

SCHOOL PAY POLICIES

NEU Guidance for members in England & Wales

All schools, including academies, should have a pay policy which sets out how decisions are taken on pay matters including pay assessments, pay progression, discretionary payments, appeals etc. This NEU document provides advice on finding out more about pay policies and their most important features.

What we say

When you read through this document you may have questions about what happens in your particular school or workplace and there may be collective issues that affect other members. In most circumstances, you should initially discuss the matter with your workplace rep, as they will know whether similar concerns have been raised by other members. If you do not have a rep at the moment, it would be a good idea to get members together to elect one. Further advice on this is available at:

<https://neu.org.uk/becoming-a-rep>

Although you may sometimes feel that you are the only person affected by or concerned about a particular issue, in reality this is seldom the case. Any difficulties you may experience are likely to be linked to wider conditions at your workplace and as a member of the NEU you have the advantage of being able to act collectively with your colleagues. This should give you the confidence of knowing that you have the weight of the Union behind you.

NB – This document refers to the School Teachers’ Pay and Conditions Document (STPCD). Teachers employed in local authority maintained schools are statutorily covered by the provisions of the STPCD. Many academies and academy chains also employ teaching staff according to terms of the STPCD, but they are not obliged to do so (except in the case of teachers whose STPCD rights are protected by TUPE legislation following the school’s transfer to academy contracts). Members working in academies should check with their NEU rep or should refer to their contracts in cases of doubt.

This self-help document should be used in conjunction with the [NEU model school pay policy and school pay policy checklist](#).

Why are school pay policies important?

The School Teachers’ Pay and Conditions Document (STPCD) requires every school to have a pay policy setting out how pay decisions are taken. The provisions of school pay policies are vital in determining how much teachers are paid on appointment and how they progress up the pay ranges.

The NEU believes that it is vital that every school adopts a pay policy which maintains teachers’ existing entitlements as far as possible and do not implement policies which threaten teachers. School pay policies that comply with our pay policy checklist will be fully consistent with the requirements of the STPCD and will ensure that schools can continue to recruit, retain and motivate teachers.

Where can I obtain a copy?

For school teachers, the school's pay policy should be available from the head teacher, the school office or via the school intra-net. For centrally-employed teachers, the policy will be the local authority policy and should be obtainable on request via the line manager.

What is the NEU school pay policy checklist and model school pay policy?

The NEU Pay Policy Checklist outlines the Union's minimum expectations in protecting teachers against unnecessary changes to existing school pay policies.

What features of the pay policy should I look out for?

- Will teachers joining the school retain their previous pay entitlement?
- Are there fixed pay scales on the Main Pay Range and Upper Pay Range? How many points do they have?
- Do the provisions for taking decisions on pay progression meet NEU requirements?
- Do the provisions for taking decisions on threshold progression to the Upper Pay Range comply with NEU minimum standards as well?
- Are there clear criteria for awarding TLR payments for responsibility and other allowances and payments?
- Is there a clear appeals procedure?
- Is there a provision for annual review and monitoring of the policy including consultation with trade unions?

Can I appeal against a pay decision?

All employers must provide a right of appeal against pay decisions. The procedure for doing this should be set out in your school's pay policy. Please see the separate self-help guidance on pay appeals and the detailed advice set out in the [NEU pay progression toolkit](#).

Where should I go for further advice and support?

If further advice is needed, contact your NEU workplace rep in the first instance. If there is no NEU rep in your workplace, or the peripatetic nature of your employment makes contact with a workplace rep difficult, contact the NEU AdviceLine, or the NEU Wales office instead. Their details may be found at <https://neu.org.uk/contact-us>.

Further Resources

Further NEU guidance on school teachers' pay generally can be found at <https://neu.org.uk/help-and-advice/pay>. Pay advice for teachers working in Sixth Form Colleges or employed as Soulbury Officers is also available at the same link.

The 2018 School Teachers' Pay & Conditions Document is available at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>.

National Education Union
September 2018