

## Tower Hamlets & the City NEU Appraisal & Pay Calendar for School Reps

Term	DFE Guidance	Action for School Reps
Autumn term	All <b>objectives to be finalised</b> . If agreement cannot be reached, they are <b>set by the appraiser</b> . Performance is monitored as set out in the school's appraisal policy (such as through observation and <b>on-going professional dialogue</b> between the relevant parties).	<ul style="list-style-type: none"> <li>Share local guidance on pay to all members</li> <li>Ensure up-to-date pay policy and any local guidance on pay progression is on staff network for reference.</li> <li>Issue guidance to all staff on <b>setting of targets</b> &amp; ensure they <b>address threshold requirements</b> for eligible members</li> <li>Alert all staff of requirements for <b>pay progression</b></li> <li>Encourage those eligible for UPR to apply, encourage them to keep <b>records</b> of LM/PM meetings &amp; collate <b>relevant evidence</b></li> <li>Ensure targets set will enable progression across to UPR</li> <li>Ask SLT for data on staff pay progression (<b>Equality Audit</b>) – any concerns re discrimination seek advice from NEU.</li> </ul>
Spring Term	<b>Performance is monitored</b> as set out in the school's appraisal policy (such as through observation and <b>on-going professional dialogue</b> between the relevant parties).	<ul style="list-style-type: none"> <li>Remind all members of staff of <b>pay progression process &amp; requirements</b>.</li> <li>Encourage staff eligible for <b>UPR</b> to start preparations. Issue <b>NEU guidance</b> on how to apply.</li> <li>Identify any issues that are arising with the pay policy/process. Raise with SLT.</li> </ul>
Summer term	<b>Performance is monitored</b> as set out in the school's appraisal policy (such as through observation and <b>on-going professional dialogue</b> between the relevant parties).	<ul style="list-style-type: none"> <li>Remind all members of staff of <b>pay progression process &amp; requirements</b>.</li> <li>Encourage staff eligible for <b>UPR</b> to start preparing applications. Issue <b>NEU guidance</b> on how to apply.</li> <li><b>Members to speak to LM</b> about pay recommendations. <b>Seek advice</b> if likely to be negative.</li> <li><b>Identify any issues</b> that are arising with the pay policy/process. <b>Raise with SLT</b>.</li> </ul>
Summer/Autumn	At the end of the appraisal year, teachers receive an <b>appraisal report</b> , which includes (amongst other things) an <b>assessment against their objectives</b> and the relevant standards and a <b>recommendation on pay</b> .	<ul style="list-style-type: none"> <li>Discuss <b>pay policy for next year</b> with SLT in line with NEU advice (including discussion of <b>appropriate wording for targets</b> &amp; guarantees of <b>training for appraisers</b>)</li> <li><b>Raise any concerns</b> from this year's procedure and <b>seek advice on re-negotiating a poor pay policy</b>.</li> </ul>