**Teachers’ pay progression and annual salary statements**

Schools are reminded that they must complete teachers’ pay progression **and produce annual salary statements during the autumn term**.

**Teachers’ pay progression**

The School Teachers Pay and Conditions document requires a school governing body to determine pay progression for individual teachers, qualified and unqualified. This is for pay progression only. It is the responsibility of Shared Services IBC to apply the pay award each year once it has been agreed.

The teachers’ pay progression form allows schools to input pay progressions for individual teachers on an annual basis. Should you have any queries, please refer to the [online guidance](https://extra.hants.gov.uk/employee/teacherspayprogression) which details each step of the process.

**Headteachers' pay**

Please note all changes to headteachers’ pay should continue to be sent through to Shared Services IBC, via the [headteacher starter and employee record change form](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-2af0ca38-fb3f-4955-b3f9-692e1bd2d73a/AF-Stage-112cd5b3-da24-4f1d-84e2-64ae6fa44de3/definition.json&redirectlink=/en&cancelRedirectLink=/en).

**Annual salary statements**

As you will be aware there is a statutory requirement to inform all teachers of how their salary is calculated within one month of their salary determination, including details of any existing or new contractual payments and the employment percentages for part-time teachers.

[Annual salary statements](https://extra.hants.gov.uk/employee/annualsalarystatement) must be produced **after you have actioned the pay progression for any teaching staff in the school.**

Please note the following wording is included on the statement which covers that the pay award has not yet been applied:

*‘Where 31.12.9999 is displayed in the “end date” column above, this means the salary element to which it refers is a permanent part of your salary. The value which is displayed above may change after 1 September (eg due to cost of living increases, future salary progression or changes in responsibility) if relevant after 1 September.’*