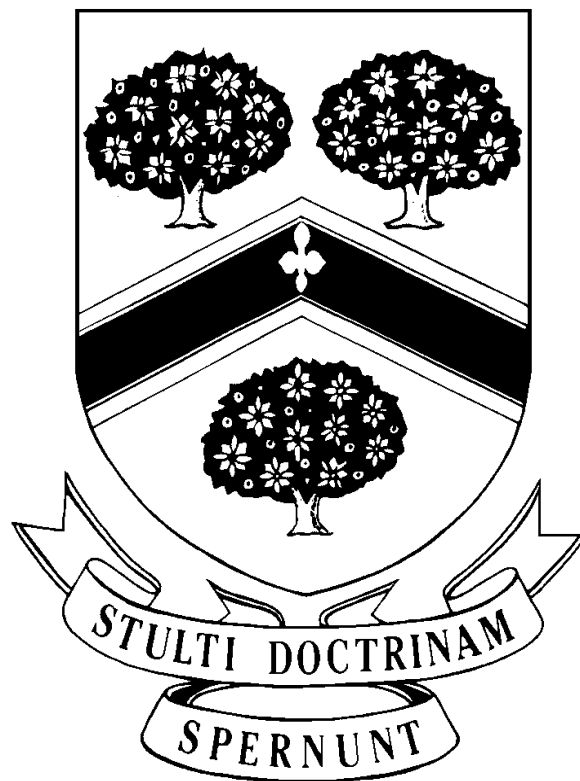


THORNTON GRAMMAR SCHOOL

**A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING
TRUST SCHOOL**



FOUNDED 1673

POLICY FOR POST THRESHOLD

REVIEWED: NOVEMBER 2002

POLICY FOR POST THRESHOLD

Rationale:

The core purpose behind this post-threshold policy at Thornton Grammar School is to ensure a consistent, fair and rigorous procedure is adopted when making judgements as to progression on the upper pay scale, is **not automatic**.

Aims

The post-threshold policy at Thornton Grammar School is seen as a procedure to recognise thorough incremental payment, staff who have passed through “the threshold” and who have made **substantial** and **sustained** performance as a teacher of the school.

This substantial and sustained performance is defined using the DFES guidance as “**maintaining the threshold standard plus performance at a greater depth and breadth than is indicated by the threshold standards**”.

How the Process Will Work

- Staff who have passed through threshold and have been on the upper pay scale for two years are eligible to be paid on point 2 of the upper pay spine and **do not need to apply**.
- There are no forms to be completed by staff or the need for a lesson observation.
- However, it is recommended that eligible staff state their desire to move up the upper pay spine in the form of a brief written sentence, so that there is a record of their request.
- The headteacher will be aware of who is eligible and needs to inform the DFES of those staff who are eligible so that the LEA receives their appropriate share of the £90m grant.

- Once the headteacher has informed the DFES of the number of eligible staff who have requested to move up to point 2 on the upper pay scale he/she has to satisfy themselves that the member of staff has achieved substantial and sustained levels of achievement and contributions to the school as a teacher, before recommendation to the Governing Body for a pay increase.
- At TGS the headteacher will consider whether **sustained and substantial** achievement has been achieved by referring to the following criteria:-
 - o Your personal record of professional development.
 - o The progress you have made with regard to the objectives you agreed for performance management – as outlined in the Review Statement.
 - o Any appropriate value-added results for groups you have taught since you met the threshold standards.

In order to assist the headteacher in his judgement, staff are invited to reflect on their recent (last two years) performance and professional contribution to the school. Where individual staff feel focused written comments on such matters would aid the deliberations of the Headteacher, an **optional** simplified pro-forma will be supplied by the Headteacher. (Please see attached).

The approach to UPS1 – UPS2 in no way predetermines the school or DFES criteria for UPS2 – UPS3.

It cannot even be guaranteed as the process for UPS1 – UPS2 in the future.

THORNTON GRAMMAR SCHOOL

OPTIONAL AND ADDITIONAL INFORMATION TO SUPPORT

MY REQUEST TO BE CONSIDERED FOR PROGRESSION

FROM UPS1 TO UPS2 – 2002/3

Name _____

- I am confident that I have continued to make a **sustained** and **substantial** contribution to Thornton Grammar School since moving on to UPS1.

With regard to:-

- o Any professional development
- o The review of my performance management objectives;
and
- o The value-added results of the groups I have taught since meeting the threshold standards.

I would particularly draw your attention to the information on the back of this sheet. This will clearly indicate to you, as headteacher, my wish to progress from UPS1 to UPS2.

Signed : _____

Date : _____

- The headteacher, having been satisfied that a member of staff has met this criteria, will then submit their recommendations to the Governing Body for approval.
- The decision is solely the responsibility of the Governing Body. However, it is advised that the Governing Body adopt the same criteria as the headteacher to validate their decision making process. The decision of the Governing Body is then fed back to staff via the headteacher.
- If any member of staff is unsuccessful in their request they have the right of appeal to the Governing Body appeals committee which must be made up by a group of governors who have not been party to formulating the policy or the decision of their eligibility.
- No teacher can be denied their request on financial grounds.
- Teachers would normally make their request in the Spring term and a decision on their eligibility should be made by the Governing Body no later than the end of the Summer term. However, staff can inform the headteacher of their desire to move up the upper pay spine at any time during the academic year, but must understand that the Governing Body have a term by which to come to their decision.

Special Circumstances

- As for threshold assessments of teachers who have moved school, heads can consider evidence of performance from the previous school provided by the teacher (e.g. appraisal review statements) and, where necessary, liaise with the head of the teacher's previous school. However, additional points on the upper pay scale can only be awarded by the relevant body of the school at which the teacher is employed in September 2002.

This means that, even if an appraisal review for a teacher who has left the school is carried out in the 2002 Autumn term, the exporting school's relevant body cannot award him or her a point. Neither can any decision about performance points made by the relevant body of an exporting school made during the 2001/02 school year bind the relevant body of the importing school from September 2002.

- In the case of a teacher with part-time posts at more than one school, the award does not commit another school at which the teacher works to award a point. That school should make its own assessment. Points only become portable when teachers move between schools.

Funding Arrangements

- Central funding in 2002/03, £90m by formula to cover upper pay scale progression.
- The amount received by each LEA is dependant on the number of staff eligible within the LEA to move up to point 2 on the upper pay scale. It is anticipated that each LEA should be able to fund between 80% – 90% and this is guaranteed until 2005.

**FLOW DIAGRAM OF PROCEDURE
FOR THIS ACADEMIC YEAR
SEPTEMBER 2002**



- Headteacher registers all those staff who are eligible to move up to point 2 of the upper pay scale
- All those staff who are eligible are then considered by the headteacher to make sure they meet the criteria previous stated.
- The headteacher then recommends those staff who have met the criteria to the Governing Body for approval



December 2002

- The Governing Body makes a decision on the recommendations of the headteacher using the same criteria the headteacher has used in making his recommendations.
- These decisions are fed back to staff on an individual basis via the headteacher.
- All those successful staff will have their increase backdated to September 2002.
- For members of staff who have been unsuccessful in meeting the required standards, there is a right of appeal to the Threshold Appeals Committee of the Governing Body.
- The members of this Appeals Committee must be made up of Governors who have not been privy to formulating the post-threshold policy and have not been a party to any decisions made on staff eligibility to move up to point 2 on the upper pay scale.

FLOW DIAGRAM OF PROCEDURE FOR FUTURE YEARS

SPRING

- Headteacher registers all those staff who are eligible to move up to point 2 of the upper pay scale
- All those staff who are eligible are then considered by the headteacher to make sure they meet the criteria previous stated.
- The headteacher then recommends those staff who have met the criteria to the Governing Body for approval



SUMMER

- The Governing Body makes a decision on the recommendations of the headteacher using the same criteria the headteacher has used in making his recommendations.
- These decisions are fed back to staff on an individual basis via the headteacher.



AUTUMN

- All those successful staff will receive their payment for point 2 of the upper pay scale from 1st September

N.B

- For members of staff who have been unsuccessful in meeting the required standards, there is a right of appeal to the Threshold Appeals Committee of the Governing Body.
- The members of this Appeals Committee must be made up of Governors who have not been privy to formulating the post-threshold policy and have not been a party to any decisions made on staff eligibility to move up to point 2 on the upper pay scale.