**[PART A] GUIDANCE**

**Harrow Council September 2021**

**Guidance, and form for notifying appointment , or changes to Headteachers pay**

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| **1) Performance Reviews of Headteacher** |
| **2) New Headteacher Appointment** |
| **3) Changes to Head pay range (e.g. upon significant change in responsibilities)** |

The attached form at PART B should be used by the relevant body (**for community and faith schools this is the Governing Body**) to communicate to the Local Authority their decisions relating to Headteacher pay following ***performance reviews****,* or upon ***appointment***, or where applicable when there has been a ***change to a pay range*** on or after 1 September 2021.

Decisions on Headteacher pay **must** be made in accordance with the statutory provisions of the current School Teacher's Pay & Conditions Document (STPCD), and in accordance with the school's pay policy. Schools need to ensure that their pay policy is clear that performance related progression will provide the basis for decisions on pay, and that the school appraisal policy reflects the link between performance and pay**.**

Governors with staffing/pay associated responsibilities are encouraged to familiarise themselves with the STPCD. In respect of Headteacher performance reviews thehead teacher will be appraised by the Governing Body, supported by a suitably skilled and/or experienced external adviser who has been appointed by the Governing Body for that purpose.

The STPCD September 2021 Section 3 Guidance explicitly states that ***"The Document does not provide for the payment of bonuses or so-called 'honoraria' in any circumstances."***

**For monitoring purposes, the Director of People Services wishes to be made aware of any proposal by a Governing Body to set a pay range or make any other financial award to a headteacher (or other Leadership Group member) outside of the relevant headteacher group. To this end any completed form proposing such a payment will be forwarded to the Director as a matter of course.**

**1) PERFORMANCE/PAY REVIEW OF HEADTEACHER**

There is a mandatory requirement for an annual review of the pay of members of the leadership group with the decision to be effective from the preceding 1 September.

Pay progression linked to performance for all teaching staff was introduced after the September 2013 pay award. The STPCD 2021 gives provision for the pay of leadership posts to be progressed subject to a review having been undertaken of the post holder’s performance. The Performance Management Regulations also make it a statutory requirement for governors to take advice from an External Adviser when setting and reviewing the objectives of the headteacher. The ***school's pay policy and appraisal policy*** will provide detail of the criteria for progression based upon performance.

**2) NEW HEADTEACHER APPOINTMENT**

The Governing Body must assign the school to a ***headteacher group*** and determine the ***headteacher's pay range*** whenever it proposes to appoint a new headteacher. The headteacher group is determined by reference to its total unit score calculated from pupil rolls (from school census returns) at the corresponding key stages in accordance with paragraphs 5.1 to 8.5 of the STPCD 2021. The relevant pay ranges associated with the resulting headteacher groups is shown in the table at paragraph 5.3 of the STPCD 2021 (Harrow Schools fall into the category of ***Outer London Area)*** and also on the **3rd page of this guidance**. The Governing Body **must** determine ***an appropriate pay range for the headteacher within the overall headteacher group range,*** in accordance with paragraph 9 of the STPCD 2021. Under previous documents this was a 7 consecutive point ISR (Individual School Range). ISRs no longer feature within the STPCD and there are no prescribed Leadership points/increments; only ***statutory pay ranges*** giving ***the minimum and maximum*** of the range. The majority of Harrow's schools may well continue to recognise reference points equivalent to the previous Leadership ('L') pay scale points and may choose to continue to establish a 7 point range for headteachers and 5 point ranges for deputies and assistant headteachers, although this is entirely discretionary.

In determining an appropriate pay range, the Governing Body must take into account***all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.*** In the case of a new appointment, the Governing Body may wish to consider whether the requirements of the post and the extent to which the candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. The Governing Body must ensure that there is appropriate scope within the range to allow for performance related progress.

Further guidance on the process of setting leaders' remuneration is contained in the DfE's publication ***"Implementing your school's approach to pay"***, which can be found on the HR4schools website.

***Pay ranges for* *headteachers should not normally exceed the maximum of the headteacher group***. However, the headteacher’s pay range (where determined on or after 1 September 2014) may exceed the maximum where the Governing Body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Governing Body must ensure that*the maximum of the headteacher’s pay range and any additional payments made under paragraph 10 (Temporary payments to Headteachers) of the 2021 STPCD does not exceed the maximum of the headteacher group by more than 25%* *other than in exceptional circumstances*; in such circumstances, ***the governing body must seek external independent advice before providing such agreement and support its decision with a business case.***

***The maximum of the deputy or assistant headteacher’s pay range must not exceed the maximum of the headteacher group for the school.*** *The pay range for a deputy or assistant headteacher should only overlap the headteacher’s pay range in exceptional circumstances*.

Advice can be obtained from the Hr4Schools website at <https://hr4schools.harrow.gov.uk>/ or by email to [AskHR@harrow.gov.uk](mailto:AskHR@harrow.gov.uk)

**3) CHANGES TO HEAD PAY RANGE**

Changes to leadership group pay (outside of recruitment or annual performance reviews) may be made where the responsibilities of a leadership post have significantly changed, or it is part of a review of pay of all leadership posts and it is determined this is required to maintain consistency with pay arrangements for new leadership group appointments or with pay arrangements for leadership group member(s) whose responsibilities have significantly changed.

Separately, there is a non-mandatory discretion for a review to be undertaken of the pay ranges for leadership posts. This discretion may be applied *at any time* where this is considered necessary, for example where the pupil numbers have increased and the group size increases/decreases. If the Governing Body takes such a decision effective between 1 September 2021 to 31 August 2022 this may be reported on this form.

Decisions must be taken in accordance with the statutory provisions of the School Teachers’ Pay and Conditions Document. Schools should ensure there is *a proper record made of the reasoning behind the determination of the headteacher pay range* (*including any temporary payments* made). Where it has been necessary for the governing body to seek external independent advice (i.e. where it is believed there are wholly exceptional circumstances to warrant a payment which exceeds the limit of 25% of the amount corresponding to the maximum of the headteacher group for the school), there must be a *clear audit trail of such advice and a detailed record of any consequent decisions by the governing body, including the reasoning* behind them.

Pay Reference Information

**September 2021 pay award**

From September 2021, the minimum and maximum of the leadership range for each of the 8 Group Ranges were not increased.

The reference points below remain unchanged from the 2020 leadership range reference points. ***The points are entirely discretionary and provided for reference*** for those schools who may decide to retain the pay points which were previously in place. You should check your agreed pay policy to see what has been adopted by your school.

**\*Leadership Group Discretionary Reference Points w.e.f. 01.09.2021 (inc. Outer London Allowance). \* Indicates maximum of group discretionary pay point**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **L1** | £45,542 | **L14** | £61,479 | **L24** | £77,643 | **L35\*** | £99,624 |
| **L2** | £46,601 | **L15** | £62,926 | **L25** | £79,489 | **L35** | £100,620 |
| **L3** | £47,676 | **L16** | £64,514 | **L26** | £81,372 | **L36** | £103,026 |
| **L4** | £48,785 | **L17** | £65,921 | **L27\*** | £82,480 | **L37** | £105,509 |
| **L5** | £49,919 | **L18\*** | £66,827 | **L27** | £83,305 | **L38** | £108,037 |
| **L6** | £51,082 | **L18** | £67,496 | **L28** | £85,290 | **L39\*** | £109,489 |
| **L7** | £52,371 | **L19** | £69,087 | **L29** | £87,316 | **L39** | £110,584 |
| **L8** | £53,499 | **L20** | £70,713 | **L30** | £89,406 | **L40** | £113,266 |
| **L9** | £54,750 | **L21\*** | £71,666 | **L31\*** | £90,632 | **L41** | £116,010 |
| **L10** | £56,072 | **L21** | £72,383 | **L31** | £91,539 | **L42** | £118,828 |
| **L11** | £57,436 | **L22** | £74,090 | **L32** | £93,724 | **L43** | £120,513 |
| **L12** | £58,688 | **L23** | £75,842 | **L33** | £95,975 |
| **L13** | £60,073 | **L24\*** | £76,874 | **L34** | £98,263 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \*\* September 2020 Pay Ranges for Headteachers – Outer London Area  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | GROUP | PAY RANGE | £ | GROUP | PAY RANGE | £ | | Group 1 | L6 - L18 | £51,082 - £66,827 | Group 5 | L18 – L31 | £67,496 - £90,632 | | Group 2 | L8 - L21 | £53,499 - £71,666 | Group 6 | L21 – L35 | £72,383 - £99,624 | | Group 3 | L11 – L24 | £57,436 - £76,874 | Group 7 | L24 – L39 | £77,643 - £109,489 | | Group 4 | L14 – L27 | £61,479 - £82,480 | Group 8 | L28 – L43 | £85,290 - £120,513 | |

Note:

The STPCD sets out the above minimum and maximum salary points for headteacher’s pay for each of the eight school groups. These apply unless the governing body has exercised its discretion, in accordance with the STPCD, to exceed these limits. The 1% pay award effective from September 2015 was not applied to the maxima of the headteacher group pay ranges. However, headteacher’s on these specific pay points but not on the maxima of their group range, did receive the increase. Therefore, resulting in the creation of two values in the discretionary reference point structure as indicated above.

[PART B] FORM (These 4 pages to be completed and returned)

STAFF CONFIDENTIAL

To: **Please return the completed form to the payroll inbox at Payroll@harrow.gov.uk**

**General details**

**School** ……………………………………………………………………………………………….

**Position**

**Name of Post holder**

**Employee No** ……………………………………..

**Current details at 31.8.2021 for reference:**

**School Group size: Headteacher’s Existing Salary:**

**£………. to £………...**

**Current Pay Range (as currently set by the GB) Salary**

**L…......... to L…..........** ..………

**Current Pay Range (as currently set by the GB) Points**

# 1. Performance Review - Pay Progression

Following a review of performance against objectives previously established *(for headteachers this must include consultation with the external adviser)* the following has been decided with regard to the above named post holder:

|  |  |  |
| --- | --- | --- |
| ***Please ensure that you put a ‘YES’ in the box below that reflects your decision: (include details of pay points if in use by the school)*** | | ***Only enter ‘YES’ in ONE of these boxes*** |
| 1 | The post holder will **not be progressed** on their pay range |  |
| 2 | The post holder will be **progressed by one discretionary pay point** on their pay range |  |
| 3 | The post holder will be **progressed by** **two discretionary pay points** on their pay range |  |
| 4 | The post holder will be progressed by (**indicate the number of**) **discretionary pay points** on their pay range |  |

|  |  |
| --- | --- |
| ***Please ensure that you enter the new salary (and discretionary reference pay point if appropriate) if you are making an incremental change:*** | ***Enter new annual salary in this box*** |
| Following this Performance Pay Progression review and with effect from  1 September 2021 the post holder will be paid the annual salary of: | **£**  **(L………….)** |

\*Please see attached Leadership Group Discretionary Reference Points w.e.f. 01.09.2021

# 2. New Appointment of Headteacher

**NOTE: Please see STPCD 2021 Section 2, Part 2, paras 4.1-11.2 and Section 3 Guidance paras 1 - 28.**

**School:** …………………………………………………………………………………………

**Headteacher's** **Name:** ……………………………………………………………………………...

**Start Date: ……/……/…….**

£

School Group size: Headteacher Group Pay Range:

Please specify below the Salary on commencement and the individual pay range appointed to:

£

Headteacher starting salary:

£

Individual Pay Range:

1. Is the individual pay range within the Headteacher Pay Range for the school Group size? Y/N

2. If not, and the pay range exceeds the maximum of the headteacher group, please provide details below of the circumstances specific to the role or candidate which the relevant body considered to warrant a higher than normal payment.

2. Details:

\*\* Please see relative Headteacher Pay Ranges for School Group Sizes

\*\* Ranges do not have to be 7 points, but this reflects common practice within Harrow

3. Does the Headteacher’s Pay Range together with any additional payments made under paragraph 10 of the 2021 STPCD exceed the maximum of the headteacher group by more than 25%? Y/N

4. If yes, and the Headteacher’s Pay Range exceeds 25%, has the Governing Body sought external independent advice before agreeing that the wholly exceptional circumstances for so doing warrant such payments, and is this decision supported by a business case? Y/N

# Allowances/Discretionary Payments

Please indicate below any allowances/temporary payments to be made to the Headteacher

|  |  |  |
| --- | --- | --- |
| ***Please ensure that you put a ‘YES’ and the amount in the right hand columns that reflects your decision (you may refer to the STPCD 2021 )*** | | **Amount £** |
| **HEADTEACHER POST** | | |
| **1.** | Temporary Allowance (temporary duties in addition to the post for which their salary has been determined) must not exceed 25% above the maximum of the headteacher group |  |
| **2.** | Residential duties (only if not a requirement of the post) |  |
| **3.** | Additional activities by the headteacher relating to the raising of educational standards to one or more additional schools |  |
| **4.** | Recruitment and Retention (limited to reimbursement of reasonably incurred housing or relocation costs). |  |
| **5.** | Other – please provide detail |  |
| **Total Sum of Discretionary Payment: £** | | |

(All payments will be for the period 1st September 2021 to 31st August 2022)

All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher – including non-monetary benefits – must be taken into account when determining the pay range. Where the Governing Body pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under the School Teachers’ Pay and Conditions Document 2021.

Subject to payments made in accordance with residential duties being a requirement of the post; or to the extent that the payment is in respect of housing or relocation expenses which relate solely to the personal circumstances of that headteacher, the total sum of the temporary payments made to a headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the head teacher, **and the total sum of salary and other payments made to a head teacher must not exceed 25% above the maximum of the headteacher group**, except where the relevant body determines that additional payments are to be made to the headteacher **in wholly exceptional circumstances** and with the agreement of the governing body. In this case the governing body must seek external independent advice before producing a business case, seeking such agreement.

# 3. Pay Range Change

Having noted the non-mandatory discretion to review the pay ranges of leadership post holders it has been decided that:

|  |  |  |
| --- | --- | --- |
| ***Please ensure that you put a ‘YES’ in the box below that reflects your decision:*** | | ***Only enter ‘YES’ in ONE of these boxes*** |
| 1 | The pay range for the above named post holder has **not** been reviewed as at 1 September 2021. |  |
| 2 | The pay range for the above named post holder has been reviewed as at 1 September 2021 but it has been decided that the range **shall not** be changed. |  |
| 3 | The pay range for the above named post holder **has been** reviewed and a new pay range for the post holder has been determined with effect from 1 September 2021 |  |

|  |  |
| --- | --- |
|  | ***Enter new range in this box*** |
| New range (only if applicable): |  |
| Reason for changing the range (this should be a minuted decision of the Governing Body): |  |

# 4. Authorising Statement

The above decisions have been made by the Governing Body or a Committee constituted in accordance with the Education (School Governing Body) Regulations in which appropriate authority has been delegated by the Governing Body. In making the above decisions it is understood that the Governing Body has authority only to act in accordance with the statutory provisions as set out in the School Teachers’ Pay and Conditions Document 2021. The Governing body confirm that they have taken advice from an external independent advisor where required.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Print Name:** |  |
| **Designation: (e.g. Chair of GB)** |  |
| **Date** |  |
| **Contact Email or mobile no:** |  |

**Please return the completed form to the payroll inbox at Payroll@harrow.gov.uk**

**FOR LOCAL AUTHORITY USE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Counter signed by Director of People Services* | **Signed:** | **Date:** |  |