible making links between in-school learning and learning in out-of-school contexts		
C38 Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners		
C39 Promote learners' self-control, independence and co-operation through developing their social, emotional and behavioural skills		
Team Working and Collaboration		
C40 Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them		
P9 Promote collaboration and work effectively as a team member		

3. Professional skills		
Post-threshold teachers (P)	Excellent teachers (E)	Advanced skills teachers (A)
	E13 Work closely with leadership teams, taking a leading role in developing, implementing and evaluating policies and practice that contribute to school improvement	A2 Be part of or work closely with leadership teams, taking a leadership role in developing, implementing and evaluating policies and practice in their own and other workplaces that contribute to school improvement
C41 Ensure that colleagues working with them are appropriately involved in supporting learning and understand the roles they are expected to fulfil		
P10 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback		
	E14 Contribute to the professional development of colleagues using a broad range of techniques and skills appropriate to their needs so that they demonstrate enhanced and effective practice	
	E15 Make well-founded appraisals of situations upon which they are asked to advise, applying high level skills in classroom observation to evaluate and advise colleagues on their work and devising and implementing effective strategies to meet the learning needs of children and young people leading to improvements in pupil outcomes	
		A3 Possess the analytical, interpersonal and organisational skills necessary to work effectively with staff and leadership teams beyond their own school

ANNEX 2 - Standards for Chartered London teachers

The applicant must show how the applicant's knowledge, skills and expertise have a positive impact on teaching and learning for London education, through working individually and collegially to meet the following standards-

Pedagogy and pupil learning

1. Create and manage a classroom environment to ensure a secure and supportive achievement culture and behaviour strategy to meet the needs of London's diverse and mobile pupil population.
2. Apply a wide range of teaching and learning strategies to reduce individual barriers to learning and to meet the variety of pupil needs in London.
3. Develop and implement inclusive practices in a range of learning settings appropriate to the diversity of pupils in London and the complexity of their personal learning, including support for special educational needs, to raise pupils' achievements.
4. Progress partnerships within and beyond the classroom with support staff, teachers, other professionals, agencies and community resources, to promote pupils' achievements, learning, development and well-being.
5. Analyse and use relevant data to inform and promote the highest possible aspirations for pupils and to target expectations and actions to raise pupil achievements.

Subject, specialism and phase

6. Demonstrate ongoing development and application of subject, specialism and/or phase knowledge and expertise, drawing on opportunities and resources in London to enrich the learning experience.
7. Identify and use the knowledge and experiences that pupils, their families and other communities bring from outside the school to enrich curriculum development and teaching practices.

Whole school

8. Contribute to the development and application of whole school policies and activities, to extend opportunities for pupil and school achievements in London.
9. Promote and apply shared professional learning and other forms of support and development for teachers to learn and work together, taking account of teacher mobility, to strengthen collective knowledge and expertise across teachers in London.

Diversity, communities and cultures

10. Build on, extend and apply knowledge of the range of communities, cultures and sub-cultures in London, to inform and promote individual pupils' learning.
11. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society.
12. Demonstrate a capacity to deal constructively and sensitively with conflicting community and cultural values in classrooms and schools.

ANNEX 3 - Administrative and clerical tasks

1. Collecting money from pupils and parents.
2. Investigating a pupil's absence.
3. Bulk photocopying.
4. Typing or making word-processed versions of manuscript material and producing revisions of such versions.
5. Word-processing, copying and distributing bulk communications, including standard letters, to parents and pupils.
6. Producing class lists on the basis of information provided by teachers.
7. Keeping and filing records, including records based on data supplied by teachers.
8. Preparing, setting up and taking down classroom displays in accordance with decisions taken by teachers.
9. Producing analyses of attendance figures.
10. Producing analyses of examination results.
11. Collating pupil reports.
12. Administration of work experience (but not selecting placements and supporting pupils by advice or visits).
13. Administration of public and internal examinations.
14. Administration of cover for absent teachers.
15. Ordering, setting up and maintaining ICT equipment and software.
16. Ordering supplies and equipment.
17. Cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same.
18. Taking verbatim notes or producing formal minutes of meetings.
19. Co-ordinating and submitting bids (for funding, school status and the like) using contributions by teachers and others.
20. Transferring manual data about pupils not covered by the above into computerised school management systems.

21. Managing the data in school management systems.

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