

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

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