

Quick Guide - Upper pay range

This guidance provides a summary of the process for moving to or up the upper pay range . Managers and staff should refer to the [Pay Policy](#) for the full guidance.

All annual pay reviews that have taken place during the autumn term 2023 will be backdated to 1st September 2023.

1) Moving to the upper pay range

Any teacher who has achieved Qualified Teacher Status can apply to be on the upper pay range. However this procedure would normally be initiated when a teacher reaches M5.

Appraiser: During the annual appraisal review the appraiser should:

- Check that any teacher who is on the main scale is clear on the process and timeframes involved for applying to the upper pay scale and ask if the teacher wishes to consider applying for the threshold.
- Advise any teacher on point 5 of the main pay scale that suitable targets need to be set to ensure a successful future application for progression through the upper pay range.

Teacher : It is for the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

- A teacher, who wishes to become a post threshold teacher, should advise their reviewer two years in advance.
- Those wishing to apply for performance threshold assessment may do so before 31st October (this is flexible, and only our recommendation). Consideration will be given to accepting late applications dependent on individual circumstances e.g. absence prevents this deadline being met.

Setting targets and assessing performance

Once the teacher has confirmed they would like to apply to the upper pay range, the appraiser should:

- share a copy of the [Upper pay range application](#) with the teacher;
- use the Upper pay range application as a guide to set appropriate threshold targets to ensure that performance is assessed over the appropriate period;
- agree with the teacher what the success criteria will be for each target and the evidence that can be used to demonstrate success;
- meet regularly to review the progress against the threshold targets and the appraiser should raise any concerns with the teacher at the earliest opportunity.

In order to move to the upper pay range, the teacher must provide two consecutive successful performance management reviews, including the threshold targets which have been met, where appropriate.

The application process

Applications must be submitted to the Headteacher and:

- Include two consecutive successful performance management reviews.
- The 2011 and 2012 regulations provide that all applications should include the results of reviews or appraisals, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria - see [Upper pay range application](#)).
- Be submitted by 31st October each year (schools can specify a later deadline should they wish and consideration will be given to accepting late applications after the closing date where individual circumstances e.g. absence prevent this deadline being met).

Using the upper pay range application to provide supplementary evidence

The appraisal process would normally be expected to provide sufficient evidence for a teacher's application to the upper pay range. There are certain circumstances where the appraisal process may not be able to provide all the required evidence such as where a teacher below M5 is applying to move to the upper pay range or when a teacher is transferring from a different school. In these cases, the [Upper pay range application](#) document can be used to record any supplementary evidence.

2) Moving up the upper pay range

Progression through the Upper Pay Scale is not automatic. Teachers can only progress if their performance has been reviewed through the appraisal process and they are assessed as being **highly competent** and have made a **substantial** and **sustained** contribution to the school taking into consideration teacher standards including targets set for upper pay range.

In making this decision the pay committee will consider the following: -

- Objectives have been met as determined during appraisal process
- Evidence from the appraisal which confirms that the criteria of 15.2 of the STPCD has been met (using the definitions above):
 - a) that the teacher is highly competent in all elements of the relevant standards; and
 - b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.
- The pay recommendation of the appraiser