

POLISI MODEL CYFLOG ATHRAWON GWYNEDD 2018

GWYNEDD MODEL TEACHER PAY POLICY 2018

Ysgol Waunfawr



Llofnodwyd ar ran Cadeirydd y Llywodraethwyr: _____
Signed on behalf of the Chair of Governors:

Dyddiad Cymeradwyo:
Date of approval

Dyddiad Adolygu:
Review date

1. Rhagymadrodd

Mae'r polisi hwn yn amlinellu'r fframwaith ar gyfer gwneud penderfyniadau ynghylch cyflog athrawon. Cafodd ei datblygu i gydymffurfio â'r ddeddfwriaeth bresennol a gofynion y Ddogfen Cyflog ac Amodau Athrawon Ysgol (STPCD) a bu ymgynghori yn ei chylch gyda'r undebau llafur cydnabyddedig. Bydd copi o'r polisi hwn yn cael ei anfon at yr holl staff a bydd copi o'r holl ddogfennau perthnasol ar gyflog ac amodau yn cael ei rhoi ar gael i'r staff gan yr ysgol.

2. Datganiad o Fwriad

Bydd corff llywodraethol yr ysgol hon yn gweithredu gydag uniondeb, cyfrinachedd, gwrthrychedd a gonestrwydd er lles yr ysgol; byddant yn agored ynghylch penderfyniadau a wneir a'r camau a gymerir, a byddant yn barod i egluro penderfyniadau a gweithredoedd i unigolion mae hynny o ddiddordeb iddynt. Bydd ei gweithdrefnau ar gyfer pennu cyflog yn gyson ag egwyddorion bywyd cyhoeddus: gwrthrychedd, bod yn agored ac atebolrwydd.

3. Deddfwriaeth Cydraddoldeb

3.1 Bydd y corff llywodraethol yn cydymffurfio â deddfwriaeth berthnasol ynghylch cydraddoldeb:

- Deddf Cysylltiadau Cyflogaeth 1999
- Deddf Cydraddoldeb 2010
- Deddf Hawliau Cyflogaeth 1996
- Rheolau Gweithwyr Rhan Amser (Atal Triniaeth Llai Ffafirol) 2000
- Rheolau Gweithwyr Cyfnod Penodol (Atal Triniaeth Llai Ffafirol) 2002
- Rheolau Gweithwyr Asiantaeth 2010

3.1.1 Bydd y corff llywodraethol yn hyrwyddo cydraddoldeb mewn pob agwedd ar fywyd ysgol, yn enwedig ynghylch pob penderfyniad ar hysbysebu swyddi, penodi, dyrchafu a talu i staff, hyfforddiant a datblygiad staff.

3.1.2 Gweler 'dyletswyddau corff llywodraethol' (7.0) o ran monitro effaith y polisi hwn.

3.2 Cydraddoldeb a Thâl yn ôl Perfformiad

Bydd y corff llywodraethol yn sicrhau bod ei brosesau yn agored, tryloyw a theg. Caiff pob penderfyniad ei gyfiawnhau'n wrthrychol. Gwneir addasiadau i gymryd amgylchiadau arbennig i ystyriaeth, e.e. absenoldeb mamolaeth neu seibiant salwch hir dymor. Bydd yr union addasiadau'n cael eu gwneud ar sail achos wrth achos, yn ddibynol ar amgylchiadau'r athro unigol ac ar amgylchiadau'r ysgol.

4. Swydd Ddisgrifiadau

Bydd y pennaeth yn sicrhau bod pob aelod o'r staff yn derbyn swydd ddisgrifiad yn unol â'r strwythur staffio y cytunwyd arno gan y corff llywodraethol. Gall swydd-ddisgrifiadau gael eu hadolygu o dro i dro, mewn ymgynghoriad â'r gweithiwr unigol sydd a wnelo â hynny, er mwyn gwneud newidiadau rhesymol yng ngoleuni anghenion newidiol yr ysgol. Bydd swydd ddisgrifiadau yn adnabod meysydd allweddol o gyfrifoldeb. Mewn achos ble caiff swydd-ddisgrifiad ei adolygu, ni ellir ei newid ond trwy gytundeb.

5. Mynediad at Gofnodion

Bydd y pennaeth yn sicrhau y caiff aelodau unigol o'r staff fynediad rhesymol at eu cofnodion cyflogaeth.

6. Gwerthuso

Bydd y corff llywodraethol yn cydymffurfio â Rheolau Gwerthuso Athrawon Ysgol (Cymru) 2011 ynghylch arfarnu athrawon a polisi gwerthuso'r ysgol.

7. Dyletswyddau'r Corff Llywodraethol

Bydd y corff llywodraethol yn cyflawni ei ddyletswyddau i:

- 7.1 Athrawon: fel a amlinellir yn Nogfen Cyflog ac Amodau Gwaith Athrawon Ysgol (STPCD) ac Amodau Gwasanaeth ar gyfer Athrawon Ysgol yn Lloegr a Chymru (a elwir yn 'Llyfr Bwrgwyn').
- 7.2 Staff Ategol: Cytundeb Cenedlaethol ar Gyflog ac Amodau Gwaith Cyd-Gyngor Cenedlaethol ar gyfer Gwasanaethau Llywodraethol Leol (Llyfr Gwyrdd) neu unrhyw system cyflog/graddio AALL
- 7.3 Bydd angen i'r corff llywodraethol ystyried unrhyw bolisi cyflog wedi ei ddiweddarau a bodloni eu hunain bod trefniadau priodol mewn lle ar gyfer cysylltu gwerthusiad â chyflog, ac y gellir defnyddio hynny'n gyson a chyfiawnhau eu penderfyniadau ynghylch cyflog yn wrthrychol.
- 7.4 Bydd y corff llywodraethol yn sicrhau ei fod yn rhoi arian ar gael i gefnogi penderfyniadau ynghylch cyflog, yn unol â'r polisi cyflog hwn (gweler 'Gweithdrefnau' (12.0)) a cynllun gwariant yr ysgol.
- 7.5 Bydd y corff llywodraethol yn monitro canlyniadau'r penderfyniadau cyflog, gan sicrhau bod yr ysgol yn parhau i gydymffurfio â'r ddeddfwriaeth cydraddoldeb.

8. Dyletswyddau'r Pennaeth

Bydd y pennaeth:

- 8.1 yn datblygu trefniadau clir ar gyfer cysylltu gwerthusiad â cynnydd mewn cyflog ac ymgynghori â staff a cynrychiolwyr undebau ysgol ynghylch polisiau rheoli perfformiad a chyflog;
- 8.2 cyflwyno unrhyw bolisiau diweddaraf ynghylch rheoli perfformiad a chyflog i'r corff llywodraethol roi sêl bendith;
- 8.3 sicrhau bod trefniadau gwerthuso effeithiol mewn lle a bod unrhyw werthuswyr yn meddu ar y wybodaeth a'r sgiliau i ddefnyddio gweithdrefnau'n deg, a darparu hyfforddiant o'r fath, fel bo angen;
- 8.4 cyflwyno argymhellion cyflog i'r corff llywodraethol a sicrhau bod gan y corff llywodraethol wybodaeth ddigonol fel sail i wneud penderfyniadau ynghylch cyflog;
- 8.5 sicrhau bod gan athrawon wybodaeth ynghylch penderfyniadau a wnaed gan y corff llywodraethol, a'u hawl i apelio; ac y cedwir cofnodion ynghylch argymhellion a'r penderfyniadau a wnaed.

9. Dyletswyddau Athrawon

Bydd athro yn:

- 9.1 cymryd rhan yn y gwerthusiad; mae hynny'n cynnwys gweithio gyda'r sawl sy'n eu gwerthuso i sicrhau bod tystiolaeth gadarn er mwyn gallu pennu cyflog blynyddol (gweler adran 'Gwerthuso' uchod);
- 9.2 cofnodi eu hamcanion a'u hadolygu gydol y broses gwerthuso;
- 9.3 cydrannu unrhyw dystiolaeth maent yn ei ystyried yn berthnasol gyda'r sawl sy'n eu gwerthuso;

9.4 cydweithredu â trefniadau ar gyfer cynnal adolygiad blynyddol o'u perfformiad.

10. Dyfarniadau Cyflog Dewisol

Caiff y meini prawf ar gyfer defnyddio dewisiadau cyflog eu hamlinellu yn y polisi hwn a gwneir dyfarniadau dewisol o gyflog ychwanegol yn unol â'r meini prawf hyn yn unig.

11. Gwarchodaeth

Ble mae pennu cyflog yn arwain at neu yn gallu arwain at ddechrau cyfnod o warchodaeth, bydd y corff llywodraethol yn cydymffurfio â darpariaethau perthnasol yr STPCD ac yn rhoi'r hysbysiad sydd ei angen cyn gynted a bo modd a dim hwyrach na mis ar ôl pennu.

12. Gweithdrefnau

- 12.1 Bydd y corff llywodraethol yn pennu'r gyllideb cyflog blynyddol ar argymhellion y pwyllgor cyflog, gan gymryd paragraff 19.2(e) y STPCD i ystyriaeth. Bydd y pennaeth yn cynghori mewn pwyllgor sy'n trafod cyflog er mwyn sicrhau cysondeb a thegwch.
- 12.2 Mae'r corff llywodraethol wedi dirprwyo ei bwerau cyflog i'r pwyllgor cyflog. Rhaid i unrhyw un a gyflogir i weithio yn yr ysgol, heblaw'r pennaeth, adael cyfarfod ble caiff cyflog neu werthusiad unrhyw weithiwr arall yn yr ysgol, ei ystyried. Rhaid i'r pennaeth adael y rhan hwnnw o'r cyfarfod ble caiff ei gyflog ef neu hi ei drafod. Rhaid i unigolyn mae hyn yn ymwneud ag ef/hi adael ble ceir gwrthdaro buddiannau neu unrhyw amheuaeth ynghylch ei allu ef/hi i weithredu'n ddi-duedd.
- 12.3 Ble mae'r pwyllgor cyflog wedi gwahodd cynrychiolydd o'r AALL i fynychu a cynghori ynghylch pennu cyflog y pennaeth, bydd yr unigolyn hwnnw yn gadael tra bod y pwyllgor yn penderfynu.
- 12.4 Bydd cylch gorchwyl y pwyllgor cyflog yn cael eu pennu o dro i dro gan y corff llywodraethol.
- 12.5 Y cylch gorchwyl presennol yw:
 - 12.5.1 cyflawni amcanion polisi cyflog yr ysgol gyfan yn deg ac yn gyfartal;
 - 12.5.2 defnyddio'r meini prawf a osodwyd gan bolisi cyflog yr ysgol gyfan mewn pennu cyflog holl aelodau'r staff yn yr adolygiad blynyddol;
 - 12.5.3 dilyn pob dyletswydd statudol a chytundebol;
 - 12.5.4 cofnodi'n eglur y rhesymau dros bob penderfyniad a hysbysu ynghylch y penderfyniadau hynny yng nghyfarfod nesaf y corff llywodraethol llawn;
 - 12.5.5 argymhell i'r corff llywodraethol y gyllideb flynyddol sydd ei angen ar gyfer cyflog, gan gadw mewn cof yr angen i sicrhau bod arian ar gael i gefnogi cyflog dewisol;
 - 12.5.6 bod yn ymwybodol o ddatblygiadau perthnasol a cynghori'r corff llywodraethol pan mae angen diwygio polisi cyflog yr ysgol;
 - 12.5.7 cydweithio â'r pennaeth i sicrhau bod y corff llywodraethol yn cydymffurfio â'r Rheolau Gwerthuso 2011 (athrawon);
 - 12.5.8 adolygu'r polisi yn flynyddol, mewn ymgynghoriad â'r pennaeth, staff a cynrychiolwyr undebau llafur, a'i gyflwyno i'r Corff Llywodraethol i gael sêl bendith.

- 12.6 Bydd adroddiad y pwyllgor cyllid yn cael ei gynnwys yn adran gyfrinachol agenda'r corff llywodraethol a bydd naill ai'n cael ei dderbyn neu ei gyfeirio'n ôl. Ni ddigwydd cyfeirio'n ôl ond os yw'r pwyllgor wedi gordddefnyddio ei bwerau o dan y polisi.

13. Pennu cyflog yn flynyddol

- 13.1 Bydd cyflogau'r holl athrawon, yn cynnwys y pennaeth, dirprwy bennaeth)(iaid) a penaethiaid cynorthwyol yn cael eu hadolygu'n flynyddol i ddod i rym o 1 Medi. Bydd y corff llywodraethol yn cwblhau adolygiadau cyflog blynyddol athrawon erbyn 31 Hydref ac adolygiad cyflog blynyddol y pennaeth erbyn 31 Rhagfyr.
- 13.2 Gellir cynnal adolygiadau ar adegau eraill o'r flwyddyn i adlewyrchu unrhyw newidiadau mewn amgylchiadau neu swydd ddisgrifiad sy'n arwain at newid o ran sut caiff cyflog unigolyn ei gyfrifo. Rhoddir datganiad ysgrifenedig yn dilyn unrhyw adolygiad a, ble mae'n berthnasol, rhoddir gywbodaeth ynghylch ar ba sail y gwnaed hynny.
- 13.3 Bydd yr ysgol yn defnyddio unrhyw ddyfarniadau cyflog cenedlaethol cytunedig wrth iddynt ddigwydd.

14. Hysbysu ynghylch pennu cyflog

- 14.1 Bydd holl aelodau'r staff yn cael eu hysbysu ynghylch pennu cyflog gan y pennaeth yn ysgrifenedig yn unol â paragraff 3.4 o'r STPCD a bydd yn amlinellu pam y cymerwyd y penderfyniadau.
- 14.2 Bydd y pwyllgor cyflog yn hysbysu ynghylch penderfyniadau ar gyflog y pennaeth, yn ysgrifenedig, yn unol â paragraff 3.4 o'r STPCD.
- 14.3 Bydd cyfarwyddyd i ddiwygio cyflog o'r dyddiad perthnasol yn cael ei roi yn syth ar ôl i'r dyddiad cau ar gyfer cyflwyno apêl fynd heibio, neu'n syth ar ôl i apêl ddiweddu.

15. Gweithdrefn Apeliadau

Mae gan y corff llywodraethol weithdrefn apeliadau o ran cyflog yn unol â darpariaethau paragraff 2.1(b) o'r STPCD. Caiff ei hamlinellu fel atodiad i'r polisi cyflog hwn (Atodiad 1).

16. Swyddi dysgu Arweinyddiaeth (pennaeth, dirprwy a penaethiaid cynorthwyol)

Caiff yr ystod cyflog ar gyfer y pennaeth, dirprwy bennaeth (iaid) a phennaeth(iaid) cynorthwyol eu pennu yn unol â'r meini prawf a nodir yn STPCD 2018 ac yn sicrhau perthynoleddau cyflog teg.

- 16.1 Mae'r Corff Llywodraethol wedi pennu'r ystodau cyflog canlynol ar gyfer y pennaeth, dirprwy bennaeth (iaid) a phenaneth (iaid) cynorthwyol:
- 16.1.1 Ystod cyflog pennaeth: *[Mewnosodwch yr ystod ysgol 7 hicyn ar gyfer pennaeth o'r tabl isod]*
- 16.1.2 Ystod cyflog Dirprwy Bennaeth *[Mewnosodwch yr ystod ysgol 5 hicyn ar gyfer dirprwy bennaethiaid o'r tabl isod]*
- 16.1.3 Ystod cyflog pennaeth cynorthwyol *[Mewnosodwch yr ystod ysgol 5 hicyn ar gyfer penaethiaid cynorthwyol o'r tabl isod]*

Ystod Cyflog Grŵp Arweinyddiaeth 2018 Cymru a Lloegr (ac eithrio Ardal Llundain)

Hicyn cyflog	Cyflog Blynyddol
	£
L1	39,965
L2	40,966
L3	41,989
L4	43,034
L5	44,106
L6	45,213
L7	46,430
L8	47,501
L9	48,687
L10	49,937
L11	51,234
L12	52,414
L13	53,724
L14	55,064
L15	56,434
L16	57,934
L17	59,265
L18*	60,153
L18	60,755
L19	62,262
L20	63,806
L21*	64,736
L21	65,384
L22	67,008
L23	68,667
L24*	69,673
L24	70,370
L25	72,119
L26	73,903
L27*	74,985
L27	75,735
L28	77,613
L29	79,535
L30	81,515
L31*	82,701
L31	83,528
L32	85,605
L33	87,732
L34	89,900
L35*	91,223
L35	92,135
L36	94,416
L37	96,763
L38	99,158

L39*	100,568
L39	101,574
L40	104,109
L41	106,709
L42	109,383
L43*	111,007

*Defnyddiwyd y pwyntiau yma ar gyfer penaeithiaid oedd ar frig yr amrediad grŵp ysgol ar gyfer y flwyddyn academaidd 2014-15, ac na chawsant godiad cyflog ar gyfer 2015-16.

17. Cyflog Pennaeth

17.1 Cyflog ar ei benodi

Ar gyfer penodiadau a wneir ar neu ar ôl 1 Medi 2013, bydd y corff llywodraethol yn pennu'r ystod cyflog i'w hysbysebu ac yn cytuno ar gyflog wrth benodi, gan gymryd i ystyriaeth rôl llawn y pennaeth ac yn unol â pharagraffau 11 a 6.2(e) a paragraffau 11 i 26 o arweiniad adran 3 o STPCD 2013 (sef pennu ISR a defnyddio pwyntiau penodol ar y Raddfa Arweinyddiaeth):

17.1.1 bydd y pwyllgor cyflog yn adolygu grŵp ysgol y pennaeth ac Ystod Ysgol Unigol y Pennaeth (ISR) yn unol â paragraffau 7, 8 a 10 (ysgol gyffredin), neu paragraffau 7, 9 a 10 (ysgol arbennig) o STPCD 2013;

17.1.2 os cymer y pennaeth atebolrwydd parhaol am un neu ragor o ysgolion ychwanegol, bydd y pwyllgor cyflog yn gosod ISR yn unol â darpariaethau paragraffau 11.5 a 6.2(e) o STPCD 2013.

17.1.3 bydd y pwyllgor cyflog yn ystyried darpariaethau paragraff 11.3 o STPCD 2013 ac hefyd yn cymryd i ystyriaeth unrhyw daliadau parhaol eraill a wneir i staff o fewn yr ysgol er mwyn sicrhau caiff taliadau gwahaniaethol priodol eu creu a'u cynnal rhwng swyddi sy'n gwahaniaethu o ran cyfrifoldeb ac atebolrwydd;

17.1.4 bydd y pwyllgor cyflog yn defnyddio ei ddisgresiwn o dan paragraff 6.2(e) o STPCD 2013 a chyflogi ar unrhyw un o'r pedwar hicy'n isaf ar yr ISR, er mwyn sicrhau y caiff yr ymgeisydd maent yn ei ffafrio ei benodi.

17.1.5 Yn unol â pharagraffau 10.1 – 10.4 o STPCD 2018 bydd y pwyllgor cyflogau yn ystyried defnyddio ei ddisgresiwn i wneud taliadau i bennaethiaid am gyfrifoldebau neu ddyletswyddau sy'n amlwg yn rhai dros dro ac yn ychwanegol at y swydd y pennwyd eu cyflog ar ei chyfer. Mewn achos o'r fath mae'n rhaid nad yw'r pwyllgor cyflogau wedi ystyried rheswm neu amgylchiadau o'r fath wrth bennu cyflog y pennaeth. Ni chaiff cyfanswm y taliadau dros dro a wneir i bennaeth mewn unrhyw flwyddyn ysgol benodol fod yn fwy na 25% o'r cyflog blynyddol sydd fel arall yn daladwy i'r pennaeth, ac ni chaiff cyfanswm cyflog a thaliadau eraill a wneir i bennaeth fod yn fwy na 25% uwchlaw uchafswm grŵp y pennaeth. Dydy taliadau a wneir yn unol â dyletswyddau preswyl sy'n ran o ofynion y swydd na thaliadau a wneir mewn perthynas â threuliau tai neu adleoli sy'n ymwneud ag amgylchiadau personol y pennaeth ddim i'w cyfrif yn erbyn y cyfyngiad 25%. Caiff y pwyllgor cyflogau benderfynu y bydd y pennaeth yn cael taliadau ychwanegol a fydd uwch na'r terfyn 25% mewn amgylchiadau cwbl eithriadol, ac ar ôl sicrhau cytundeb y corff llywodraethu. Rhaid i'r corff llywodraethu geisio cyngor annibynnol allanol cyn llunio achos busnes, yn cytuno i'r fath drefniant.

17.2 Pennaethiaid sydd mewn swyddi

Bydd y corff llywodraethol yn pennu cyflog pennaeth sydd mewn swydd yn unol â paragraff 6 o'r STPCD 2013 (sef defnyddio pwyntiau penodol ar y Raddfa Arweinyddiaeth).

- 17.2.1 bydd y pwyllgor cyflogau yn adolygu cyflog y pennaeth yn unol â paragraff 6.2(b) o'r STPCD 2013 ac yn dyfarnu hyd at ddau hicyndd perfformiad ble caed perfformiad o ansawdd uchel parhaus mewn perthynas ag arweinyddiaeth a rheolaeth ysgol a chynnydd disgyblion gan ystyried canlyniadau'r gwerthusiad mwyaf diweddar a gynhaliwyd yn unol â Rheolau Gwerthuso 2011 ac yn ddarostyngedig i'r safonau proffesiynol sy'n berthnasol i bennaethiaid yng Nghymru sy'n cynnwys Y Safonau Athrawon sy'n Dysgu a'r Safonau Arweinyddiaeth fel y cânt eu rhestru yng Nghylchlythyr Llywodraeth Cymru Rhif, 020/2011 Safonau Diwygiedig ar gyfer Ymarferwyr Addysg yng Nghymru. Rhaid ystyried a defnyddio'r rhain yng nghyd-destun Dogfen Arweiniol Llywodraeth Cymru Rhif. 074/2012.
- 17.2.2 gall y pwyllgor cyflogau bennu ISR y pennaeth, o fewn ystod grŵp yr ysgol, fel ar 1 Medi neu ar unrhyw adeg os ydynt yn ystyried bod angen gwneud hynny (paragraff 12 o arweiniad adran 3 o STPCD 2013);
- 17.2.3 os yw'r pwyllgor cyflogau yn penderfynu newid yr ISR, bydd yn pennu ISR y pennaeth o fewn ystod grŵp yr ysgol, yn unol â paragraff 11 a paragraffau 12 o arweiniad adran 3 o STPCD 2013;
- 17.2.4 os cymer y pennaeth atebolrwydd dros dro am un neu ragor o ysgolion ychwanegol, bydd y pwyllgor cyflogau yn ystyried dyfarnu taliad dewisol o dan paragraffau Yn unol â pharagraffau 10.1 – 10.4 o STPCD 2018 bydd y pwyllgor cyflogau yn ystyried defnyddio ei ddisgresiwn i wneud taliadau i bennaethiaid am gyfrifoldebau neu ddyletswyddau sy'n amlwg yn rhai dros dro ac yn ychwanegol at y swydd y pennwyd eu cyflog ar ei chyfer (e.e. cymryd atebolrwydd dros dro am un neu ragor o ysgolion ychwanegol). Mewn achos o'r fath mae'n rhaid nad yw'r pwyllgor cyflogau wedi ystyried rheswm neu amgylchiadau o'r fath wrth bennu cyflog y pennaeth. Ni chaiff cyfanswm y taliadau dros dro a wneir i bennaeth mewn unrhyw flwyddyn ysgol benodol fod yn fwy na 25% o'r cyflog blynyddol sydd fel arall yn daladwy i'r pennaeth, ac ni chaiff cyfanswm cyflog a thaliadau eraill a wneir i bennaeth fod yn fwy na 25% uwchlaw uchafswm grŵp y pennaeth. Dydy taliadau a wneir yn unol â dyletswyddau preswyl sy'n ran o ofynion y swydd na thaliadau a wneir mewn perthynas â threuliau tai neu adleoli sy'n ymwneud ag amgylchiadau personol y pennaeth ddim i'w cyfrif yn erbyn y cyfyngiad 25%. Caiff y pwyllgor cyflogau benderfynu y bydd y pennaeth yn cael taliadau ychwanegol a fydd uwch na'r terfyn 25% mewn amgylchiadau cwbl eithriadol, ac ar ôl sicrhau cytundeb y corff llywodraethu. Rhaid i'r corff llywodraethu geisio cyngor annibynnol allanol cyn llunio achos busnes, yn cytuno i'r fath drefniant.
- 17.2.5 Yn unol â pharagraffau 10.1 – 10.4 o STPCD 2018 bydd y pwyllgor cyflogau yn ystyried defnyddio ei ddisgresiwn i wneud taliadau i bennaethiaid am gyfrifoldebau neu ddyletswyddau sy'n amlwg yn rhai dros dro ac yn ychwanegol at y swydd y pennwyd eu cyflog ar ei chyfer. Mewn achos o'r fath mae'n rhaid nad yw'r pwyllgor cyflogau wedi ystyried rheswm neu amgylchiadau o'r fath wrth bennu cyflog y pennaeth. Ni chaiff cyfanswm y taliadau dros dro a wneir i bennaeth mewn unrhyw flwyddyn ysgol benodol fod yn fwy na 25% o'r cyflog blynyddol sydd fel arall yn daladwy i'r pennaeth, ac ni chaiff cyfanswm cyflog a thaliadau eraill a wneir i bennaeth fod yn fwy na 25% uwchlaw uchafswm grŵp y pennaeth. Dydy taliadau a wneir yn unol â dyletswyddau preswyl sy'n ran o ofynion y swydd na thaliadau a wneir mewn perthynas â threuliau tai neu adleoli sy'n ymwneud ag amgylchiadau personol y pennaeth ddim i'w cyfrif yn erbyn y cyfyngiad 25%. Caiff y pwyllgor cyflogau benderfynu y bydd y pennaeth yn cael taliadau ychwanegol a fydd uwch na'r terfyn 25% mewn amgylchiadau cwbl eithriadol, ac ar ôl sicrhau cytundeb y corff llywodraethu. Rhaid i'r corff llywodraethu geisio cyngor annibynnol allanol cyn llunio achos busnes, yn cytuno i'r fath drefniant.

17.2.6 yn unol â pharagraff 6.2.(d) o'r STPCD 2013 ac eithrio i'r graddau y mae angen symud i fyny'r golofn gyflog er mwyn sicrhau bod cyflog y pennaeth yn gyfwerth ag isafswm yr ystod ysgol unigol, ni wnaiff y pwyllgor cyflog godi cyflog pennaeth yn fwy na dau bwynt yn ystod un flwyddyn ysgol.

18. Dirprwy a Phenathiaid Cynorthwyol

18.1 Tâl wrth benodi

Bydd y corff llywodraethol, pan fo angen penodi, yn pennu'r ystod cyflog i'w hysbysebu ac yn cytuno ar dâl wrth benodi fel a ganlyn:

- 18.1.1 bydd y pwyllgor cyflogau yn pennu ystod cyflog yn unol â paragraff 14 o'r STPCD 2013 a strwythur staffio'r ysgol, gan gymryd i ystyriaeth rôl y dirprwy/pennaeth cynorthwyol a amlinellir yn paragraff 49 o'r STPCD 2013;
- 18.1.2 bydd y pwyllgor cyflogau yn cofnodi ei resymau dros bennu ystod cyflog y dirprwy/pennaeth cynorthwyol, yn unol â paragraff 29 o ganllawiau adran 3 o STPCD 2013;
- 18.1.3 gall y pwyllgor cyflogau yn defnyddio ei ddisgresiwn o dan paragraff 13.3 o'r STPCD 2013, ac yn talu unrhyw un o'r tri hicyn isaf ar ystod cyflog y dirprwy bennaeth, er mwyn sicrhau penodiad yr ymgeisydd sydd orau ganddynt, ac i gynnal gwahaniaethau rhwng swyddi.

18.2 Dirprwyon/pennaethiaid cynorthwyol

- 18.2.1 bydd y pwyllgor cyflogau yn adolygu cyflog yn unol â paragraffau 13.1 neu 13.2 o STPCD 2013 a dyfarnu hyd at ddau hicyn ble caed perfformiad o ansawdd uchel parhaus mewn perthynas ag arweinyddiaeth a rheolaeth ysgol a chynnydd disgyblion gan ystyried canlyniadau'r gwerthusiad diweddar ac yn ddarostyngedig i'r safonau proffesiynol sy'n berthnasol i ddirprwy bennaethiaid a phenathiaid cynorthwyol yng Nghymru fel y cânt eu rhestru yng Nghylchlythyr Llywodraeth Cymru Rhif 020/2011 Safonau Diwygiedig ar gyfer Ymarferwyr Addysg yng Nghymru. Rhaid ystyried a defnyddio'r rhain yng nghyd-destun Dogfen Arweiniol Llywodraeth Cymru Rhif. 073/2012 Rheoli Perfformiad ar gyfer Athrawon.
- 18.2.2 bydd y pwyllgor cyflogau yn adolygu ac, os oes angen, yn ail-bennu ystod cyflog y dirprwy/pennaeth cynorthwyol ble bu newid sylweddol yng nghyfrifoldebau'r dirprwy/pennaeth cynorthwyol (paragraff 29 arweiniad adran 3 o STPCD 2013);
- 18.2.3 gall y pwyllgor cyflogau bennu ystod cyflog y dirprwy bennaeth ar unrhyw adeg yn unol â paragraff 29 o ganllawiau adran 3 o STPCD 2013 yn unol â darpariaethau dewisol y paragraff hwnnw ac er mwyn cynnal gwahaniaethau.
- 18.2.4 yn unol â pharagraff 13.2.(d) o'r STPCD 2013 ac eithrio i'r graddau y mae angen symud i fyny'r golofn gyflog er mwyn sicrhau bod cyflog y dirprwy bennaeth neu bennaeth cynorthwyol yn gyfwerth ag isafswm ystod cyflog y dirprwy bennaeth neu bennaeth cynorthwyol perthnasol, ni wnaiff y pwyllgor cyflog godi cyflog dirprwy bennaeth neu bennaeth cynorthwyol yn fwy na dau bwynt yn ystod un flwyddyn ysgol.

19. Cynnydd o ran cyflog Athrawon sy'n arwain (Pennaeth, dirprwy ac athrawon cynorthwyol)

Dyfernir hicynnau cyflog ychwanegol ar y raddfa i'r pennaeth, dirprwy bennaeth(iaid) a phennaeth(iaid) cynorthwyol yn unol â darpariaethau STPCD 2013 h.y. rhaid iddynt arddangos ansawdd uchel o berfformiad parhaus o ran arweinyddiaeth a rheolaeth yn yr ysgol ac o ran cynnydd disgyblion.

20. Lwfansau Dros dro

Mae lwfansau dros dro yn daladwy i athrawon y cafodd dyletswyddau eu pennu iddynt ac sy'n cyflawni dyletswyddau pennaeth, dirprwy bennaeth neu bennaeth cynorthwyol yn unol â paragraff 29 o'r STPCD 2013.

- 20.1 Bydd y pwyllgor cyflogau, o fewn cyfnod o bedair wythnos i'r gweithiwr ddechrau cyflawni'r dyletswyddau dros dro, yn pennu prun ai peidio y telir lwfans i ddeilydd y swydd dros dro.
- 20.2 Os ceir absenoldeb sydd wedi ei fwriadu a maith, cytunir ar lwfans dros dro ymlaen llaw a chaiff ei dalu o ddiwrnod cyntaf yr absenoldeb.
- 20.3 Bydd unrhyw athro sy'n cytuno i gyflawni dyletswyddau pennaeth, dirprwy bennaeth, neu bennaeth cynorthwyol, am gyfnod o bedair wythnos neu fwy, yn cael ei dalu ar hicyn priodol o ISR y pennaeth, ystod dirprwy bennaeth neu ystod pennaeth cynorthwyol, fel y caiff ei bennu gan y pwyllgor cyflogau. Caiff tâl ei ôl-ddyddio i pan ddechreuwyd cyflawni'r dyletswyddau.

21. ATHRAWON DOSBARTH

21.1 Talu ar benodiad

Bydd y Corff Llywodraethol yn pennu'r ystod cyflog ar gyfer swydd wag cyn ei hysbysebu. Ar benodi, bydd yn pennu'r cyflog cychwynnol o fewn yr ystod hwnnw a gynhigir i'r ymgeisydd llwyddiannus.

21.2 Wrth bennu, bydd y Corff Llywodraethol yn defnyddio'r polisi canlynol:

21.3 Swyddi Athrawon dosbarth

Mae'r Corff Llywodraethol wedi pennu'r graddfeydd cyflog canlynol

Graddfa Gyflog Athrawon Dosbarth Prif Raddfa 2018 [Cymru a Lloegr (ac eithrio Ardal Llundain)]	
Hicyn cyflog	Cyflog Blynnyddol
	£
M1	23,720
M2	25,344
M3	27,380
M4	29,488
M5	31,811
M6	35,008

Graddfa Gyflog ar gyfer Athrawon Ôl-drothwy 2018 [Cymru a Lloegr (ac eithrio Ardal Llundain)]	
Hicyn cyflog	Cyflog Blynnyddol
	£
U1	36,646
U2	38,004
U3	39,406

- 21.4 Bydd y Corff Llywodraethol yn datgan na fydd yn cyfyngu ar yr ystod cyflog a hysbysebair ar gyfer neu gyflog cychwynnol a rhagolygon cynnydd o ran cyflog sydd ar gael ar gyfer swyddi athrawon dosbarth, ac eithrio isafswm y Prif Ystod Cyflog ac uchafswm yr Ystod Cyflog Uchaf.
- 21.5 Bydd y Corff Llywodraethol yn defnyddio'r egwyddor o hygludedd cyflog wrth bennu cyflog pawb sydd newydd eu penodi
- 21.6 Wrth bennu cyflog cychwynnol athro/athrawes dosbarth sy'n dechrau yn eu swydd gyntaf fel athro/athrawes dosbarth sydd wedi cymhwyso, bydd y Corff Llywodraethol yn talu i'r athro/athrawes ar y Prif Ystod Cyflog a bydd yn dyrannu hicynnau graddfa cyflog, fel lleiafswm, ar y sail ganlynol:
- 21.6.1 un hicyn am bob blwyddyn o wasanaeth fel athro cymwys mewn ysgol wladol, Academi, Coleg Technoleg dinesig neu ysgol annibynnol;
- 21.6.2 un hicyn am bob blwyddyn o wasanaeth fel athro cymwys mewn addysg uwch neu addysg bellach yn cynnwys colegau ble ceir chweched dosbarth, neu mewn gwledydd eraill heblaw Cymru a Lloegr mewn ysgol yn sector wladol y wlad honno;
- 21.6.3 un hicyn am bob tair blynedd o brofiad ble nad ydynt yn dysgu yn gweithio mewn maes perthnasol, yn cynnwys hyfforddiant ym maes diwydiant neu faes masnachol, amser a dreuliyd yn gweithio mewn galwedigaeth sy'n berthnasol i waith yr athro yn yr ysgol, a phrofiad gyda phlant/pobl ifanc;
- 21.6.4 un hicyn ar gyfer pob tair blynedd o brofiad perthnasol ble ceir tâl neu na cheir tâl.
- 21.7 Bydd y Corff Llywodraethol hefyd yn ystyried dyrannu hiciau graddfa ychwanegol ar y sail uchod i athrawon eraill y cânt eu penodi i'r Prif Ystodau Cyflog neu'r Ystodau Cyflog Uwch.
- 21.8 Wrth bennu'r cyflog cychwynnol ar gyfer athro/athrawes dosbarth sydd wedi gweithio o'r blaen mewn ysgol wladol AALL neu academi yng Nghymru a Lloegr, bydd y Corff Llywodraethol yn talu i'r athro/athrawes ar y Prif Ystod Cyflog neu'r Ystod Cyflog Uchaf ar hicyn ar y raddfa sydd o leiaf yn cynnal hawl cyflog blaenorol yr athro ynghyd ag unrhyw godiad cyflog y buasent wedi ei dderbyn pe baent wedi aros yn eu swydd flaenorol.
- 21.9 Bydd y Corff Llywodraethol hefyd yn talu i athrawon dosbarth sydd yn "athrawon ôl-trothwy" yn unol â diffiniad STPCD 2018 o rai sydd ar yr Ystod Cyflog Uchaf.

22. Cynnydd o ran cyflog

22.1 Athrawon dosbarth ar y Prif Raddfa Cyflog

- 22.1.1 Bydd athrawon dosbarth yn derbyn cynnydd o ran cyflog ar y Prif Ystod Cyflog yn dilyn pob adolygiad rheolaeth/gwerthusiad perfformiad sy'n dangos llwyddiant.
- 22.1.2 Bernir bod adolygiadau'n llwyddiannus oni fynegwyd cryn bryder yn ysgrifenedig ynghylch safonau perfformiad gyda'r athro yn ystod y cylch rheoli/gwerthusiad perfformiad blynyddol ac na chaed gwelliant digonol erbyn i'r broses ddod i ben, er gwaethaf cefnogaeth gan yr ysgol.
- 22.1.3 Bydd athrawon dosbarth ar eu blwyddyn anwytho yn derbyn codiad cyflog ar ôl iddynt gwblhau anwythiad yn llwyddiannus.

22.2 Athrawon dosbarth ar yr Ystod Cyflog Uchaf

- 22.2.1 Bydd athrawon dosbarth yn derbyn codiad cyflog ar yr Ystod Cyflog Uchaf yn dilyn dau adolygiad rheolaeth/gwerthuso sy'n dangos perfformiad llwyddiannus.
- 22.2.2 Bernir bod adolygiadau'n llwyddiannus oni fynegwyd cryn bryderon yn ysgrifenedig ynghylch safonau perfformiad gyda'r athro yn ystod y cylch rheoli perfformiad/gwerthusiad blynyddol ac na chaed gwelliant digonol erbyn i'r broses hon ddod i ben, er gwaethaf cefnogaeth gan yr ysgol.

23. Symud i'r Ystod Cyflog Uchaf

23.1 Ceisiadau a Tystiolaeth

Caiff Athrawon Cymwysedig (*Qualified Teachers*) sydd yn gymwys wneud cais i gael eu talu ar yr ystod cyflog uchaf, ac asesir unrhyw gais yn unol â'r polisi hwn.

- 23.1.1 Yr athro/athrawes sy'n gyfrifol am benderfynu prun ai peidio maent yn dymuno gwneud cais i gael eu talu ar yr Ystod Cyflog Uwch.
- 23.1.2 Bydd athrawon fel arfer yn gwneud cais i dderbyn codiad cyflog i'r Ystod Cyflog Uchaf rhywbryd ar ôl iddynt gyrraedd M6 ar y Prif Ystod Cyflog – yn weithredol ar ôl blwyddyn ar M6.
- 23.1.3 Bydd y pennaeth yn hysbysu'r holl athrawon ar Hicyn Graddfa 6 o'r Prif Ystod Cyflog ar ddechrau pob blwyddyn ysgol o'u hawl i wneud cais am asesiad.
- 23.1.4 Gellir cyflwyno cais unwaith y flwyddyn.
- 23.1.5 Yn y cyfarfod cynllunio mae'n ofynnol i'r sawl sy'n gwerthuso a'r sawl sy'n cael ei werthuso, gymryd i ystyriaeth unrhyw feini prawf perthnasol ynghylch cynnydd mewn cyflog.
- 23.1.6 Dylid cyflwyno'r cais yn ysgrifenedig gan ddefnyddio'r ffurflen briodol yn dilyn y cyfarfod adolygu.
- 23.1.7 Bydd dyfarniadau'n seiliedig ar dystiolaeth o reoli perfformiad ac ar unrhyw dystiolaeth ychwanegol berthnasol y gall yr athro/athrawes ddewis ei rhoi.
- 23.1.8 Os caiff athro/athrawes ei chyflogi ar yr un pryd mewn ysgol(ion) eraill, gallant gyflwyno ceisiadau ar wahân os dymunant wneud cais i gael eu talu ar yr Ystod Cyflog Uwch yn yr ysgol honno neu ysgolion eraill. Ni fydd yr ysgol hon yn rhwym i unrhyw benderfyniad cyflog a wneir gan ysgol arall.

23.2 Yr Asesiad

23.2.1 Bydd ffurflen gais gan athro/athrawes sydd yn gymwys yn cael sêl bendith ble mae'r Corff Llywodraethol yn fodlon bod:

23.2.1a yr athro/athrawes yn gymwys iawn mewn pob elfen o'r safonau perthnasol (sef y 'Safonau Athro sy'n Dysgu' (Cymru): Atodiad 1, STPCD 2018) (yn cael eu hystyried a'u defnyddio yng nghydestun Cylchlythyr Llywodraeth Cymru 73/2012); a

23.2.1b bod yr athro/athrawes wedi cael llwyddiannau ac wedi gwneud cyfraniadau sylweddol a pharhaus tuag at yr ysgol.

- 23.2.2 At ddibenion y polisi cyflog hwn, bydd y Corff Llywodraethol yn fodlon bod yr athro/athrawes wedi cwrdd â disgwyliadau o ran cael codiad cyflog i'r Ystod Cyflog Uchaf ble cafodd y meini prawf Cyflog Uchaf (gweler Atodiad 2) eu cwrdd yn ôl tystiolaeth dau adolygiad rheoli perfformiad/gwerthuso llwyddiannus a dilynol.
- 23.2.3 Wrth benderfynu, bydd y Corff Llywodraethol yn ystyried y ddau adolygiad diweddaraf ynghylch rheoli perfformiad/gwerthuso. Ystyrir bod adolygiadau'n llwyddiannus oni fynegwyd cryn bryderon yn ysgrifenedig ynghylch safonau perfformiad gyda'r athro/athrawes yn ystod y cylch rheoli perfformiad/gwerthusiad blynyddol ac na chaed gwelliant digonol erbyn i'r broses hon ddod i ben, er gwaethaf cefnogaeth gan yr ysgol.

23.3 Prosesau a gweithdrefnau

- 23.3.1 Cynhelir yr asesiad o fewn 10 diwrnod gwaith o dderbyn y cais neu derfyn y broses rheoli perfformiad/gwerthuso, prun bynnag sy'n digwydd olaf.
- 23.3.2 Os ydynt yn llwyddiannus, bydd ymgeiswyr yn symud i'r Ystod Cyflog Uchaf o'r 1af Medi blaenorol a chânt eu gosod ar hicyn 1 o'r raddfa cyflog honno.
- 23.3.3 Os ydynt yn aflwyddiannus, rhoddir adborth ysgrifenedig gan y pennaeth cyn gynted a bo modd ac o leiaf o fewn 5 diwrnod gwaith o'r penderfyniad; ac yn egluro'n llawn y penderfyniad a'r trefniadau apeliadau sydd ar gael i'r athro/athrawes. Bydd unrhyw apêl yn erbyn penderfyniad i beidio â symud yr athro/athrawes i'r Ystod Cyflog Uchaf yn cael ei glywed dan drefniadau Gweithdrefn Gwrandawiadau ac Apeliadau Cyflog yr ysgol (gweler Atodiad 1).

24. Athrawon heb gymhwyso

- 24.1 Mae'r Corff Llywodraethol wedi pennu'r raddfa cyflog ganlynol ar gyfer athrawon nad ydynt wedi cymhwyso a gyflogir mewn swyddi athrawon dosbarth:

Graddfa Gyflog Athrawon Heb Gymhwyso 2018 [Cymru a Lloegr (ac eithrio Ardal Llundain)]	
Hicyn cyflog	Cyflog Blynyddol
	£
1	17,208
2	19,210
3	21,210
4	23,212
5	25,215
6	27,216

24.2 Cyflog ar gael eu penodi

- 24.2.1 Bydd y pwyllgor cyflogau yn talu i unrhyw athro nad ydyw wedi cymhwyso yn unol â'r tabl uchod
- 24.2.2 Bydd y pwyllgor cyflogau yn pennu ble bydd athro nad yw wedi cymhwyso yn cychwyn ar y raddfa, gan ystyried unrhyw gymwysterau neu brofiad y gall bod ganddi/ganddo, maent yn ei ystyried o werth.
- 24.2.3 Bydd y pwyllgor cyflogau yn ystyried prun a yw'n dymuno talu lwfans ychwanegol, yn unol â paragraff 22 o'r STPCD.

24.3 Codiad cyflog

- 24.3.1 Bydd athrawon dosbarth nad ydynt wedi cymhwysu yn derbyn codiad cyflog ar eu graddfa cyflog yn dilyn pob adolygiad rheoli perfformiad/gwerthusiad llwyddiannus.
- 24.3.2 Bernir bod adolygiadau'n llwyddiannus oni fynegydd cryn bryderon yn ysgrifenedig ynghylch safonau perfformiad gyda'r athro/athrawes yn ystod y cylch rheoli perfformiad/gwerthusiad blynyddol ac na chaed gwelliant digonol erbyn i'r broses ddod i ben, er gwaethaf cefnogaeth gan yr ysgol.

25. Gweithwyr Rhan Amser

- 25.1 Athrawon: Bydd y corff llywodraethol yn defnyddio darpariaethau'r STPCD mewn perthynas a chyflog ac amser gweithio athrawon rhan amser, yn unol â pharagraffau 40 a 41 a 51.1 – 51.12, a pharagraffau 39-46 ac 79-87 o arweiniad adran 3.
- 25.2 Holl staff: Bydd y pennaeth a'r corff llywodraethol yn sicrhau na wahaniaethir yn erbyn unrhyw weithiwr rhan amser o gymharu a rhywun sy'n gweithio'n llawn amser.

26. Athrawon a gyflogir ar sail byr rybudd

Caiff athrawon o'r fath eu talu yn unol â paragraff 42 o'r STPCD.

27. Staff Ategol

- 27.1 Mae'r pwyllgor cyflogau yn nodi ei bwerau i bennu cyflog staff ategol yn unol â paragraff 15 [neu 27] o Reoliadau Staffio Ysgolion Gwladol (Cymru) 2006.
- 27.2 Bydd y pwyllgor cyflogau yn pennu graddfa cyflog staff ategol ar eu penodiad yn unol â graddfa graddfeydd, sydd ar hyn o bryd yn berthnasol o ran cyflogaeth â'r AALL.

28. Lwfansau a Taliadau Dewisol

28.1 Taliadau Cyfrifoldeb Addysgu a Dysgu (CAD)

28.1.1 Mae'r Corff Llywodraethol yn talu taliadau CAD 1 a 2 i athrawon fel a ddynodir yn y strwythur staffio atodedig, yn unol â'r ystodau cyflog a nodir yn STPCD 2018 fel ag y caiff ei ddiweddarau o dro i dro a bydd y lefelau a'r gwerthoedd canlynol yn berthnasol:

28.1.2 CAD 1:

CAD 1B	£7,853
CAD 1A	£13,288

28.1.3 CAD 2:

CAD 2C	£2,721
CAD 2B	£4,532
CAD 2A	£6,646

- 28.2 Gall y pwyllgor cyflogau ddyfarnu CAD i athro dosbarth yn unol â pharagraff 20 o'r STPCD a pharagraffau 47-54 o arweiniad adran 3.
- 28.3 Yn neilltuol, disgwylir i athrawon gyfrannu ar lafar ac yn ysgrifenedig fel bo'n briodol, i ddatblygiad cwricwlaidd trwy gyd-rannu eu harbenigedd proffesiynol gyda cydweithwyr a chynghori ynghylch arfer effeithiol. Nid yw hynny'n golygu y disgwylir iddynt fod yn gyfrifol am, a bod yn atebol, am faes pwnc na rheoli athrawon eraill heb dderbyn tâl ychwanegol priodol. Dylai cyfrifoldebau o'r math

hwn fod yn rhan o swydd sydd yn y grŵp arweinyddiaeth neu yn gysylltiedig â swydd sy'n denu CAD1 neu CAD2 ar y sail a amlinellir ym mharagraff 20 o'r STPCD.

- 28.4 Dyfernir CAD 1 neu 2 am gyfrifoldeb ychwanegol wedi ei ddiffinio'n eglur a pharhaus yng nghydestun strwythur staffio'r ysgol at ddiben trosglwyddo'n barhaus addysgu a dysgu o ansawdd uchel. Caiff pob swydd ddisgrifiad eu hadolygu'n rheolaidd a gwneir yn eglur, os yn berthnasol, y cyfrifoldebau y dyfernir y CAD amdano, gan gymryd i ystyriaeth y meini prawf a'r ffactorau a amlinellir ym mharagraff 20 o'r STPCD, sef:
- (a) yn hoelio sylw ar addysgu a dysgu;
 - (b) bod angen defnyddio sgiliau a barn broffesiynol athro;
 - (c) bod angen i'r athro arwain, rheoli a datblygu pwnc neu faes cwricwlwm; neu arwain a rheoli datblygiad disgybl ar draws y cwricwlwm;
 - (ch) cael effaith ar gynnydd addysgol disgyblion heblaw'r dosbarthiadau neu'r grwpiau o ddisgyblion mae'r athro'n gyfrifol amdanynt; ac yn
 - (d) golygu arwain, datblygu a hyrwyddo arfer addysgu staff eraill.
- 28.5 Gall y pwyllgor cyflogau ddyfarnu CAD 3 o rhwng £540 a £2,683 ar gyfer prosiectau gwella ysgol ag iddynt gyfyngiadau amser eglur, neu gyfrifoldebau unwaith yn unig sy'n cael eu gyrru'n allanol fel a amlinellir ym mharagraff 20.3. Bydd y corff llywodraethol yn hysbysebu'r swydd yn fewnol ac yn amlinellu'n ysgrifenedig i'r athro hyd y cyfnod penodol, a thelir y dyfarniad mewn rhan-daliadau misol. Ni cheir gwarchodaeth o ran dyfarnu CAD3.
- 28.5.1 Dyfernir CAD3 mewn camau o £535
- 28.5.2 Bydd llywodraethwyr yn sicrhau bod CAD3 o werth cyfartal yn cael eu dyfarnu am dasgau o'r un pwysau a chyfrifoldeb.
- 28.5.3 Er na all athro/athrawes feddu ar CAD1 a CAD2 ar yr un pryd, gall athro sydd yn derbyn naill ai CAD1 neu CAD2 hefyd feddu ar CAD3 cyfredol.
- 28.5.4 Dydy'r egwyddor o dâl pro rata ddim yn gymwys i athrawon rhan amser sy'n derbyn taliadau CAD3.

29. Lwfansau Anghenion Addysgol Arbennig (AAA)

- 29.1 Bydd y Corff Llywodraethol yn dyfarnu lwfansau AAA yn unol â'r meini prawf a'r darpariaethau a amlinellir yn STPCD 2018 ym mharagraff 21 a pharagraffau 55 i 59 o arweiniad adran 3.
- 29.2 Mae'r term 'Sylweddol' (fel a nodir ym mharagraff 21.2(d)(i) o STPCD 2018) yn y cyd-destun hwn yn cyfeirio at ddosbarthiadau ble mae dros 50% o ddisgyblion ar ddatganiad a ble mae dosbarthiadau o'r fath yn cymryd dros 50% o amserlen yr athro.
- 29.3 Bydd y pwyllgor cyflogau yn dyfarnu lwfans AAA gwerth ar y pryd ar ystod o rhwng £2,149 a £4,242 i unrhyw athro dosbarth sy'n cwrdd â'r meini prawf a amlinellir yn paragraff 21 o'r STPCD.
- 29.4 Gwerth lwfansau AAA a delir yn yr ysgol fydd: *[rhowch werth ar y pryd lwfansau AAA a delir yn yr ysgol]*

30. Taliadau Ychwanegol

- 30.1 Yn unol â paragraff 26 o'r STPCD a pharagraffau 60-69 o arweiniad adran 3, gall y corff perthnasol wneud taliadau fel maent yn barnu'n briodol i athro, ac eithrio pennaeth o ran:

- 30.1.1 datblygiad proffesiynol parhaus a ymgwymerir tu allan i'r diwrnod ysgol;
 - 30.1.2 gweithgareddau'n ymwneud â darparu hyfforddiant cychwynnol athro fel rhan o rediad arferol yr ysgol;
 - 30.1.3 cymryd rhan mewn gweithgaredd dysgu tu allan i oriau ysgol a gytunir rhwng yr athro a'r pennaeth neu, yn achos y pennaeth, rhwng y pennaeth a'r corff perthnasol;
 - 30.1.4 cyfrifoldebau a gweithgareddau ychwanegol oherwydd, neu mewn perthynas â, darpariaethau'r gwasanaethau gan y pennaeth yn ymwneud â codi safonau addysgol mewn un neu ragor o ysgolion ychwanegol.
- 30.2 Bydd y Corff Llywodraethol yn gwneud taliadau ychwanegol i bob athro (ac eithrio pennaeth) sy'n cytuno i ymgymryd â gweithgareddau o'r fath. Caiff taliadau ychwanegol eu cyfrifo ar raddfa dyddiol neu fesul awr gan gyfeirio at sefyllfa hycyn cyflog pob athro neu, ble bo'n briodol, ac yn dilyn ystyriaeth gan y Pwyllgor Cyflogau, ar lefel uwch sy'n adlewyrchu cyfrifoldeb a maint yr ymrwymiad.
- 30.3 Mae'r Corff Llywodraethol yn cydnabod bod gweithgareddau o'r fath yn hollol wirfoddol ac y bydd ymrwymadau rhai athrawon yn ei gwneud yn anodd iddynt ymgymryd â gweithgareddau o'r fath. Ble na all athrawon fynychu CPD a drefnir tu allan i'r diwrnod ysgol, bydd yr ysgol yn ceisio cynnig trefniadau hyfforddi eraill addas o fewn amser cyfeiriedig yn unol â'i ymrwymiad i gyfleoedd cyfartal.

31. Buddion Anogaeth Recriwtio a Cadw

- 31.1 Gall y corff llywodraethol ddyfarnu taliadau lwmp swm, taliadau cyfnodol, neu ddarparu cymorth ariannol arall, cefnogaeth neu fuddion ar gyfer anogaeth recriwtio neu gadw (paragraff 27 o'r STPCD a paragraffau 70-72 o'r canllawiau adran 3).
- 31.2 Bydd y pwyllgor cyflogau yn ystyried defnyddio ei bwerau o dan paragraff 27 o'r STPCD ble maent yn ystyried ei fod yn briodol er mwyn recriwtio neu gadw staff perthnasol. Bydd yn egluro ar y cychwyn, yn ysgrifenedig, faint y disgwylir i anogaeth neu fudd o'r fath bara, a'r dyddiad adolygu y gall yr anogaeth gael ei ddiweddu ar ôl hynny.
- 31.3 Er hynny, bydd y corff llywodraethol yn cynnal adolygiad ffurfiol blynyddol o bob dyfarniad o'r fath.

32. Dyletswyddau Preswyl

Bydd y Corff Llywodraethol yn gwneud taliadau o ran dyletswyddau preswyl yn unol â cytundeb cenedlaethol Cyd Gyngor Cenedlaethol ar gyfer Athrawon mewn Sefydliadau Preswyl.

33. Honoraria

Ni fydd y Corff Llywodraethol yn talu unrhyw gydnabyddiaeth i unrhyw aelod o'r staff dysgu am gyflawni eu dyletswyddau proffesiynol fel athro, gan gydnabod na cheir darpariaeth o fewn STPCD 2018 ar gyfer talu arian ychwanegol neu gydnabyddiaeth o dan unrhyw amgylchiadau.

34. Trefniadau Aberthu Cyflog

Ble mae'r cyflogwr yn gweithredu trefniant aberthu cyflog, gall athro gymryd rhan mewn unrhyw drefniant a chaiff ei gyflog crynswth ei docio yn unol â hynny, yn unol â darpariaethau paragraff 28 o'r STPCD.

35. Swyddi Ymarferwyr Arweiniol

Mae'r Corff Llywodraethol wedi penderfynu peidio ag apwyntio athrawon i swyddi ymarferwyr arweiniol. Bydd y Corff Llywodraethol yn adolygu'r penderfyniad hwn yn flynyddol.

Atodiad 1 MODEL GWEITHDREFN GWRANDAWIADAU AC APELIADAU CYFLOG

1. Cam Un – y Gwrandawriad Cyflog

- 1.1 Fel rhan o'r broses pennu cyflog, bydd y sawl sy'n gwerthuso yn gwneud argymhelliad i'r pennaeth fel sy'n ofynnol dan y broses Rheoli Perfformiad. Bydd y pennaeth yna'n gwneud argymhelliad i'r Pwyllgor Cyflogau.
- 1.2 Wrth bennu cyflog athro/athrawes, bydd y pwyllgor cyflogau yn ysgrifennu at yr athro/athrawes i'w hysbysu o'r penderfyniad, y rhesymau drosto a bydd, ar yr un pryd, yn cadarnhau eu hawl i apelio yn erbyn y pwyllgor cyflogau a'u hawl i gael eu cynrychioli.
- 1.3 Os yw'r athro/athrawes yn dymuno apelio yn erbyn y penderfyniad, rhaid iddynt wneud hynny'n ysgrifenedig i'r pwyllgor cyflogau, fel arfer o fewn 10 diwrnod gwaith ysgol, neu o fewn graddfa amser a gyd-gytunwyd. Rhaid i'r apêl gynnwys datganiad, sy'n cynnwys manylion digonol, ar ba sail y caiff ei chyflwyno. Os ceir apêl cychwynnol, rhaid i'r pwyllgor cyflogau yna wneud trefniadau i gwrdd â'r athro i glywed yr apeliadau. Dylid hefyd gwahodd y pennaeth a'r sawl sy'n gwerthuso (os yw'n rhywun arall heblaw'r pennaeth) i'r cyfarfod, fel tystion, i egluro ar ba sail y gwnaed yr argymhelliad gwreiddiol.
- 1.4 Caiff pob plaid gyfle i ofyn cwestiynau yn dilyn y cyflwyno achos/apeliadau.
- 1.5 Bydd y pwyllgor cyflogau yn ail-ystyried y penderfyniad yn gyfrinachol ac yn ysgrifennu at yr athro/athrawes i'w hysbysu o ganlyniad yr adolygiad ac o hawl yr athro/athrawes i apelio at Bwyllgor Apêl y Corff Llywodraethol a'u hawl i gael eu cynrychioli.
- 1.6 Os dymuna'r athro/athrawes ddefnyddio eu hawl i apelio, rhaid iddynt ysgrifennu at Glerc y Corff Llywodraethol cyn gynted a bo modd, a gwneud hynny fel arfer o fewn 10 diwrnod gwaith ysgol o hysbysiad y penderfyniad, gan roi datganiad ar ba sail y cyflwynir yr apêl a manylion digonol o'r ffeithiau byddant yn dibynnu arnynt.
- 1.7 Yna gelwir i rym Ail Gam y Broses Gwrandawriadau ac Apeliadau Cyflog.

2. Cam Dau – yr Apêl

- 2.1 Ar ôl derbyn yr apêl ysgrifenedig, bydd Clerc y Corff Llywodraethol yn sefydlu Pwyllgor Apêl a ddylai gynnwys tri llywodraethwr, nad yw'r un ohonynt yn cael eu cyflogi yn yr ysgol neu wedi cymryd rhan o'r blaen yn y broses berthnasol ar gyfer pennu cyflogau ac yn trefnu cyfarfod o'r Pwyllgor Apeliadau cyn gynted a bo modd a dim hwyrach nac 20 diwrnod gwaith ysgol o'r dyddiad y derbyniwyd yr apêl ysgrifenedig. Efallai bydd yn ofynnol i'r pennaeth a'r sawl sy'n gwerthuso fynychu'r cyfarfod fel tystion.
- 2.2 Caiff Cadeirydd y Pwyllgor Cyflogau wahoddiad i arwain y pwyllgor Apêl trwy'r gweithdrefnau y cawsant eu harsylwi yn eu rhan hwy o'r broses pennu polisi cyflogau. Efallai bydd yn ofynnol i'r pennaeth a'r sawl sy'n gwerthuso fynychu'r cyfarfod fel tystion. Bydd Cadeirydd y Pwyllgor Apêl yn gwahodd y gweithiwr ac/neu eu cynrychiolydd i gyflwyno eu hachos.
- 2.3 Caiff pob plaid gyfle i ofyn cwestiynau yn dilyn cyflwyno achos/apeliadau.
- 2.4 Ar ôl i bob plaid gyflwyno eu hachos, bydd y Pwyllgor Apêl yna'n ystyried pob tystiolaeth yn y dirgel ac yn dod i benderfyniad. Bydd y Pwyllgor Apêl yn ysgrifennu at yr athro/athrawes i'w hysbysu o'u penderfyniad a'r rhesymau drosto. Bydd eraill sydd yn mynychu'r cyfarfod hefyd yn cael eu hysbysu o'r penderfyniad. Bydd penderfyniad y Pwyllgor Apêl yn derfynol.

Atodiad 2 MEINI PRAWF CODIAD CYFLOG YSTOD UWCH

1. Priodweddau proffesiynol

Cyfrannu'n sylweddol, ble bo'n briodol, i weithredu polisïau ac arfer man gwaith a hyrwyddo cyd-gyfrifoldeb am eu gweithredu.

2. Gwybodaeth a dealltwriaeth broffesiynol

- 2.1 Meddu ar wybodaeth a dealltwriaeth helaeth o sut i ddefnyddio ac addasu ystod o strategaethau addysgu, dysgu a rheoli ymddygiad, yn cynnwys sut i bersonoli dysgu i roi cyfleoedd i bob dysgwr gyrraedd eu potensial.
- 2.2 Meddu ar wybodaeth helaeth a hyddysg o'r anghenion asesu a trefniadau ar gyfer y meysydd pynciau/cwricwlwm maent yn eu haddysgu, yn cynnwys y rheini sy'n gysylltiedig ag arholiadau cyhoeddus a cymwysterau.
- 2.3 Meddu ar y wybodaeth a'r ddealltwriaeth ddiweddaraf o'r gwahanol fathau o gymwysterau a manylebau a'u haddasrwydd ar gyfer cwrdd ag anghenion dysgwyr.
- 2.4 Meddu ar wybodaeth a dealltwriaeth mwy datblygedig o'u pynciau/meysydd cwricwlwm ac addysgeg cysylltiedig yn cynnwys sut mae eu dysgu yn datblygu.
- 2.5 Meddu ar ddyfnder gwybodaeth a phrofiad digonol i allu cynghori ynghylch datblygiad a lles plant a phobl ifanc.

3. Sgiliau Proffesiynol

- 3.1 Hyblygrwydd, bod yn greadigol ac yn gallu cynllunio dilyniannau dysgu o fewn gwersi ac ar draws gwersi sy'n effeithiol ac yn gyson yn cwrdd â nodau dysgu ac anghenion dysgwyr ac sy'n integreiddio datblygiadau diweddar, yn cynnwys y rheini sy'n perthyn i wybodaeth o bwnc/cwricwlwm.
- 3.2 Meddu ar sgiliau dysgu sy'n arwain at i ddysgwyr gyflawni'n dda o gymharu â'u cyrhaeddiad blaenorol, gan wneud cynnydd cystal â, neu well na, dysgwyr tebyg yn genedlaethol.
- 3.3 Hybu cydweithrediad a gweithio'n effeithiol fel aelod o dîm.
- 3.4 Cyfrannu tuag at ddatblygiad proffesiynol cydweithwyr trwy hyfforddi a mentora, gan ddangos arfer effeithiol, a darparu cyngor ac adborth.

Atodiad 3 FFURFLEN GAIS YSTOD CYFLOG UWCH

Manylion Athro/Athrawes:

Enw:

Swydd

Manylion RhP/Gwerthuso:

Blynyddoedd a gwmpesir gan ddatganiadau cynllunio/adolygu:

Ysgolion a gwmpesir gan ddatganiadau cynllunio/adolygu:

Datganiad:

Rwyf yn cadarnhau ar ddyddiad y cais hwn am asesiad i groesi'r trothwy, fy mod yn bodloni'r meini prawf cymhwysedd ac rwyf yn cyflwyno datganiadau cynllunio ac adolygu rheoli perfformiad/gwerthuso sydd yn cwmpasu'r cyfnod perthnasol.

Llofnod yr ymgeisydd: _____ Dyddiad: _____

Atodiad 4 STRWYTHUR STAFFIO YSGOL A GWERTHOEDD CYFLOG

[Mewnosod strwythur staffio a gwerthoedd cyflog ar gyfer yr ysgol]

Atodiad 5 RHEOLI PERFFORMIAD ATHRAWON CYFLENWI

Gall pob athro cyflenwi wneud cais am reoli perfformiad ac felly bod yn gymwys ar gyfer codiad gris cyflog pan fyddant wedi gweithio am o leiaf un sesiwn yr wythnos mewn ysgol benodol mewn unrhyw 26 wythnos mewn Blwyddyn Academaidd, nad oes rhaid iddynt fod yn olynol.

Pan fydd athro cyflenwi wedi cyrraedd y trothwy 26 wythnos, ac wedi gwneud cais tebyg, bydd yr ysgol yn rhoi ar waith drefniadau iddo/iddi gael ei arsylwi wrth ddysgu. Dylai pob athro cyflenwi gael lleiafswm o 1 ac uchafswm o 3 arsylwad gwersi. Dylid glynu at bolisi rheoli perfformiad/gwerthuso'r ysgol gymaint ag sy'n ymarferol bosib.

Disgwylir bod athrawon cyflenwi ar gael i weithio hyd at 6.5 awr y dydd, sy'n rhoi cyfartaledd wythnosol o 32.5 awr. Disgwylir i unrhyw athro cyflenwi sy'n llenwi dros absenoldeb o dros 5 diwrnod baratoi gwersi neu pan yn dilyn cyfres o gynlluniau gwersi wedi'u rhagbaratoi, gysylltu gyda'r rheolwr llinell perthnasol i sicrhau bod y dilyniant o wersi sy'n cael eu cyflenwi yn cael eu dysgu'n briodol. Disgwylir hefyd i waith gael ei farcio yn unol â pholisi marcio'r ysgol.

Deuir i farn ar gymhwysedd yr athro ar gyfer codiad gris cyflog ar ddiwedd y cylch ac fe wneir hynny yn unol â pholisi cyflog yr ysgol.

1. Introduction

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.

2. Statement of Intent

The governing body of this school will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

3. Equalities Legislation

3.1 The governing body will comply with relevant equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010

3.1.1 The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

3.1.2 See 'governing body obligations' (7.0) in relation to monitoring the impact of this policy.

3.2 Equalities and Performance Related Pay

The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

4. Job Descriptions

The head teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. Where a job description is reviewed it can only be changed by agreement.

5. Access to Records

The head teacher will ensure reasonable access for individual members of staff to their own employment records.

6. Appraisal

The governing body will comply with School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of teachers and the school's appraisal policy.

7. Governing Body Obligations

The governing body will fulfil its obligations to:

- 7.1 **Teachers:** as set out in the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- 7.2 **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.
- 7.3 The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.
- 7.4 The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures' (12.0)) and the school's spending plan.
- 7.5 The governing body will monitor the outcomes of pay decisions, ensuring the school's continued compliance with equalities legislation.

8. Headteacher Obligations

The head teacher will:

- 8.1 develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the performance management and pay policies;
- 8.2 submit any updated performance management and pay policies to the governing body for approval;
- 8.3 ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly, and provide such training as may be necessary;
- 8.4 submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;
- 8.5 ensure that teachers are informed about decisions reached by the Governing Body, and their right to appeal; and that records are kept of recommendations and decisions made.

9. Teachers' Obligations

A teacher will:

- 9.1 engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made (see 'Appraisal' section above);
- 9.2 keep records of their objectives and review them throughout the appraisal process;
- 9.3 share any evidence they consider relevant with their appraiser;
- 9.4 cooperate with arrangements for an annual review of their performance.

10. Discretionary Pay Awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

11. Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

12. Procedures

- 12.1 The governing body will determine the annual pay budget on the recommendation of the pay committee, taking into account paragraph 19.2(e) of the STPCD. The pay committee will be attended by the head in an advisory capacity to ensure consistency and fairness.
- 12.2 The governing body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of discussion is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.
- 12.3 Where the pay committee has invited a representative of the LA to attend and offer advice on the determination of the head's pay, that person will withdraw while the committee reaches its decision.
- 12.4 The terms of reference for the pay committee will be determined from time to time by the governing body.
- 12.5 The current terms of reference are:
 - 12.5.1 to achieve the aims of the whole school pay policy in a fair and equal manner;
 - 12.5.2 to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
 - 12.5.3 to observe all statutory and contractual obligations;
 - 12.5.4 to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
 - 12.5.5 to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
 - 12.5.6 to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;
 - 12.5.7 to work with the head in ensuring that the governing body complies with the Appraisal Regulations 2011 (teachers);
 - 12.5.8 to review the policy annually, in consultation with the head teacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

- 12.6 The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

13. Annual determination of pay

- 13.1 All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The governing body will complete teachers' annual pay reviews by 31 October and the head teacher's annual pay review by 31 December.
- 13.2 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- 13.3 The school will apply any nationally agreed pay awards as they occur.

14. Notification of pay determination

- 14.1 Decisions will be communicated to each member of staff by the head in writing in accordance with paragraph 3.4 of the STPCD and will set out the reasons why decisions have been taken.
- 14.2 Decisions on the pay of the head will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the STPCD.
- 14.3 An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

15. Appeals procedure

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the STPCD. It is set out as an appendix to this pay policy (Appendix 1).

16. Leadership teacher posts (head teacher, deputy & assistant head teachers)

The pay ranges for the head teacher, deputy head teacher[s] and assistant head teacher[s] will be determined in accordance with the criteria specified in the 2018 STPCD and ensuring fair pay relativities.

- 16.1** The Governing Body has established the following pay ranges for the head teacher, deputy head teacher[s] and assistant head teacher[s]:

- 16.1.1 Head teacher pay range:

[Insert the school's 7 point range for head teacher from table below]

- 16.1.2 Deputy head teacher pay range

[Insert the school's 5 point range for deputy head teachers from table below]

- 16.1.3 Assistant head teacher pay range

[Insert the school's 5 point range for assistant head teachers from table below]

Pay Spine for Leadership Group 2018 [Wales and England (excluding the London Area)]
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Spine Point	Annual Salary
	£
L1	39,965
L2	40,966
L3	41,989
L4	43,034
L5	44,106
L6	45,213
L7	46,430
L8	47,501
L9	48,687
L10	49,937
L11	51,234
L12	52,414
L13	53,724
L14	55,064
L15	56,434
L16	57,934
L17	59,265
L18*	60,153
L18	60,755
L19	62,262
L20	63,806
L21*	64,736
L21	65,384
L22	67,008
L23	68,667
L24*	69,673
L24	70,370
L25	72,119
L26	73,903
L27*	74,985
L27	75,735
L28	77,613
L29	79,535
L30	81,515
L31*	82,701
L31	83,528
L32	85,605
L33	87,732
L34	89,900
L35*	91,223
L35	92,135
L36	94,416
L37	96,763
L38	99,158
L39*	100,568
L39	101,574
L40	104,109
L41	106,709
L42	109,383

**These points were used for headteachers at the top of the school group range in the academic year 2014-15 and who received no uplift for 2015-16.*

17. Headteacher Pay

17.1 Pay on appointment

For appointments on or after 1 September 2013, the governing body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the head teacher and in accordance with paragraphs 11 and 6.2(e) and paragraphs 11 to 26 of the section 3 guidance of the 2013 STPCD (namely setting an ISR and using specific points on the Leadership Group Pay Spine):

- 17.1.1 the pay committee will review the school's head teacher group and the head's Individual School Range (ISR) in accordance with paragraphs 7, 8 and 10 (ordinary school), or paragraphs 7, 9 and 10 (special school) of the 2013 STPCD;
- 17.1.2 if the head teacher takes on permanent accountability for one or more additional schools, the pay committee will set an ISR in accordance with the provisions of paragraphs 11.5 and 6.2(e) of the 2013 STPCD.
- 17.1.3 the pay committee will have regard to the provisions of paragraph 11.3 of the 2013 STPCD and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- 17.1.4 the pay committee will exercise its discretion under paragraph 6.2(e) of the 2013 STPCD and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
- 17.1.5 In accordance with paragraphs 10.1 – 10.4 of STPCD 2018 the pay committee will consider using its discretion to determine that payments may be made to the headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the pay committee must not have previously taken such reason or circumstance into account when determining the headteacher's pay range. The total sum of the temporary payments made to a headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher Group. Payments for residential duties which are a requirement of the post or payments in respect of housing or relocation expenses which relate solely to the personal circumstances of the headteacher do not count towards the 25% limit. The pay committee may determine that additional payments be made to a headteacher which exceed the 25% limit in wholly exceptional circumstances and with the agreement of the governing body. The governing body must seek external independent advice before producing a business case, seeking such an agreement.

17.2 Serving head teachers

The governing body will determine the salary of a serving head teacher in accordance with paragraph 6 of the STPCD 2013 (namely using specific points on the Leadership Group Pay Spine).

- 17.2.1 the pay committee will review the head teacher's pay in accordance with paragraph 6.2(b) of the STPCD 2013 and award up to two performance points where there has been a sustained high quality of performance in respect of school leadership and management and pupil progress having regard to the results of the most recent appraisal review carried out in accordance with the Appraisal Regulations 2011 and subject to the professional

that apply to headteachers in Wales which comprise of the Practising Teacher the Leadership Standards as listed in the Welsh Government Circular No, 020/2011 Standards for Education Practitioners in Wales. These must be viewed and applied in the context of the Welsh Government Guidance Document No. 074/2012.

- 17.2.2 the pay committee may determine the head's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary (paragraph 12 of section 3 guidance of the 2013 STPCD);
- 17.2.3 if the pay committee makes a determination to change the ISR, it will determine the head's ISR within the group range for the school, in accordance with paragraph 11; and paragraphs 12 of the section 3 guidance of the 2013 STPCD;
- 17.2.4 in accordance with paragraphs 10.1 – 10.4 of STPCD 2018 the pay committee will consider using its discretion to determine that payments may be made to the headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined (e.g. taking on temporary accountability for one or more additional schools). In each case the pay committee must not have previously taken such reason or circumstance into account when determining the headteacher's pay range. The total sum of the temporary payments made to a headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher Group. Payments for residential duties which are a requirement of the post or payments in respect of housing or relocation expenses which relate solely to the personal circumstances of the headteacher do not count towards the 25% limit. The pay committee may determine that additional payments be made to a headteacher which exceed the 25% limit in wholly exceptional circumstances and with the agreement of the governing body. The governing body must seek external independent advice before producing a business case, seeking such an agreement.
- 17.2.5 in accordance with paragraphs 10.1 – 10.4 of STPCD 2018 the pay committee will consider using its discretion to determine that payments may be made to the headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the pay committee must not have previously taken such reason or circumstance into account when determining the headteacher's pay range. The total sum of the temporary payments made to a headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher Group. Payments for residential duties which are a requirement of the post or payments in respect of housing or relocation expenses which relate solely to the personal circumstances of the headteacher do not count towards the 25% limit. The pay committee may determine that additional payments be made to a headteacher which exceed the 25% limit in wholly exceptional circumstances and with the agreement of the governing body. The governing body must seek external independent advice before producing a business case, seeking such an agreement.
- 17.2.6 in accordance with paragraph 6.2.(d) of the STPCD 2013 save to the extent that a movement up the pay spine is necessary to ensure that the salary of the headteacher equals the minimum of the individual school range, the pay committee must not increase a headteacher's salary by more than two points in the course of one school year.

18. Deputy and Assistant Heads

18.1 Pay on appointment

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- 18.1.1 the pay committee will determine a pay range in accordance with paragraph 14 of the STPCD 2013 and the school staffing structure, taking account of the role of the deputy/assistant head teacher set out at paragraph 49 of the STPCD 2013;
- 18.1.2 the pay committee will record its reasons for the determination of the deputy/assistant head pay range, in accordance with paragraph 29 of the section 3 guidance of the 2013 STPCD;
- 18.1.3 the pay committee may exercise its discretion under paragraph 13.3 of the STPCD 2013, and pay any of the bottom three points on deputy head pay range, in order to secure the appointment of its preferred candidate, and to maintain differentials between posts.

18.2 Serving deputy/assistant head teachers

- 18.2.1 the pay committee will review pay in accordance with paragraphs 13.1 or 13.2 of the 2013 STPCD and award up to two points where there has been sustained high quality of performance in respect of school leadership and management and pupil progress having regard to the results of the recent appraisal and subject to the professional standards that apply to deputy headteachers and assistant headteachers in Wales as listed in the Welsh Government Circular No, 020/2011 Revised Standards for Education Practitioners in Wales. These must be viewed and applied in the context of the Welsh Government Guidance Document No. 073/2012 Performance Management for Teachers.
- 18.2.2 the pay committee will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant head teacher (paragraph 29 of section 3 guidance of the 2013 STPCD);
- 18.2.3 the pay committee may determine the deputy head pay range at any time in accordance with paragraph 29 of the section 3 guidance of the 2013 STPCD pursuant with the discretionary provisions of that paragraph and to maintain differentials;
- 18.2.4 in accordance with paragraph 13.2.(d) of the STPCD 2013 save to the extent that a movement up the pay spine is necessary to ensure that the salary of the deputy or assistant headteacher equals the minimum of the relevant deputy or assistant headteacher pay range, the pay committee must not increase deputy or assistant headteacher's salary by more than two points in the course of one school year.

19. Leadership teachers (Head teacher, deputy & assistant head teachers) Pay Progression

The head teacher, deputy head teacher(s) and assistant head teacher(s) will be awarded additional scale points in accordance with the provisions of the 2013 STPCD i.e. they must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress.

20. Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with paragraph 29 of the STPCD 2013.

- 20.1 The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.

- 20.2 In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.
- 20.3 Any teacher who agrees to carry out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

21. CLASSROOM TEACHERS

21.1 Pay on appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

21.2 In making such determinations, the Governing Body will apply the following policy:

21.3 Classroom teacher posts

The Governing Body has established the following pay scales

Pay Scale for Classroom Teachers (Main Scale) 2018 [Wales and England (excluding the London Area)]	
Scale Point	Annual Salary
	£
M1	23,720
M2	25,344
M3	27,380
M4	29,488
M5	31,811
M6	35,008

Pay Scale for Post-Threshold Teachers 2018 [Wales and England (excluding the London Area)]	
Scale Point	Annual Salary
	£
U1	36,646
U2	38,004
U3	39,406

- 21.4 The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 21.5 The Governing Body will apply the principle of pay portability in making pay determinations for all new appointees
- 21.6 When determining the starting pay for a classroom teacher taking up their **first appointment** as a qualified classroom teacher, the Governing Body will pay the teacher on the Main Pay Range and will allocate pay scale points, as a minimum, on the following basis:
- 21.6.1 one point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;

- 21.6.2 one point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
- 21.6.3 one point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people;
- 21.6.4 one point for each three years of other remunerated or unremunerated relevant experience.
- 21.7 The Governing Body will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.
- 21.8 When determining the starting pay for a classroom teacher **who has previously worked** in an LA maintained school or academy in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.
- 21.9 The Governing Body will also pay classroom teachers who are "post-threshold teachers" as defined by the 2018 STPCD on the Upper Pay Range.

22. Pay progression

22.1 Classroom teachers on the Main Pay Range

- 22.1.1 Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance management/appraisal review.
- 22.1.2 Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of that process, despite support provided by the school.
- 22.1.3 Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

22.2 Classroom teachers on the Upper Pay Range

- 22.2.1 Classroom teachers will be awarded pay progression on the Upper Pay Range following two successful performance management/appraisal reviews.
- 22.2.2 Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of that process, despite support provided by the school.

23. Movement to the Upper Pay Range

23.1 Applications and Evidence

Qualified teachers who are eligible may apply to be paid on the upper pay range and any such application must be assessed in line with this policy.

- 23.1.1 It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.
- 23.1.2 Teachers will normally apply for progression to the Upper Pay Range sometime after having reached M6 on the Main Pay Range – and effective after having been on M6 for at least one year.
- 23.1.3 The head teacher will notify all teachers on Scale Point 6 of the Main Pay Range at the start of each school year of their eligibility to apply for assessment.
- 23.1.4 Applications may be made once a year.
- 23.1.5 The appraiser and appraisee are required to take into account any relevant pay progression criteria at the planning meeting.
- 23.1.6 The application should be made in writing using the appropriate form following the review meeting.
- 23.1.7 Judgements will be based on evidence from performance management and any relevant additional evidence the teacher may choose to supply.
- 23.1.8 If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or schools. This school will not be bound by any pay decision made by another school.

23.2 The Assessment

- 23.2.1 An application from a qualified teacher will be successful where the Governing Body is satisfied that:
 - 23.2.1a the teacher is highly competent in all elements of the relevant standards (namely the ‘Practising Teacher Standards’ (Wales): Annex 1, STPCD 2018) (viewed and applied in the context of Welsh Government Circular 73/2012); and
 - 23.2.1b the teacher’s achievements and contribution to the school are substantial and sustained.
- 23.2.2 For the purposes of this pay policy, the Governing Body will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the Upper Pay Range criteria (see **Appendix 2**) have been satisfied as evidenced by two successful and consecutive performance management/appraisal reviews.
- 23.2.3 In making its decision, the Governing Body will have regard to the two most recent performance management /appraisal reviews. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of that process, despite support provided by the school.

23.3 Processes and procedures

- 23.3.1 The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.
- 23.3.2 If successful, applicants will move to the Upper Pay Range from the previous 1st September and will be placed on point 1 of that pay scale.

- 23.3.3 If unsuccessful, written feedback will be provided by the head teacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's Pay Hearings and Appeals procedure (see Appendix 1).

24. Unqualified Teachers

- 24.1 The Governing Body has established the following pay scale for unqualified teachers employed in classroom teacher posts:

Pay Scale for Unqualified Teachers 2018 [Wales and England (excluding the London Area)]	
Scale Point	Annual Salary
	£
1	17,208
2	19,210
3	21,210
4	23,212
5	25,215
6	27,216

24.2 Pay on appointment

- 24.2.1 The pay committee will pay any unqualified teacher in accordance with the table above
- 24.2.2 The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value.
- 24.2.3 The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of the STPCD.

24.3 Pay progression

- 24.3.1 Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management/appraisal review.
- 24.3.2 Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and there has not been sufficient improvement by the conclusion of that process, despite support provided by the school.

25. Part-time Employees

- 25.1 Teachers:** The governing body will apply the provisions of the STPCD in relation to part-time teachers' pay and working time, in accordance with paragraph 40 and 41 and 51.1 to 51.12, and paragraphs 39-46 and 79-87 of the section 3 guidance.
- 25.2 All staff:** The head and governing body will ensure that all part-time employees are treated no less favourably than a full-time comparator.

26. Teachers employed on a short-notice basis

Such teachers will be paid in accordance with paragraph 42 of the STPCD.

27. Support Staff

- 27.1 The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 15 [or 27] of the Staffing of Maintained Schools (Wales) Regulations 2006.
- 27.2 The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA.

28. Discretionary Allowances and Payments

28.1 Teaching & Learning Responsibility Payments (TLRs)

28.1.1 The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the 2018 STPCD as updated from time to time and the following levels and values will apply:

28.1.2 TLR 1:

TLR 1B	£7,853
TLR 1A	£13,288

28.1.3 TLR 2:

TLR 2C	£2,721
TLR 2B	£4,532
TLR 2A	£6,646

- 28.2 The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the STPCD and paragraphs 47-54 of the section 3 guidance.
- 28.3 In particular, teachers are expected to contribute, both orally and in writing as appropriate, to curriculum development by sharing their professional expertise with colleagues and advising on effective practice. This does not mean that they can be expected to take on the responsibility of, and accountability for, a subject area or to manage other teachers without appropriate additional payment. Responsibilities of this nature should be part of a post that is in the leadership group or linked to a post which attracts a TLR1 or TLR2 on the basis set out in paragraph 20 of the STPCD.
- 28.4 TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20 of the STPCD, namely:
- (a) is focused on teaching and learning;
 - (b) requires the exercise of a teacher's professional skills and judgement;
 - (c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
 - (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
 - (e) involves leading, developing and enhancing the teaching practice of other staff.
- 28.5 The pay committee may award a TLR3 of between £540 to £2,683 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3. The governing body will advertise the position internally setting out in writing to the teacher the

duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

28.5.1 TLR3's will be awarded in steps of £535

28.5.2 Governors will ensure that tasks of equal weight and responsibility attract TLR3's of equal value

28.5.3 Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

28.5.4 The pro rata pay principle does not apply to part time teachers in receipt of TLR3 payments.

29. Special Educational Needs (SEN) allowances

29.1 The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the 2018 STPCD at paragraphs 21 and paragraphs 55 to 59 of the section 3 guidance.

29.2 The term 'Substantial' (as noted in paragraph 21.2(d)(i) of the 2018 STPCD) in this context refers to classes where more than 50% of pupils are statemented and such classes form more than 50% of the teacher's timetable.

29.3 The pay committee will award an SEN spot value allowance on a range of between £2,149 and £4,242 to any classroom teacher who meets the criteria as set out in paragraph 21 of the STPCD.

29.4 The value of SEN allowances to be paid at the school will be: *[Insert the spot value of SEN allowances paid at the school]*

30. Additional Payments

30.1 In accordance with paragraph 26 of the STPCD and paragraphs 60-69 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, other than a head teacher in respect of:

30.1.1 continuing professional development undertaken outside the school day;

30.1.2 activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

30.1.3 participation in out-of-school hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;

30.1.4 additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools.

30.2 The Governing Body will make additional payments to all teachers (other than the head teacher) who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

- 30.3 The Governing Body recognises that such activities are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

31. Recruitment and Retention Incentive Benefits

- 31.1 The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27 of the STPCD and paragraphs 70-72 of the section 3 guidance).
- 31.2 The pay committee will consider exercising its powers under paragraph 27 of the STPCD where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn
- 31.3 The governing body will, nevertheless, conduct an annual formal review of all such awards.

32. Residential duties

The Governing Body will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

33. Honoraria

The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the 2018 STPCD for the payment of bonuses or honoraria in any circumstances.

34. Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the STPCD.

35. Leading Practitioner Posts

The Governing Body has decided not to appoint teachers to leading practitioner posts. The Governing Body will review this position on an annual basis.

Appendix 1 MODEL PAY HEARINGS AND APPEALS PROCEDURE

1. Stage One – the Pay Hearing

- 1.1 As part of the pay determination process, the appraiser will make a recommendation to the headteacher as required by the Performance Management process. The headteacher will then make a recommendation to the Pay Committee.
- 1.2 On determining a teacher's pay, pay committee will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to pay committee and their right to be represented.
- 1.3 If the teacher wishes to appeal the decision, they must do so in writing to pay committee, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an

- initial appeal is raised, the pay committee must then arrange to meet the teacher to hear the representations. The headteacher and the appraiser (if different from the headteacher) should also be invited to the meeting, as witnesses, to clarify the basis for the original recommendation.
- 1.4 All parties will have the opportunity to ask questions following the presentations/representations.
 - 1.5 The pay committee will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body's Appeal Committee and their right to be represented.
 - 1.6 If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity, and normally within 10 school working days of notification of the decision, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.
 - 1.7 This will invoke the Second Stage of the Pay Hearings and Appeal Procedure

2. Stage Two – the Appeal

- 2.1 On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both the headteacher and the appraiser may be required to attend the meeting as witnesses.
- 2.2 The Chair of the Pay Committee will be invited to take the Appeal committee through the procedures that were observed in their part of the pay policy determination process. Both the headteacher and the appraiser may be required to attend the meeting as witnesses. The Chair of the Appeal Committee will invite the employee and/or their representative to set out their case.
- 2.3 All parties will have the opportunity to ask questions following the presentations/representations.
- 2.4 Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

Appendix 2 UPPER PAY RANGE PROGRESSION CRITERIA

1. Professional attributes

Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional knowledge and understanding

- 2.1 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 2.2 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

- 2.3 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5 Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

3. Professional skills

- 3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- 3.3 Promote collaboration and work effectively as a team member.
- 3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Appendix 3 UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name:

Post

PM / Appraisal Details:

Years covered by planning / review statements:

Schools covered by planning / review statements:

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management / appraisal planning and review statements covering the relevant period.

Applicant's signature: _____ Date: _____

Appendix 4

SCHOOL STAFFING STRUCTURE AND SALARY VALUES

[Staffing structure and salary values to be inserted for the school]

Appendix 5 PERFORMANCE MANAGEMENT OF SUPPLY TEACHERS

All supply teachers may request performance management and be eligible therefore for incremental progression once they have worked for at least one session a week at Ysgol XXX in any 26 weeks in an Academic Year, which do not have to be consecutive.

Once a supply teacher has reached the 26 week threshold, and made such a request, arrangements will be put in place by the school for him/her to be observed teaching. Each supply teacher should have a minimum of 1 and maximum of 3 lesson observations. The school performance management/appraisal policy should be adhered to as closely as is practicable.

It is expected that supply teachers are available for work for up to 6.5 hours per day, giving a weekly average of 32.5 hours. Any supply teacher covering an absence in excess of 5 days will be expected to prepare lessons or where following a set of pre-prepared lesson plans, to liaise with the relevant line manager to ensure that the sequence of lessons being covered is taught appropriately. It is also expected that work will be marked in accordance with the schools marking policy.

Judgements on the teachers' eligibility for salary progression will be made at the end of the cycle and will be in accordance with the schools' pay policy.