



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## Threshold Assessment Policy

Agreed by Governors February 2024

### 1. Introduction

The purpose of this Threshold Assessment Policy is:

- To provide guidance to qualified teachers to allow them to apply for progression through the Teacher's Upper Pay Scale;
- To ensure qualified teachers are aware of the requirements to apply for progression;
- To ensure consistency and transparency in the consideration of teacher progression through the Upper Pay Scale.

This policy is a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Employment Rights Act 1996
- Employment Relations Act 1999
- Education Act 2002
- Equality Act 2010
- School Staffing (England) Regulations 2009
- Education Act 2011
- Education (School Teachers' Appraisal) (England) Regulations 2012
- School Staff (England) (Amendment) Regulations 2012

The following documentation has also been considered in drafting this policy:

- Conditions of Service for School Teachers in England and Wales (Burgundy Book) (Council for Local Education Authorities)
- National Agreement on Pay and Conditions of Service (Green Book) (National Joint Council for Local Government Services)
- School Teachers' Pay and Conditions Document (STPCD) 2016 and Guidance on Teachers' Pay and Conditions (DfE)

In accordance to the School's Pay and Reward Policy, it is stated that any qualified teachers may apply to be paid on the upper pay range in line with the school's pay policy. The Pay Committee shall assess any such application received and make a determination on whether the teacher meets the criteria.

As an Academy, Chatham & Clarendon Grammar School have the authority, as set out within its Funding Agreement with the Department for Education, to set its own arrangements for Pay and Allowances to its employees without having to adhere to national or local pay agreements.

## 2. Process for Applying through the Threshold

### *Applications and Evidence*

Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range and be able to provide evidence that they have consistently met the Professional Standards of a teacher and have gone over and above what is expected of a mainscale teacher.

A teacher can only submit one application for progression to the upper pay range in any school year. Applications can be submitted once a year and must be received by the Headteacher no later than the end of the first week of October (in normal circumstances).

All applications must include the results of the two most recent reviews or appraisals, including any recommendation on pay. The evidence must show positive Value Added Data (where available) for Full Time and Part Time teachers for the previous two academic years. Where teachers have their own exam classes they will not be permitted to submit evidence relating to shared classes. Where there has been no exam class teaching, the assessment will be based on robust assessment data (usually a minimum of at least two sub grades, in most subject area, to be agreed with Line Manager) of progress per year for two years for classes at KS3.

Teachers may enclose any additional evidence to support their application. Where information from previous reviews is either not available (i.e. due to being new to the school/maternity leave) or relevant, the teacher may submit a statement and summary of evidence designed to demonstrate that the teacher meets the assessment criteria. The teacher must also ensure that their application has been discussed with their immediate Line Manager and fully apprised of the application.

An application will be successful where the Governing Body, via the Pay Committee will accept the Headteacher's assessment of eligible teachers against the national teacher standards and Post Threshold Standards to enable them to move on to the upper pay scale subject to prevailing national regulations.

Teachers who have had a break in service or a significant period of absence from work may submit additional evidence from a previous period if this is relevant to the assessment.

All applications must be submitted using the school's upper pay range application form.

### *The Assessment*

An application from a qualified teacher will be successful where the Headteacher is satisfied that:

- a) the teacher has met all the required professional Teacher Standards
- b) the teacher has met all the required standards of Post Threshold (P1-10)
- c) the teacher is highly competent in all elements of the relevant standards; and
- d) the teacher's achievements and contribution to the school, and in particular to the benefit of our students, are substantial and sustained.

For the purposes of this policy the following terms are defined:

- **highly competent:** evidence of consistently good teaching and learning, able to give advice and guidance to others on effective teaching practice and how to make a wider contribution to the work of the school in order to help others meet the relevant professional standards and develop their teaching practice
- **substantial:** of real importance, validity and value to the school; evidence the teacher plays a critical role in the (wider) life of the school; goes above and beyond their role as a teacher to: provide activities outside their normal teacher role, which directly benefit the students; provides a role model for teaching and learning; makes a

distinctive contribution to the raising of student standards; takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve students' learning.

- **sustained:** means sustained over the full review period or in certain circumstances, a significant part thereof.

### *Processes and procedures*

The application will be assessed against the above criteria and the teacher will be informed by the Headteacher in writing, within 15 working days following the deadline for receipt of applications, that their application has been recommended to the Governing Body for approval.

The applicant will be invited to an informal meeting with the Headteacher and another member of the Senior Management Team to discuss their application and to answer any questions relating to it.

If successful, the applicant will move to an appropriate salary on the upper pay range from 1<sup>st</sup> September of the school year following their previous progression award. In normal circumstances the teacher will move to the minimum salary of the upper pay range however there may be circumstances where it is considered appropriate to move the teacher to a higher point within the range, if they are deemed to have performed exceptionally well throughout the period being assessed. This decision will be made by the Pay Committee and will be based on the following considerations:

- the nature and impact of the responsibilities undertaken by the teacher
- the level of qualifications, skills and experience demonstrated by the teacher
- the level of performance against the standards demonstrated by the teacher

However, all decisions will be reviewed before confirmation to ensure the award is fair, consistent and fulfils the employers' legal duties with regard to equal opportunity and equal pay for equal value, etc.

If unsuccessful, the teacher will receive feedback by the Headteacher, including details as to why the application was unsuccessful.

A teacher may appeal against a decision not to move them to the upper pay range and this will be held in accordance with the school's procedures for hearing pay appeals.

### **3. Process for Applying to Upper Pay Scale Points 2 and 3**

#### *Progressing from UPS1 to UPS2*

#### ***The arrangements agreed for the progression of teachers to point 2 of the Upper Pay Scale from 1 September 2023***

#### **Who is eligible to move to point 2 of the Upper Pay Scale from 1 September 2023?**

Teachers in post at 1 September 2023 who moved to point 1 of the Upper Pay Scale on or before 1 September 2021 are eligible to be considered for progression to point 2 of the Upper Pay Scale from 1 September 2023.

#### **What criteria will be used to make decisions on progression?**

The Headteacher, in approving the movement of an individual teacher, needs to ensure the teacher was placed on UPS1 on or before 1 September 2021 and has met all the professional teacher standards consistently and had two successful Performance Review Appraisals within the previous two years and continues to demonstrate a significant and sustained contribution to the wider life of the school.

### **How will decisions on movement be made?**

In most cases the decision will be based on the performance of the teacher over the previous two years (2021/22 and 2022/23). Due to Covid-19 disruption, 2019/20 data has been discounted for appraisal purposes, though a member of staff may choose to include it . Evidence from 2020/21 may also be affected but can be used where appropriate. Other evidence from the teacher can continue to be submitted. Decisions on progression will be taken on the basis of the most recent successful Appraisal review statement.

### **Is there an application process?**

There is an application form for completion by the teacher, which is designed to capture information to demonstrate how they are highly competent and how they have provided a substantial and sustained performance over the period. Decisions on progression will be taken by the Head teacher and all decisions will be reviewed before confirmation to ensure the award is fair, consistent and fulfils the employers' legal duties with regard to equal opportunity and equal pay for equal value, etc.

If unsuccessful, the teacher will receive feedback by the Headteacher, including details as to why the application was unsuccessful.

*Progressing from UPS2 to UPS3*

### ***The arrangements agreed for the progression of teachers to point 3 of the Upper Pay Scale from 1 September 2023.***

### **Who is eligible to move to point 3 of the Upper Pay Scale from 1 September 2023?**

Teachers in post at 1 September 2023 who moved to point 2 of the Upper Pay Scale on or before 1 September 2021 are eligible to be considered for progression to point 3 of the Upper Pay Scale from 1 September 2023.

### **What criteria will be used to make decisions on progression?**

The Headteacher, in approving the movement of an individual teacher, needs to ensure the teacher was placed on UPS2 on or before 1 September 2021 and has met all the professional teacher standards consistently and had two successful Performance Review Appraisals within the previous two years and continue to demonstrate a significant and sustained contribution to the wider life of the school.

### **How will decisions on movement be made?**

In most cases the decision will be based on the performance of the teacher over the previous two years (2021/22 and 2022/23). Due to Covid-19 disruption, 2019/20 data has been discounted for appraisal purposes though staff may choose to include it. Evidence from 2020/21 may also be affected but can be used as appropriate. Other evidence from the teacher can continue to be submitted. Decisions on progression will be taken on the basis of the most recent successful Appraisal review statement.

### **Is there an application process?**

There is an application form for completion by the teacher, which is designed to capture information to demonstrate how they are highly competent and how they have provided a substantial and sustained performance over the period. Decisions on progression will be taken by the Head teacher and all decisions will be reviewed before confirmation to ensure the award is fair, consistent and fulfils the employers' legal duties with regard to equal opportunity and equal pay for equal value, etc.

If unsuccessful, the teacher will receive feedback by the Headteacher, including details as to why the application was unsuccessful.

## **4. Role of Teacher**

Teachers wishing to apply for progression onto or through the Upper Pay scales will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- submit applications to be paid on the Upper Pay Scales for Teachers by the closing date, late applications will not be considered;
- provide supporting evidence with their application form
- ensure they have discussed their intentions and have received approval for their application from their Line Manager.

## 5. Role of Headteacher

The Headteacher will:

- ensure all school personnel are aware of and comply with this policy;
- recommend to the Pay Committee if a teacher should move to and be paid on the Upper Pay Scale for teachers;
- ensure that the assessment of a teacher application is robust, transparent and evidence based
- ensure that during the teacher appraisal process their line manager will:
  - discuss the teacher's career aspirations;
  - establish if they wish to apply to progress onto or through the Upper Pay scale for teachers;
  - advise them to gather evidence for a successful application;
  - outline the process of submitting an application:
    - Application and supporting evidence received by the Headteacher
    - Application and supporting evidence assessed resulting in a recommendation to the Pay Committee
    - The Pay Committee seeks advise from the Headteacher before making a final decision
    - Teachers receive written notification of the decision of the Pay Committee
    - Unsuccessful applicants informed of how they did not fit the criteria, if they wish to receive oral feedback and if they wish to appeal against the decision
    - At the beginning of the academic year successful applicants move to the next level on the upper pay scale (mainscale to UPS1; UPS1 to UPS2 and UPS2 to UPS3)
- monitor the effectiveness of this policy by discussing with school personnel and members of the Pay Committee.

## 6. Role of Governors within the Pay Committee

The Pay Committee:

- will assess all applications from teachers to be paid on the upper pay scales for teachers;
- must ensure that all applications include:
  - the results of the two most recent appraisals under the Appraisal Regulations 2012; and
  - any recommendation on pay.
- must be satisfied before confirming any application to the UPS scales that:

- the teacher is highly competent in all elements of the relevant standards; and
  - that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.
- must establish an interpretation of:
    - 'highly competent'
    - 'substantial'
    - 'sustained'
  - should be advised by the Headteacher if an applicant to the UPS should be paid on that range;
  - should be advised by the Headteacher if an applicant has failed to provide sufficient evidence and therefore do not recommend progression;
  - will annually consider progression through the Upper Pay scales by:
    - determining whether there has been continued good performance;
    - good progress towards appraisal objectives;
    - the appraisal evidence, appraisal report and the pay recommendation of the appraiser to the next point.
  - will consider enhanced progression from the minimum to the maximum of the Upper Pay Scales if there is clear evidence that the teacher's performance has been exceptional in relation to the criteria.

## **7. Monitoring and Review of this Policy**

This Policy will be reviewed on an annual basis by members of the Pay Committee. Having been reviewed, this policy will be ratified for approval at the Full Board of Governors no later than July 15<sup>th</sup> each year.