

## The School Teachers' Review Body

# Survey of Teachers' Pay

# Guidance Notes

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An example sheet for Question 4 is provided in the centre pages of this document.

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### *Guidance for Question 2: Pay of Head Teacher*

For guidance on the classification of schools, please see page 2 of this guidance booklet, and Part III of the School Teachers' Pay and Conditions Document 2001.

### *Guidance for Question 4: Pay of Qualified Classroom Teachers*

- **Point on scale:** Teachers who have passed the threshold and have started receiving those payments should be on point 1 of the upper pay scale. All other teachers should be on a point on the main pay scale. The monetary values corresponding to each point on the main and upper pay scales for September 2001 and September 2000 are shown on page 7 of these notes.
- **Allowances:** The allowances available under each criterion, and a description of their applicability, are shown on page 6 of these notes. The range of allowances and their monetary values for September 2001 and September 2000 are shown on page 7 of these notes.
- **Safeguarded Salaries:** See page 6 of these notes.
- **Pay at 1 September 2000:** For teachers who have passed the threshold and been awarded payment backdated to September 2000, please complete this section with reference to their post-threshold pay.
- **London Allowance:** the London area allowances paid to teachers in Inner London, Outer London and the Fringe area should not be recorded on the questionnaire.

## Guidance for Question 2

**School groups for determining heads' pay**

For **mainstream** schools, the school group for determining the pay of the headteacher is defined as shown below. The right hand table shows how the unit total is defined.

<b>Unit total</b>	<b>Group</b>
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 above	8

<b>Number of pupils on school register</b>	<b>Units<sup>1</sup></b>
For each pupil in pre-KSI, KSI or KS2	count 7
For each pupil in KS3	count 9
For each pupil in KS4	count 11
For each pupil in KS5	count 13

**Note 1:** Each pupil with a statement of special needs counts an additional 3 units if he or she is in a special class consisting wholly or mainly of such pupils or, if not in such a class, only where the relevant body so determines.

For **special schools**, the unit total is defined by a calculation involving pupil numbers weighted by key stage and the ratio of full time equivalent staff to pupils. The details of the calculation are set out in paragraphs 8.1 to 8.6 in the School Teachers' Pay and Conditions Document 2001.

The group for special schools is defined by the following table:

<b>Unit total</b>	<b>Group</b>
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 above	8

## Pay Spine for the Leadership Group

Spine point	1 September 2001 £pa	1 September 2000 £pa
L1	29,499	28,446
L2	30,237	29,157
L3	30,993	29,886
L4	31,767	30,633
L5	32,559	31,398
L6	33,375	32,184
L7	34,278	33,054
L8	35,064	33,813
L9	35,940	34,659
L10	36,864	35,550
L11	37,821	36,471
L12	38,694	37,314
L13	39,660	38,244
L14	40,647	39,198
L15	41,658	40,173
L16	42,768	41,241
L17	43,755	42,195
L18	44,853	43,254
L19	45,963	44,322
L20	47,103	45,423
L21	48,270	46,548
L22	49,467	47,703
L23	50,694	48,885
L24	51,951	50,097
L25	53,238	51,339
L26	54,558	52,611
L27	55,911	53,916
L28	57,297	55,254
L29	58,719	56,625
L30	60,177	58,029
L31	61,668	59,469
L32	63,201	60,945
L33	64,767	62,457
L34	66,372	64,005
L35	68,019	65,592
L36	69,705	67,218
L37	71,439	68,889
L38	73,206	70,593
L39	74,988	72,312
L40	76,863	74,121
L41	78,783	75,972

Guidance for Question 4

# Example Sheet

## 4. Pay of Qualified Classroom Teachers

Please complete both sides of the table below using one line for each qualified classroom teacher **(do not include heads, deputies, assistant heads and ASTs)**. Information should be recorded to reflect the position at 1 September 2001 and 1 September 2000. For teachers joining later than September 2000, the section for 1 September 2000 should be left blank, and a source of appointment entered. Please also refer to the example sheet in the guidance notes.

This column is to help you identify each teacher and may be detached if you wish before you return the form

Teacher Identifiers		Source of appointment *[Please refer to the notes on the facing page]	Full/ part time F/P	Pay at September 2001					
				(see column base for maximum possible points: see also guidance notes)					
				Main scale or upper pay scale M/U	Point on scale	Allowances			Safeguarded salary Y/N
	Male/ Female M/F					Management	Special needs	Recruitment/ retention	
1	DS		F	M	9	2		2	Y
2	LA		F	U	1	1	2		N
3	BF	1	F	M	2				N
4	AG		F	M	7	2			N
5	TM		F	M	4			1	N
6	SS	3	P	U	1				N
7	AS		F	U	1	3		3	Y
8	KA		F	M	3		1		N
9	JK		P	U	1	1			Y
10	VS	3	F	M	6	1			N
11									
12									

### \*Source of appointment

(For teachers joining the school later than September 2000 only. This column should be left blank for all other teachers.)

If a teacher was newly appointed to a post in your school later than September 2000, please leave the whole row blank for 2000 and enter one of the following codes for 'Source of appointment':

- 1 for new entrants to teaching (i.e. entering any kind of teaching for the first time)
- 2 for those returning to teaching after a break in service (i.e. having previously taught in this school or elsewhere)
- 3 for those transferring directly from another teaching post (i.e. without a break in service) in a maintained school in England or Wales
- 4 for those transferring directly from another teaching post (i.e. without a break in service) elsewhere.

### Main scale or upper pay scale

Teachers are paid on either the main or upper pay scale, only those who have passed the threshold have access to the upper pay scale.

### Point on the scale

- Teachers who have passed the threshold and have started receiving those payments should be on a point on the upper pay scale. All other teachers should be on a point on the main pay scale.
- The salaries payable on the main and upper pay scales and the range of allowances available are shown on page 7 of these notes.

### Allowances

- The number of allowances available under each criterion, and a description of their applicability, is shown on page 6 of these notes.

### Safeguarded salaries

See page 6 of these notes.

	<b>Pay at 1 September 2000</b> Please see note on right (see column base for maximum possible points: see also guidance notes)				
	Main scale or upper pay scale <b>M/U</b>	Point on scale	Allowances		
			Management	Special needs	Recruitment/ retention
1	<b>M</b>	<b>9</b>	<b>2</b>		<b>2</b>
2	<b>U</b>	<b>1</b>	<b>1</b>	<b>1</b>	
3					
4	<b>M</b>	<b>6</b>	<b>2</b>		
5	<b>M</b>	<b>3</b>			
6					
7	<b>U</b>	<b>1</b>	<b>2</b>		<b>3</b>
8	<b>M</b>	<b>2</b>		<b>1</b>	
9	<b>M</b>	<b>9</b>	<b>1</b>		
10					
11					
12					

#### Backdated threshold payments

For teachers who have passed the threshold and been awarded payment backdated to September 2000, please complete this section with reference to their post-threshold pay, i.e. on the upper scale.

If decisions on any threshold applications have not yet been finalised (for either September 2000 or September 2001) those teachers should be shown as remaining on the main scale.

#### London Allowance

The London area allowances paid to teachers in Inner London, Outer London and the Fringe area should not be recorded on the questionnaire.

#### Backdated threshold payments

For teachers who have passed the threshold and been awarded payment backdated to September 2000, please complete the section relating to pay at 1 September 2000 with reference to their post-threshold pay, i.e. on the upper scale (as with teachers 2 and 7 above).

If decisions on any threshold applications have not yet been finalised (for either September 2000 or September 2001) those teachers should be shown as remaining on the main scale.

## Guidance for Question 4

## Allowances for qualified classroom teachers

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**Management** – these allowances are awarded to a teacher who ‘undertakes significant specified management responsibilities beyond those common to the majority of classroom teachers’.

- Management allowances can be awarded at 5 different levels.

**Special educational needs** – for those wholly or mainly teaching pupils with special educational needs (in special or mainstream schools):

At September 2000:

- allowance 1 awarded (on a mandatory basis) to those wholly or mainly engaged in teaching “statemented” children; or engaged wholly or mainly in taking charge of special classes consisting wholly or mainly of pupils who are visually or hearing impaired, even if they are not “statemented”; or awarded (on a discretionary basis by governing bodies) after taking account of the role of the individual teacher, the related duties of other teachers and the school’s salaries policy.
- allowance 2 may be awarded at the discretion of the governing body for recognition of relevant qualifications and/or experience.

From September 2001:

- allowance 1 may also be awarded, at the discretion of the governing body, to teachers in mainstream schools in recognition of a particular contribution to the teaching of pupils with special educational needs.

**Recruitment and retention** – to be awarded at the discretion of the governing body, to ease *particular* recruitment and retention problems.

At September 2000:

- up to allowance 2 (up to allowance 3 in the Inner London Area) was awardable.
- in schools subject to special measures, up to allowance 3 (up to allowance 4 in the Inner London Area) was awardable.

From April 2001:

- up to allowance 5 is awardable, at the discretion of the relevant body of the individual schools.

## Safeguarded salaries

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No teacher should have received a lower salary as a result of the introduction of the new pay system at September 2000. Some teachers may be on safeguarded salaries as a result of the new pay structure. This safeguarding may remain at September 2001.

*For example recruitment and retention allowance 1 at September 2000 may have a lower monetary value than a point which was awarded for those purposes under the old pay structure. In this case the salary will be safeguarded.*

- The details of the safeguarding arrangements are described in paragraph 25 of the School Teachers’ Pay and Conditions Document 2001 and paragraphs 23 to 29 of the School Teachers’ Pay and Conditions Document 2000.
- The appropriate column should be used to indicate if a teacher is in receipt of a safeguarded salary.

## Pay for qualified classroom teachers

	Spine point	1 Sept 2001 £pa	1 Sept 2000 £pa
<b>Main pay scale</b>	1	16,038	15,141
	2	17,001	16,050
	3	17,892	16,923
	4	18,831	17,844
	5	19,821	18,906
	6	20,862	20,046
	7	22,035	21,249
	8	23,358	22,524
	9	24,843	23,958
<b>Threshold</b>			
<b>Upper pay scale</b>	1	26,919	25,959
	2	27,915	26,919
	3	28,947	27,915
	4	30,018	28,947
	5	31,128	30,018

## Additional allowances

	1 Sept 2001 £pa	1 Sept 2000 £pa
management 1	1,539	1,485
management 2	3,111	3,000
management 3	5,343	5,151
management 4	7,353	7,092
management 5	9,927	9,573
recruitment and retention 1	942	909
recruitment and retention 2	1,848	1,782
recruitment and retention 3	2,802	2,703
recruitment and retention 4	3,903	3,765
recruitment and retention 5	5,085	
special needs 1	1,572	1,515
special needs 2	3,111	3,000