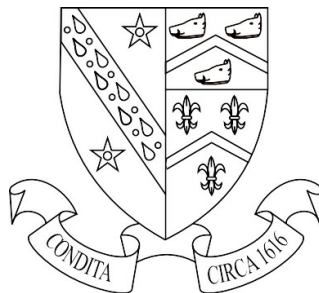


POLISI MODEL CYFLOG ATHRAWON GWYNEDD 2023-24

GWYNEDD MODEL TEACHER PAY POLICY 2023-24



Ysgol Botwnnog

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

Dyddiad Cymeradwyo:
Date of approval

Dyddiad Adolygu:
Review date

1.0 Rhagymadrodd

1.1 Mae'r polisi hwn yn amlinellu'r fframwaith ar gyfer gwneud penderfyniadau ynghylch cyflog athrawon. Cafodd ei datblygu i gydymffurfio â'r deddfwriaeth bresennol a gofynion y Ddogfen Cyflog ac Amodau Athrawon Ysgol (Cymru) (STPC(W)D) 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.

2.0 Datganiad o Fwriad

2.1 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 lle bo hynny'n yn berthnasol iddynt. Bydd ei gweithdrefnau ar gyfer pennu cyflog yn gyson ag egwyddorion bywyd cyhoeddus: gwrthrychedd, bod yn agored ac atebolrwydd.

3.0 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' (8.0) o ran monitro effaith y polisi hwn.

3.2 Cydraddoldeb a Thâl yn ôl Perfformiad

3.2.1 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 ddibynnol ar amgylchiadau'r athro unigol ac ar amgylchiadau'r ysgol.

4.0 Strwythur Staffio

Mae'r strwythur staffio yn nodi nifer ac amrediad cyflogau ar gyfer pob swydd o fewn yr ysgol. Bydd angen ymgynghori ar unrhyw newidiadau i'r strwythur staffio gyda gweithwyr a chynrychiolwyr Undeb. Gellir derbyn cyngor gan Adnoddau Dynol ynglŷn a'r drefn a Swyddogion Addysg mewn perthynas â chyngor addysgol. Mae'r strwythur staffio presennol ynghlwm yn [Atodiad 3](#).

5.0 Swydd Ddisgrifiadau

5.1 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. Os na ellir dod i gytundeb, gellir penderfynu dilyn trefn i ddiswyddo ac ail-gyflogi (dismiss and re-engage) yr un gweithiwr o dan gontract newydd. Dylai hwn fod yn ddewis olaf, a dim ond ar ôl ymgynghori â'r gweithiwr. Dylech gysylltu a Adnoddau Dynol am gyngor pellach.

6.0 Mynediad at Gofnodion

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

7.0 Gwerthuso

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

8.0 Dyletswyddau'r Corff Llywodraethol

Bydd y corff llywodraethol yn cyflawni ei ddyletswyddau i:

8.1 **Athrawon:** fel a amlinellir yn Nogfen Cyflog ac Amodau Athrawon Ysgol (Cymru) (STPC(W)D) ac Amodau Gwasanaeth ar gyfer Athrawon Ysgol yn Lloegr a Chymru (a elwir yn 'Llyfr Bwrgwyn').

8.2 **Staff Ategol:** Cytundeb Cenedlaethol ar Gyflog ac Amodau Gwaith Cyd-Gyngor Cenedlaethol ar gyfer Gwasanaethau Llywodraeth Leol (Llyfr Gwyrdd) neu unrhyw system cyflog/graddio AALL.

8.3 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.

8.4 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.

8.5 Bydd y corff llywodraethol yn monitro canlyniadau'r penderfyniadau cyflog, gan sicrhau bod yr ysgol yn parhau i gydymffurfio â'r ddeddfwriaeth cydraddoldeb.

9.0 Dyletswyddau'r Pennaeth

Bydd y pennaeth:

- 9.1 yn datblygu trefniadau clir ar gyfer cysylltu gwerthusiad â cynnydd mewn cyflog;
- 9.2 cyflwyno unrhyw bolisiau diweddaraf ynghylch rheoli perfformiad a chyflog i'r corff llywodraethol roi sêl bendith; ymgynghori â staff a cynrychiolwyr undebau ysgol ynghylch polisiau pe bai unrhyw newid i'r polisiau model;
- 9.3 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;
- 9.4 cyflwyno argymhellion cyflog i'r corff llywodraethol lle'n berthnasol a sicrhau bod gan y corff llywodraethol wybodaeth ddigonol fel sail i wneud penderfyniadau ynghylch cyflog;
- 9.5 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.

10.0 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.

11.0 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 STPC(W)D ac yn rhoi'r hysbysiad sydd ei angen cyn gynted a bo modd a dim hwyrach na mis ar ôl pennu.

12.0 Gweithdrefnau

- 12.1 Bydd y corff llywodraethol yn pennu'r gyllideb cyflog blynyddol ar argymhellion y pwyllgor cyflog, gan gymryd paragraff 19.2(f) y STPC(W)D 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 adolygu'r polisi yn flynyddol, ac ymgynghori efo staff a chynrychiolwyr undebau llafur os yn newid y polisi model sirol, 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 gordefnyddio ei bwerau o dan y polisi.

13.0 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 (gan gynnwys athrawon cyflenwi perthnasol – gweler Atodiad 4) 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 gwybodaeth ynghylch ar ba sail y gwnaed hynny.

13.3 Bydd yr ysgol yn defnyddio unrhyw ddyfarniadau cyflog cenedlaethol cytunedig wrth iddynt ddigwydd.

14.0 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 STPC(W)D 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 STPC(W)D.

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.

15.0 Gweithdrefn Apeliadau

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

16.0 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 STPC(W)D 2022 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: 18 - 24

16.1.2 Ystod cyflog Dirprwy Bennaeth: 10 - 15

16.1.3 Ystod cyflog pennaeth cynorthwyol: 8 - 12

Ystod Cyflog Grŵp Arweinyddiaeth 2023 – Cyflog Blynyddol	
Hicyn cyflog	Cyflog Blynyddol
	£
L1	48,012
L2	49,213
L3	50,441
L4	51,697
L5	52,985
L6	54,316
L7	55,776
L8	57,064
L9	58,488
L10	59,990
L11	61,547
L12	62,966
L13	64,540
L14	66,148
L15	67,794
L16	69,598
L17	71,195
L18*	72,263
L18	72,985
L19	74,796
L20	76,649
L21*	77,769
L21	78,547

L22	80,497
L23	82,490
L24*	83,699
L24	84,536
L25	86,636
L26	88,780
L27*	90,079
L27	90,980
L28	93,236
L29	95,545
L30	97,923
L31*	99,347
L31	100,343
L32	102,836
L33	105,390
L34	107,996
L35*	109,585
L35	110,681
L36	113,420
L37	116,240
L38	119,117
L39*	120,811
L39	122,020
L40	125,064
L41	128,189
L42	131,400
L43	133,350

***Y pwyntiau hyn a phwynt 43 yw uchafsymiau'r cyflogau ar gyfer ystodau'r wyth grŵp o benaethiaid.**

17.0 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 hycyn 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 STPC(W)D 2023 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 blyneddol 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 Penaethiaid 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 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);
- 17.2.2 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;
- 17.2.3 os cymer y pennaeth atebolrwydd dros dro am un neu ragor o ysgolion ychwanegol, bydd y pwyllgor cyflogau yn ystyried dyfarnu taliad dewisol yn unol â pharagraffau 10.1 – 10.4 o STPC(W)D 2023 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 blyneddol 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.

18.0 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 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);
- 18.2.2 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.

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

- 19.1 Bydd datblygiad cyflog ar sail blynyddol o 1 Medi, ac o blaid datblygiad oni bai y cofnodir bod gweithdrefnau medrusrwydd yn mynd rhagddynt mewn perthynas â'r flwyddyn honno. Gellir gwneud penderfyniad i beidio â dyfarnu datblygiad cyflog os bydd pennaeth, dirprwy bennaeth neu bennaeth cynorthwyol yn destun gweithrediadau medrusrwydd.
- 19.2 Gellir dyfarnu pwynt ychwanegol i bennaeth, dirprwy bennaeth neu bennaeth cynorthwyol yr oedd eu perfformiad yn ystod y flwyddyn ysgol flaenorol yn ardderchog, mewn perthynas â'r amcanion y cytunwyd arnynt yn benodol.
- 19.3 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.

19.4 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.

20.0 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 pharagraff 23 o’r STPC(W)D 2023.

- 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.

21.0 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 2023	
Hicyn cyflog	Cyflog Blynyddol
	£
M2 (isafswm)	30,742
M3	33,212
M4	35,771
M5	38,587
M6 (uchafswm)	42,466

Graddfa Gyflog ar gyfer Athrawon Ôl-drothwy 2023	
Hicyn cyflog	Cyflog Blynyddol
	£

U1	44,024
U2	45,656
U3	47,340

- 21.4 Bydd y Corff Llywodraethol yn datgan na fydd yn cyfyngu ar yr ystod cyflog a hysbysebwr 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 Uwch.
- 21.5 Bydd y Corff Llywodraethol yn defnyddio'r egwyddor o hygludedd cyflog wrth bennu cyflog pawb sydd newydd eu penodi yn unol â pharagraff 12.3 o STPC(W)D 2023.
- 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 Uwch ar hicyn ar y raddfa sydd o leiaf yn cynnal hawl cyflog blaenorol yr athro ynghyd ag unrhyw godiad cyflog y buasant 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 STPC(W)D 2023 o rai sydd ar yr Ystod Cyflog Uwch.

22.0 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 ar ôl cwblhau blwyddyn o gyflogaeth fel athro cymwysiedig yn ystod y flwyddyn ysgol flaenorol, oni

bai i'r athro gael gwybod bod gweithdrefnau medrusrwydd yn mynd rhagddynt mewn perthynas â'r flwyddyn honno.

22.1.2 Bydd athrawon dosbarth ar eu blwyddyn anwytho yn derbyn codiad cyflog ar ôl iddynt gwblhau anwythiad yn llwyddiannus.

22.1.3 Gellir dyfarnu pwynt ychwanegol i unrhyw athro ar y Brif Ystod Gyflog lle bod ei berfformiad yn y flwyddyn ysgol flaenorol yn ardderchog, mewn perthynas ag addysgu yn yr ystafell ddosbarth yn benodol.

22.2 Athrawon dosbarth ar yr Ystod Cyflog Uwch

22.2.1 Yn y mwyafrif o achosion bydd athrawon dosbarth yn derbyn codiad cyflog ar yr Ystod Cyflog Uwch ar sail pob dwy flynedd oni bai bod gweithdrefnau medrusrwydd yn mynd rhagddynt mewn perthynas â'r cyfnod hwnnw.

23.0 Symud i'r Ystod Cyflog Uwch

23.1 Ceisiadau a Tystiolaeth

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

23.1.1 Yr athro/athrawes sy'n gyfrifol am benderfynu prun ai ydnt yn dymuno gwneud cais i gael eu talu ar yr Ystod Cyflog Uwch neu beidio.

23.1.2 Gellir cyflwyno cais unwaith y flwyddyn.

23.1.3 Bydd athrawon fel arfer yn gwneud cais i dderbyn codiad cyflog i'r Ystod Cyflog Uwch rhywbryd ar ôl iddynt gyrraedd M6 ar y Prif Ystod Cyflog – yn weithredol ar ôl blwyddyn ar M6.

23.1.4 Dylid cyflwyno'r cais yn ysgrifenedig gan ddefnyddio [Atodiad 2](#).

23.1.5 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 [Atodiad 1](#): Safonau athrawon STPC(W)D 2022) (yn cael eu hystyried a'u defnyddio yng nghydestun Dogfen Ganllawiau Llywodraeth Cymru 073/2012 – 'Rheoli perfformiad i athrawon'); a

23.2.1b bod cyflawniadau a chyfraniad yr athro/awes i'r ysgol yn sylweddol a pharhaus.

23.2.1c Ystyrir bod cyflawniadau a chyfraniad athro/awes i'r ysgol yn sylweddol a pharhaus oni bai bod gweithdrefnau medrusrwydd yn mynd rhagddynt mewn perthynas â chyfnod gwneud y cais i gael eu talu ar yr ystod cyflog uwch.

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 Uwch o'r 1af Medi y flwyddyn honno a chânt eu gosod ar hicyn 1 o'r raddfa gyflog 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 apel yn erbyn penderfyniad i beidio â symud yr athro/athrawes i'r Ystod Cyflog Uwch yn cael ei glywed dan drefniadau Gweithdrefn Gwrandawiadau ac Apeliadau Cyflog yr ysgol (gweler [Atodiad 1](#)).

24.0 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 2022	
Hicyn cyflog	Cyflog Blynyddol
	£
1	20,674
2	23,078
3	25,482
4	27,885
5	30,292
6	32,696

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 STPC(W)D.

24.3 Codiad cyflog

24.3.1 Bydd athrawon dosbarth nad ydynt wedi cymhwyso yn derbyn codiad cyflog ar eu graddfa cyflog ar ôl cwblhau blwyddyn o gyflogaeth oni bai i'r athro gael gwybod bod gweithdrefnau medrusrwydd yn mynd rhagddynt mewn perthynas â'r flwyddyn honno.

25.0 Gweithwyr Rhan Amser

25.1 Athrawon:

Bydd y corff llywodraethol yn defnyddio darpariaethau'r STPC(W)D mewn perthynas a chyflog ac amser gweithio athrawon rhan amser, yn unol â pharagraffau 39 a 40 a 50.1 – 50.12, a pharagraffau 40-47, 51 a 79-86 o arweiniad adran 3.

Yn benodol, amlygir rhan 40 yn y ddogfen amodau gwaith athrawon 2023-24:

40. Pennu tâl athrawon rhan amser

40.1. Rhaid pennu cyflog athro rhan amser yn unol â'r egwyddor pro rata.

40.2 Gellir penderfynu ar lwfansau (ac eithrio CAD3) athro rhan-amser yn unol â'r egwyddor pro-rata a dim llai nag oriau gwaith dan gontract, neu y gellir eu talu'n llawn, os yw'r athro'n ymgymryd â'r dyletswyddau llawn sy'n gysylltiedig â'r lwfans. Dylai'r dyletswyddau y cytunwyd arnynt allu cael eu cyflawni o fewn oriau arferol yr athro rhan-amser dan sylw. Dylai'r athro dan sylw a'r cyflogwr gytuno ar lefel briodol y taliad lwfans a'r dyletswyddau.

40.3 Telir lwfansau CAD3 yn llawn, waeth beth yw'r oriau y mae athro rhan-amser fel arfer yn eu gweithio o dan gontract cyflogaeth

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.

26.0 Athrawon a gyflogir ar sail byr rybudd

26.1 Caiff athrawon o'r fath eu talu yn unol â paragraff 41 o'r STPC(W)D.

26.2 Asiantaethau Athrawon Llanw

26.2.1 Os fydd yr ysgol yn caffael gwasanaeth athrawon llanw trwy asiantaethau llanw, mae'r ysgol yn ymrwmo i gaffael gan asiantaethau sydd wedi'u hadnabod ar Fframwaith Asiantaethau Llanw Cymeradwy y Gwasanaeth Gaffael Genedlaethol (*'NPS Framework Approved Supply Agencies'*).

26.2.2 Mae'r ysgol yn ymrwmo i dalu am athro llanw gan asiantaeth ar gyfradd ddyddiol o werth o leiaf pwynt $M2 \div 195$.

27.0 Lwfansau a Taliadau Dewisol

27.1 Taliadau Cyfrifoldeb Addysgu a Dysgu (CAD)

27.1.1 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 STPC(W)D 2023 fel ag y caiff ei ddiweddarau o dro i dro a bydd y lefelau a'r gwerthoedd canlynol yn berthnasol:

27.1.2 CAD 1:

CAD 1B	£9,436
CAD 1A	£15,965

27.1.3 CAD 2:

CAD 2C	£3,271
CAD 2B	£5,447
CAD 2A	£7,986

- 27.2 Gall y pwyllgor cyflogau ddyfarnu CAD i athro dosbarth yn unol â pharagraff 20 o'r STPC(W)D a pharagraffau 48-55 o arweiniad adran 3.
- 27.3 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 STPC(W)D.
- 27.4 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 STPC(W)D, 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.
- 27.5 Gall y pwyllgor cyflogau ddyfarnu CAD 3 o rhwng £650 a £3,225 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 o'r STPC(W)D. 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.

27.5.1 Dyfernir CAD3 fel y ganlyn:

CAD 3A	£650
CAD 3B	£1,294
CAD 3C	£1,937
CAD 3D	£2,578
CAD 3E	£3,225

27.5.2 Bydd llywodraethwyr yn sicrhau bod CAD3 o werth cyfartal yn cael eu dyfarnu am dasgau o'r un pwysau a chyfrifoldeb.

27.5.3 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.

27.5.4 Dydy'r egwyddor o dâl pro rata ddim yn gymwys i athrawon rhan amser sy'n derbyn taliadau CAD3.

28.0 Lwfansau Anghenion Dysgu Ychwanegol (ADY)

Bydd y Corff Llywodraethol yn dyfarnu lwfansau ADY yn unol â'r meini prawf a'r darpariaethau a amlinellir yn STPC(W)D 2023 ym mharagraff 21 a pharagraffau 56 i 60 o arweiniad adran 3.

28.2 Mae'r term 'Sylweddol' (fel a nodir ym mharagraff 21.2(d)(i) o STPC(W)D 2023) yn y cyd-destun hwn yn cyfeirio at ddsbarthiadau ble mae dros 50% o ddisgyblion ar ddatganiad a ble mae dosbarthiadau o'r fath yn cymryd dros 50% o amserlen yr athro.

28.3 Bydd y pwyllgor cyflogau yn dyfarnu lwfans ADY gwerth ar y pryd ar ystod o rhwng £2,585 a £5,098 i unrhyw athro dosbarth sy'n cwrdd â'r meini prawf a amlinellir yn paragraff 21 o'r STPCD.

28.4 Gwerth lwfansau ADY a delir yn yr ysgol fydd: DYB

29 Taliadau Ychwanegol

Yn unol â paragraff 26 o'r STPCD a pharagraffau 61-69 o arweiniad adran 3, gall y corff perthnasol wneud taliadau fel maent yn barnu'n briodol i athro, ac eithrio pennaeth o ran:

29.1.1 datblygiad proffesiynol parhaus a ymgymerir tu allan i'r diwrnod ysgol;

29.1.2 gweithgareddau'n ymwneud â darparu hyfforddiant cychwynnol athro fel rhan o rediad arferol yr ysgol;

29.1.3 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;

29.1.4 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.

29.2 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 hicyn 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.

29.3 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.

30.0 Buddion Anogaeth Recriwtio a Cadw

- 30.1 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 STPC(W)D a paragraffau 70-72 o'r canllawiau adran 3).
- 30.2 Bydd y pwyllgor cyflogau yn ystyried defnyddio ei bwerau o dan paragraff 27 o'r STPC(W)D 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.
- 30.3 Er hynny, bydd y corff llywodraethol yn cynnal adolygiad ffurfiol blynyddol o bob dyfarniad o'r fath.

31.0 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.

32.0 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 STPC(W)D 2023 ar gyfer talu arian ychwanegol neu gydnabyddiaeth o dan unrhyw amgylchiadau.

33.0 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.

35.0 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.

Pe byddai Ymarferwyr Arweiniol wedi'u cyflogi gan yr ysgol fe fyddant yn cael eu cyflogi ar yr ystod cyflog a nodir yn 16.3 o'r Ddogfen Gyflog ac Amodau.

Atodiad 1

MODEL GWEITHDREFN GWRANDAWIADAU AC APELIADAU CYFLOG

1.0 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 ysrifenedig 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 apelïadau. 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/apelïadau.

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 Apelïadau Cyflog.

2.0 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 Apelïadau 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

FFURFLEN GAIS YSTOD CYFLOG UWCH

Manylion Athro/Athrawes:

Enw:

Swydd

Datganiad:

Rwyf yn cadarnhau fy mod yn gwneud cais am asesiad i groesi'r trothwy,

Llofnod yr ymgeisydd: _____ Dyddiad: _____

Atodiad 3

STRWYTHUR STAFFIO YSGOL A GWERTHOEDD CYFLOG

Swydd	Pwynt Cyflog
Prifathro	L18-24
Dirprwy Brifathro	L10-15
Pennaeth Cynorthwyol (Pennaeth Adran Mathemateg/Rhifedd)	L8-12
Pennaeth Cynorthwyol (Pennaeth Gyfadran Technoleg a Mynegiannol a CGADY (rhannol))	L8-12
Pennaeth Gyfadran Wyddoniaeth	CAD 1B
Cydgysylltydd ADY (rhannol)	CAD 2C
Pennaeth Adran Cymraeg	CAD 2A
Pennaeth Adran Saesneg	CAD 2A
Pennaeth Gyfadran Maes Dyniaethau	CAD 2B
Arweinydd Maes Addysg Gorfforol / Lles Merched	CAD 2B
Arweinydd Maes Iechyd a Lles a APRH	CAD 2C
Arweinydd Maes Y Celfyddydau Mynegiannol	CAD 2C
Arweinydd Maes ITM	CAD 2C
Arweinydd Maes Bagloriaeth Cymru	CAD 2C
Datblygu cwricwlwm Hanes	CAD 3C
Datblygu cwricwlwm Crefydd, Moeseg a Gwerthoedd	CAD 3C
Datblygu cwricwlwm Dylunio a Thechnoleg	CAD 3C
Datblygu cwricwlwm Bwyd a Maeth a Thecstilau	CAD 3C

Atodiad 4

CYNNYDD CYFLOG ATHRAWON CYFLENWI

Prif Ystod Cyflogau

Gall pob athro cyflenwi sydd wedi gweithio am o leiaf un sesiwn yr wythnos yn Ysgol Botwnnog mewn unrhyw 26 wythnos (nad oes rhaid iddynt fod yn olynol) mewn blwyddyn academiaidd, wneud cais i'r ysgol i wneud argymhelliad ynglŷn â chodi un pwynt cyflog ar bwyntiau graddfa M2 i M6 y Brif Ystod Cyflogau fel rhan o adolygiadau cyflog blynyddol athrawon yr ysgol.

Bydd athro cyflenwi yn derbyn cynnydd o ran cyflog oni bai bod gweithdrefnau medrusrwydd yn mynd rhagddynt mewn perthynas â'r flwyddyn honno.

Bydd yr ysgol yn hysbysu'r Uned Gyflogau a Chontractau (DesgAthrawonLlanw@gwynedd.llyw.cymru) am bob cais gan athro cyflenwi sydd wedi'i gymeradwyo gan yr ysgol.

Symud i'r Ystod Cyflog Uwch

Y Cais

Gall pob athro cyflenwi sydd wedi gweithio am o leiaf un sesiwn yr wythnos yn Ysgol Botwnnog mewn unrhyw 26 wythnos (nad oes rhaid iddynt fod yn olynol) mewn blwyddyn academiaidd, wneud cais i gael eu talu ar yr ystod cyflog uwch, ac asesir unrhyw gais yn unol â'r polisi hwn.

Yr athro/athrawes sy'n gyfrifol am benderfynu prun ai ydynt yn dymuno gwneud cais i gael eu talu ar yr Ystod Cyflog Uwch neu beidio.

Gellir cyflwyno cais unwaith y flwyddyn.

Bydd athrawon fel arfer yn gwneud cais i dderbyn codiad cyflog i'r Ystod Cyflog Uwch rhywbryd ar ôl iddynt gyrraedd M6 ar y Prif Ystod Cyflog – yn weithredol ar ôl blwyddyn ar M6.

Dylid cyflwyno'r cais yn ysgrifenedig gan ddefnyddio [Atodiad 2](#)

Yr Asesiad

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

- yr athro/athrawes yn gymwys iawn mewn pob elfen o'r safonau perthnasol (sef Atodiad 1: Safonau athrawon STPC(W)D 2022) (yn cael eu hystyried a'u defnyddio yng nghyd-destun Dogfen Ganllawiau Llywodraeth Cymru 073/2012 –'Rheoli perfformiad i athrawon'); a
- bod cyflawniadau a chyfraniad yr athro/awes i'r ysgol yn sylweddol a pharhaus.

Ystyrir bod cyflawniadau a chyfraniad athro/awes i'r ysgol yn sylweddol a pharhaus oni bai bod gweithdrefnau medrusrwydd yn mynd rhagddynt mewn perthynas â chyfnod gwneud y cais i gael eu talu ar yr ystod cyflog uwch.

Prosesau a gweithdrefnau

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.

Os ydynt yn llwyddiannus, bydd ymgeiswyr yn symud i'r Ystod Cyflog Uwch o'r 1af Medi y flwyddyn honno a chânt eu gosod ar hicyn 1 o'r raddfa cyflog honno.

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 Uwch yn cael ei glywed dan drefniadau Gweithdrefn Gwrandawiadau ac Apeliadau Cyflog yr ysgol (gweler [Atodiad 1](#)).

Yr Ystod Cyflog Uwch

Bydd athrawon cyflenwi sydd wedi gweithio am o leiaf un sesiwn yr wythnos yn Ysgol Botwnnog mewn unrhyw 26 wythnos (nad oes rhaid iddynt fod yn olynol) ym mhob un o ddwy flynedd academaidd, yn gallu gwneud cais i dderbyn codiad cyflog ar yr Ystod Cyflog Uwch. Yn y mwyafrif o achosion bydd yr athrawon cyflenwi yn derbyn codiad cyflog ar yr Ystod Cyflog Uwch ar sail pob dwy flynedd oni bai bod gweithdrefnau medrusrwydd yn mynd rhagddynt mewn perthynas â'r cyfnod hwnnw.

1.0 Introduction

1.1 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 (Wales) Document (STPC(W)D) 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.

2.0 Statement of Intent

2.1 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 individuals where relevant to them. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

3.0 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' (8.0) in relation to monitoring the impact of this policy.

3.2 Equalities and Performance Related Pay

3.2.1 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.

4.0 Staffing Structure

The staffing structure specifies the number and range of salaries for each post within the school. Any changes to the staffing structure will need to be consulted with employees and Union representatives. Advice can be obtained from Human Resources regarding the procedure and Education Officers in relation to educational advice. The current staffing structure is attached at [Appendix 3](#).

5.0 Job Descriptions

5.1 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. If agreement cannot be reached, it may be decided to follow a procedure to dismiss and re-engage the same employee under a new contract. This should be a last resort, and only after consultation with the employee. You should contact Human Resources for further advice.

6.0 Access to Records

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

7.0 Appraisal

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

8.0 Governing Body Obligations

The governing body will fulfil its obligations to:

8.1 **Teachers:** as set out in the School Teachers' Pay and Conditions (Wales) Document (STPC(W)D) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').

8.2 **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.

8.3 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.

8.4 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.

8.5 The governing body will monitor the outcomes of pay decisions, ensuring the school's continued compliance with equalities legislation.

9.0 Headteacher Obligations

The head teacher will:

9.1 develop clear arrangements for linking appraisal to pay progression;

- 9.2 submit any updated performance management and pay policies to the governing body for approval; consult staff and school union representatives on policies should there be any change to model policies;
- 9.3 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;
- 9.4 submit pay recommendations to the governing body where relevant and ensure the governing body has sufficient information upon which to make pay decisions;
- 9.5 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.

10.0 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.

11.0 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 STPC(W)D and will give the required notification as soon as possible and no later than one month after the determination.

12.0 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(f) of the STPC(W)D. 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 review the policy annually, and consult with staff and trade union representatives if changing the county model policy, 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.

13.0 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 (including relevant supply teachers - see [Appendix 4](#)) 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.

14.0 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 STPC(W)D 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 STPC(W)D.

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.

15.0 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 STPC(W)D. It is set out as an appendix to this pay policy ([Appendix 1](#)).

16.0 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 2023 STPC(W)D 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: 18 - 24

16.1.2 Deputy head teacher pay range 10 - 15

16.1.3 Assistant head teacher pay range: 8 – 12

Pay Spine for Leadership Group 2023 – Annual Salary	
Spine Point	Annual Salary
	£
L1	48,012
L2	49,213
L3	50,441
L4	51,697
L5	52,985
L6	54,316
L7	55,776
L8	57,064
L9	58,488
L10	59,990
L11	61,547
L12	62,966
L13	64,540
L14	66,148
L15	67,794
L16	69,598
L17	71,195
L18*	72,263
L18	72,985
L19	74,796
L20	76,649
L21*	77,769
L21	78,547
L22	80,497
L23	82,490
L24*	83,699
L24	84,536
L25	86,636
L26	88,780

L27*	90,079
L27	90,980
L28	93,236
L29	95,545
L30	97,923
L31*	99,347
L31	100,343
L32	102,836
L33	105,390
L34	107,996
L35*	109,585
L35	110,681
L36	113,420
L37	116,240
L38	119,117
L39*	120,811
L39	122,020
L40	125,064
L41	128,189
L42	131,400
L43	133,350

*These points and point 43 are the maximum salaries for the eight headteacher group ranges.

17.0 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 headteacher 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 STPC(W)D 2023 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 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);
- 17.2.2 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;
- 17.2.3 in accordance with paragraphs 10.1 – 10.4 of STPC(W)D 2023 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.

18.0 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 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);
- 18.2.2 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;

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

- 19.1 Pay progression will be on an annual basis from 1 September, and in favour of development unless an individual has been notified that capability procedures are underway in respect of that year. A decision not to award pay progression may be made if a head teacher, deputy head teacher or assistant head teacher is subject to capability proceedings.
- 19.2 The relevant body may award an additional point to any head teacher, deputy or assistant head teacher whose performance in the previous school year was excellent, with particular regard to agreed objectives.
- 19.3 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.
- 19.4 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.

20.0 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 23 of the STPC(W)D 2023.

20.1.1 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.

20.1.2 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.

20.1.3 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.

21.0 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

Main Pay Scale for Classroom Teachers 2023	
Scale Point	Annual Salary
	£
M2 (min)	30,742
M3	33,212
M4	35,771
M5	38,587
M6 (max)	42,466

Pay Scale for Post-Threshold Teachers 2023	
Scale Point	Annual Salary
	£
U1	44,024
U2	45,656
U3	47,340

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 in accordance with paragraph 12.3 of the STPC(W)D 2023.

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 2023 STPC(W)D on the Upper Pay Range.

22.0 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 of one point following completion of a year of employment completed as a qualified teacher during the previous school year, unless the teacher has been notified that capability procedures are underway in respect of that year.

22.1.2 Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

22.1.3 An additional point may be awarded to any main scale teacher whose performance in the previous school year was excellent, with particular regard to classroom teaching.

22.2 Classroom teachers on the Upper Pay Range

22.2.1 In most cases classroom teachers will be awarded pay progression on the Upper Pay Range on a two-yearly basis unless capability procedures are underway in respect of that period.

23.0 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 Applications may be made once a year

23.1.3 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 one year.

23.1.4 The application should be made in writing using [Appendix 2](#).

23.1.5 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 Annex 1: Teachers' Standards (Wales) STPC(W)D 2023) (viewed and applied in the context of Welsh Government Guidance Document 073/2012 – 'Performance management for teachers'); and

23.2.1b the teacher's achievements and contribution to the school are substantial and sustained.

23.2.1c A teacher's achievements and contribution to the school will be considered to be substantial and sustained unless the teacher has been notified that capability procedures are underway in respect of the period in which the application to be paid on the upper pay range is made.

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 1st September of that year 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](#)).

24.0 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 2023	
Scale Point	Annual Salary
	£

1	20,674
2	23,078
3	25,482
4	27,885
5	30,292
6	32,696

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 STPC(W)D.

24.3 Pay progression

24.3.1 Unqualified classroom teachers will be awarded pay progression on their pay scale following completion of a year of employment completed during the previous school year, unless the teacher has been notified that capability procedures are underway in respect of that year.

25.0 Part-time Employees

25.1 Teachers: The governing body will apply the provisions of the STPC(W)D in relation to part-time teachers' pay and working time, in accordance with paragraph 39 and 40 and 50.1 – 50.12, and paragraphs 40-47, 51 and 79-86 of the section 3 guidance.

In particular, paragraph 40 is highlighted in the 2023-24 teachers' working conditions document:

40. Determination of remuneration of part-time teachers

40.1. The salary of a part-time teacher must be determined in accordance with the prorata principle.

40.2. The allowances (except for TLR3) of a part-time teacher may be determined in accordance with the pro-rata principle and no less than contracted working hours or may be determined to be paid in full, if the teacher undertakes the full duties associated with the allowance. The duties agreed should be capable of being undertaken within the normal hours of the part-time teacher concerned. The appropriate level of allowance payment and duties should be agreed between the individual teacher and the employer.

40.3. TLR3 allowances are paid in full, regardless of the hours that a part-time teacher normally works under the contract of employment.

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.

26.0 Teachers employed on a short-notice basis

26.1 Such teachers will be paid in accordance with paragraph 41 of the STPC(W)D.

26.2 Supply Teacher Agencies

26.2.1 If the school procures a supply teacher service through supply agencies, the school undertakes to procure from agencies identified on the National Procurement Service Approved Supply Agencies Framework ('NPS Framework Approved Supply Agencies').

26.2.2 The school undertakes to pay for a supply teacher from an agency at a daily rate of at least a point value of M2 ÷ 195.

27.0 Discretionary Allowances and Payments

27.1 Teaching & Learning Responsibility Payments (TLRs)

27.1.1 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 2023 STPC(W)D as updated from time to time and the following levels and values will apply:

27.1.2 TLR 1:

TLR 1B	£9,436
TLR 1A	£15,965

27.1.3 TLR 2:

TLR 2C	£3,271
TLR 2B	£5,447
TLR 2A	£7,986

27.2 The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the STPC(W)D and paragraphs 48-55 of the section 3 guidance.

27.3 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 STPC(W)D.

27.4 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 STPC(W)D, 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.

27.5 The pay committee may award a TLR3 of between £650 to £3,225 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 of the STPC(W)D. 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.

27.5.1 TLR3 is awarded as follows:

TLR 3A	£650
TLR 3B	£1,294
TLR 3C	£1,937
TLR 3D	£2,578
TLR 3E	£3,225

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

27.5.3 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.

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

28.0 Additional Learning Needs (ALN) allowances

28.1 The Governing Body will award ALN allowances in accordance with the criteria and provisions set out in the 2023 STPC(W)D at paragraphs 21 and paragraphs 56 to 60 of the section 3 guidance.

28.2 The term 'Substantial' (as noted in paragraph 21.2(d)(i) of the 2023 STPC(W)D) 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.

28.3 The pay committee will award an ALN spot value allowance on a range of between £2,585 and £5,098 to any classroom teacher who meets the criteria as set out in paragraph 21 of the STPCD.

28.4 The value of SEN allowances to be paid at the school will be: N/A

29.0 Additional Payments

29.1 In accordance with paragraph 26 of the STPCD and paragraphs 61-69 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:

29.1.1 continuing professional development undertaken outside the school day;

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

29.1.3 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;

29.1.4 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.

29.2 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.

29.3 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.

30.0 Recruitment and Retention Incentive Benefits

30.1 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 STPC(W)D and paragraphs 70-72 of the section 3 guidance).

30.2 The pay committee will consider exercising its powers under paragraph 27 of the STPC(W)D 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

30.3 The governing body will, nevertheless, conduct an annual formal review of all such awards.

31.0 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.

32.0 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 2023 STPC(W)D for the payment of bonuses or honoraria in any circumstances.

33.0 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.

35.0 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.

If Lead Practitioners were employed by the school they would be employed on the pay range set out in 16.3 of the Pay and Conditions Document.

Appendix 1

MODEL PAY HEARINGS AND APPEALS PROCEDURE

1.0 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

2.0 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 APPLICATION FORM

Teacher's Details:

Name:

Post:

Declaration:

I confirm that I am making an application for assessment to cross the threshold.

Applicant's signature: _____ Date: _____

Appendix 3

SCHOOL STAFFING STRUCTURE AND SALARY VALUES

Job	Salary point
Headmaster	L18-24
Deputy Headmaster	L10-15
Assistant Headmaster (Head of Mathematics / Numeracy Faculty)	L8-12
Assistant Headmaster (Head of Technology and Expressive Arts Faculty & SENCO (partly))	L8-12
Head of Science Faculty	CAD 1B
SENCO (Partly)	CAD 2C
Head of Welsh Faculty	CAD 2A
Head of English Faculty	CAD 2A
Head of Humanities Faculty	CAD 2B
Head of PE / Girls' Welfare	CAD 2B
Head of Health and Wellbeing and SRE	CAD 2C
Head of Expressive Arts	CAD 2C
Head of International Languages	CAD 2C
Head of Welsh Bacalaureatte	CAD 2C
History curriculum development	CAD 3C
Religion, ethics and values curriculum development	CAD 3C
Design & Technology curriculum development	CAD 3C
Food and Nutrition & Textiles curriculum development	CAD 3C

Appendix 4

SUPPLY TEACHERS PAY PROGRESSION

Main Pay Range

All supply teachers who have worked for at least one session a week at Ysgol Botwnnog in any 26 weeks (which do not have to be consecutive) in an academic year, can apply to the school to make a recommendation for a single pay point rise on the Main Pay Range M2 to M6 as part of the school's annual teacher pay reviews.

A supply teacher will receive an increase in salary unless the teacher has been notified that capability procedures are underway in respect of that year.

The school will inform the Salaries and Contracts Unit (DesgAthrawonLlanw@gwynedd.llyw.cymru) of all supply teacher requests approved by the school.

Moving to the Upper Pay Range

The Application

All supply teachers who have worked for at least one session a week at Ysgol Botwnnog in any 26 weeks (which do not have to be consecutive) in an academic year, can apply to be paid on the upper pay range, and any application will be assessed in accordance with this policy.

The teacher is responsible for deciding whether or not they wish to apply for payment on the Upper Pay Range.

Application can be made once a year.

Teachers will usually apply for a pay rise to the Upper Pay Range sometime after they reach M6 on the Main Pay Range - effective after one year on M6.

The application should be submitted in writing using [Appendix 2](#)

The Assessment

An application form from a qualified teacher will be approved where the Governing Body is satisfied that:

- the teacher is highly competent in all elements of the relevant standards (namely Annex 1: Teachers' Standards (Wales) STPC(W)D 2022) (viewed and applied in the context of Welsh Government Guidance Document 073/2012 – 'Performance management for teachers'); and
- the teacher's achievements and contribution to the school are substantial and sustained.

A teacher's achievements and contribution to the school will be considered to be substantial and sustained unless the teacher has been notified that capability procedures are underway in respect of the period in which the application to be paid on the upper pay range is made.

Processes and procedures

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.

If successful, applicants will move to the Upper Pay Range from the 1st September of that year and will be placed on point 1 of that pay scale.

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](#)).

The Upper Pay Range

Supply teachers who have worked for at least one session a week at Ysgol Botwnnog in any 26 weeks (which do not have to be consecutive) in each of two academic years, will apply for pay progression on the Upper Pay Range. In most cases supply teachers will be awarded pay progression on the Upper Pay Range on a two-yearly basis unless capability procedures are underway in respect of that period.