

Teacher including Headteacher Performance Related Pay/Appraisal Check List

Paragraph 5.6 of the [Governors' Handbook](#) 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

Full GB	In place/in progress/not in place	Comments/ Improvements/next steps
Revised pay policy for teachers including headteachers 2013/14 approved and in place		Recommend that include support staff as part of pay policy or have a separate
Appraisal policy revised and approved		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 throughout 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 and SBM by invitation to support with any questions
Appraisers suitably trained and CPD needs identified and addressed/budgeted for		Are all appraisers fit for purpose?
All teacher pay decisions finalised 31st October		The appraisal period runs for twelve months. The Regulations no longer state dates. We would suggest it makes sense for it to be in line with when pay decisions need to be made
Appeals process agreed		Important that not the whole GB not part of teacher or HT pay discussions/decisions to enable impartiality if appeals occur. The appeals process should reflect the ACAS code of practice
HT report on appraisals and outcomes linked to pay		This must be annual but could be more regularly e.g. form part of the HT report. Should include impact/difference appraisal making incl. CPD
Monitoring of teacher performance – quality of teaching and link to appraisal evidence/monitoring		Monitor the impact of appraisal/ pay on teacher performance. 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%
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		
Reviewing pay and performance of staff in co-operation with HT Review and agree the HT recommendations for <ul style="list-style-type: none"> • Main pay range (from 2014) • Upper pay range - applications for and progression • Leadership 		From 2014, pay no longer based on length of service nor just objectives – performance overall
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
Is there robust evidence to support pay recommendations?		
Does the recommendation 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

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 or 3 governors
An External Adviser has been appointed		GB responsibility
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		Ensure HT is informed of process and standards will be assessed against when objectives and impact set
HT appraisal panel has agreed HT pay recommendation		The appraisal period runs for twelve months. The Regulations no longer state dates. Pay decision by 31 st December. We recommend HT appraisal takes place before teacher appraisals (summer or very early autumn)
HT appraisal completed.		HT has written report of agreed objectives etc.
In-year monitoring of HT performance /impact on regular basis		Have dates been set?