

Salary Assessments – Teachers

Prior to undertaking an assessment, it is imperative that QTS is confirmed via the dfe website <https://services.signin.education.gov.uk>. You will need to register for Employer access before you can use the dfe sign in service.

Please be mindful of what is regarded as firm confirmation (e.g. paper copies of qualifications are not acceptable – only records/confirmation of QTS recorded on the website named above will be deemed acceptable). If this confirmation is not yet available on the website, the candidate can be employed on the unqualified pay scale in the interim (but must be backdated to the date that QTS was gained).

Please see attached blank salary assessment form - this should be completed for each employee and held on the employee's personal record. This allows for transparency showing a breakdown of the reasoning behind the assessment if it is ever called into question.

POINTS TO NOTE WHEN ASSESSING A TEACHERS'S SALARY:

Salary assessments should be made in accordance with your School's own individual pay policy.

BCC's model policy allows maximum points for experience at 1:1 for relevant teaching experience and 3:1 for relevant 'other' experience.

For example, you may appoint an NQT who had previously worked as a Teaching Assistant for 10 years. BCC's model policy allows 1 point for 3 years' experience so 3 points would be awarded in this assessment and the NQT would start on M4.

However, schools do have certain discretionary powers when compiling their own individual policy, for example:

- The recognition of 'other experience' for salaries on the main pay range
- Whether to pay teachers on the employment-based teacher training scheme as qualified or unqualified teachers
- Pay ranges for members of the leadership team
- The value of TLR 1/2 payments
- Whether to offer a salary advance scheme

(a full list of discretionary powers can be found in the index at the back of the model pay policy for schools)

UPS

Birmingham's model policy allows for pay portability. Therefore, if an employee has already met the standards and passed through the threshold, payment on UPS should be honoured throughout any future employment. Schools should not seek to pay a teacher at any lower point on the pay scale even if the employee has agreed to do so. This could cause a potential claim being brought at any point in the future and place the School and BCC at risk.

If an employee has gained UPS or an equivalent salary in an **independent** school then you would need to check with the previous school whether/not they follow STPCD, as Independent schools usually set their own salary scales and aren't obliged to follow the national pay arrangements set out in STPCD. In such an instance, the maximum you could pay would be M6 on the main pay spine unless of course the employee's new position is a position that is paid on the leadership pay spine.

If a new appointment has previously been employed on the leadership pay spine (eg Headteacher), the new school can employee this appointment somewhere on the UPS range dependant on whether or not the individual had previously passed through threshold assessment.

UNQUALIFIED TEACHERS

Unqualified Teachers must be assessed in the same manner as qualified teachers with any relevant 'other' experience taken into consideration in accordance with Schools's pay policy

When appointing an Unqualified Teacher, please be aware that once QTS has been achieved this cannot be taken away, hence you are unable to pay anything other than as a Qualified Teacher. So please be mindful of this at the beginning of the recruitment process and take note of the employee's qualifications at the earliest possible stage of the process.

NQT's

Once a teacher gains Qualified Teacher status, you must pay them as a qualified teacher from the date of the qualification.

For example, - You employ an unqualified Teacher on a temporary contract being paid on UQ1 wef 1 September 24 until 31 August 25. The employee gains QTS on 1 July 25. In this scenario you must assess the salary and pay as a qualified teacher with effect from 1 July 25. This is the case even if the employee is due to leave the school on 31 August 25.