**Teacher including Headteacher Performance Related Pay/Appraisal Check List**

The [Governors’ Handbook](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/352752/Governors_Handbook_2014.pdf) (January 2015) outlines that the relevant body (usually the governing body) of a school must adopt and take full responsibility for maintaining, updating and implementing a robust and considered pay policy

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| **Full GB** | **In place/in progress/not in place** | **Comments/ Improvements/next steps** |
| Review **pay policy** annually for teachers including headteachers. Make sure any relevant changes to leadership pay reflected in policy |  | Recommend that include support staff as part of pay policy or have a separate policy. Guidance on support staff on [EGfL](http://www.egfl.org.uk/categories/personnel/payroll/pay_policy.html) |
| Review **appraisal policy** annually for teachers incl. headteachers  |  | Teachers must have written report/statement of objectives etc.  |
| The **criteria for pay progression** including teacher standards agreed and understood |  | Policy/process makes clear the moderation of objectives and pay recommendations and moderation process throughput the year |
| GB delegated/confirmed who will make **decisions re teacher pay** e.g. pay committee  |  | Recommend no less than three governors plus the headteacher for pay committee. They can invite SBM/finance officers to support with any questions |
| Teacher and headteacher **appraisers** suitably trained and CPD needs identified and addressed/budgeted for |  | Are all appraisers skilled and know the school policy/process including evidence required/process for making pay decisions? |
| All teacher **pay decisions** finalised 31st October  |  | The appraisal period runs for twelve months. The Regulations no longer state dates for the appraisal cycle just pay decisions. We would suggest it makes sense for it to be in line with when pay decisions need to be made |
| **Appeals** process agreed  |  | We recommend that the full GB delegate responsibility of deciding on pay to the pay panel/resources committee for teachers and HT appraisal panel for headteachers. The reason for this to allow for ‘independent’ governors to sit on appeals panels if required (i.e. must not have been part of any pay decisions). The school appeals process should reflect the ACAS code of practice. N.B full GB should still approve finances |
| **Headteacher (HT) report** on appraisals and outcomes linked to pay |  | This must be annual but could be more regular e.g. form part of the HT report to governors – reporting key information relating to impact of appraisal policy on teaching and learning and CPD. Should cover not just annual results/outcome but effectiveness of ongoing appraisal/monitoring of .NB ongoing PERFOMANCE is key not just end results |
| **Monitoring** of teacher performance – quality of teaching and link to appraisal evidence/monitoring  |  | Monitor the impact of appraisal/ pay on teacher performance and on- appraisal/monitoring (see above HT report) going. Ofsted question to an Ealing GB: If 60% of teaching good and outstanding in your school what are governors doing/going to do about other 40%. Could you answer? |
| Annually review **staffing structure** (fit for purpose) and staff conditions |  | Generic appraisal evidence can be used to help inform  |
| **Pay Committee** | **In place/in progress/not in place** | **Comments/ Improvements/next steps** |
| **Terms of reference** and membership reviewed and agreed  |  | Annually to make sure in line with current appraisal and pay policies. Confidentiality and sensitivity of handling information needs to be part of this.  |
| **Reviewing pay and performance** of staff in co-operation with HT. Review and agree the HT recommendations for * Main pay range
* Upper pay range - applications for and progression
* Leadership
 |  | Overall. Key is that the school’s pay policy is followed. Since 2014, pay no longer necessarily based on length of service nor just objectives but on overall performance.  |
| Is the **pay recommendation** in line with the criteria set out in the pay policy? |  | Process for approving pay should be set out in the pay policy and linked to appraisal process  |
| Is there **robust evidence** to support pay recommendations? |  | If standards are falling or levelling but appraisal targets all or mostly being met, can look to see if appraisal is robust enough or objectives sufficiently stretching  |
|  Do the r**ecommendations** show a strong link between appraisal and salary progression? |  | Usually headteacher will recommend to the pay committee whether a teacher should receive zero, one or two pay points (if in policy) increase on its pay scale |
|  Is the pay recommendation in line with **school’s spending plan**?  |  | Budget planning in advance key here - **cannot** deny statutory and agreed pay progression on basis of lack of funds  |
|  **Monitor the outcomes** of pay decisions |  | including the extent to which different groups of teachers may progress at different rates and check process operates fairly |
| Process for **approving pay** should be set out in the pay policy |  |  |
| Are all **pay decisions minuted** clearly showing their rationale  |  |  |

**Headteacher Appraisal**

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| **HT Appraisal Panel** | **In place/in progress/not in place** | **Comments/ Improvements/next steps** |
| HT **appraisal panel** selected and trained  |  | GB must agree a panel of 2 (minimum) or 3 governors. This should be done in the summer term at the latest. All members must be suitably trained and have knowledge of all relevant documents e.g. pay and appraisal policies, HT job description, SIP and SEF, previous performance objectives, HT standards etc  |
| An **External Adviser** has been selected and appointed |  | GB responsibility – again finalised in the summer term latest. |
| HT **appraisal panel have met with the HT and external reviewer** to review HT performance against last year’s objectives and to agree new objectives  |  | We recommend HT appraisal takes place before teacher appraisals (summer or very early autumn. HT objectives should form the basis of the type of targets set for teachers linked to the school priorities and job roles. Ensure HT is informed of process, dates and standards they will be assessed against when objectives and success criteria/evidence set.  |
| HT appraisal panel has agreed **HT pay** recommendation |  | The appraisal period runs for twelve months. The Regulations no longer state appraisal cycle dates just pay decision dates. Pay decision by 31st December. Advice about HT pay should be sought before appraisal meetings from HR. It should be clear at the outset what pay implications are if the HT is successful in meeting their objectives at the end of the review period.  |
| HT appraisal completed. |  | HT has written report of agreed objectives etc. which have been agreed. CPD needs linked to appraisal objectives and school priorities should be included also |
| In-year **monitoring** of HT performance /impact on regular basis (rec termly) |  | Have dates been set? |