



IRONSTONE ACADEMY TRUST

IAT Pay Policy

This policy was adopted from NYES HR template dated:	September 2024
This policy was adopted by the school on:	
Next review due by:	September 2025

Policy

1. Opening Statement

The aim of this policy is to help maintain and improve the quality of education provided for pupils in the Trust by ensuring that the contribution of all staff, both teaching and support, is valued and that staff receive recognition for their work in relation to their performance.

This policy will assist the Trust in managing pay and grading issues within the schools in a fair and transparent manner, whilst having due regard to the constraints exercised by the annual budget allocation.

The Trust supports the principle of equality of opportunity in employment. In its operation of this policy, it will ensure that staff receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, 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, The Education (School Teachers' Appraisal) (England) Regulations 2012, all as amended. We will also refer to *refers to the guidance provided within the DfE guidance document 'Managing Teachers' and Leaders Pay'*

https://assets.publishing.service.gov.uk/media/66a38172ab418ab055592dc5/Managing_Teachers_and_Leaders_Pay_-_July_2024.pdf

Adjustments will be made to take account of special circumstances e.g. absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis according to the circumstances but may include taking a longer time period into account to gather evidence of performance.

2. Scope of the Policy

The Policy will cover all staff employed by **the Trust**, irrespective of grade or conditions of service. It will have reference to those statutory instruments and other conditions of service which affect pay and grading, including, as issued and revised:

The School Teachers' Pay and Conditions Document (The Document); [School teachers' pay and conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/66444/school_teachers_pay_and_conditions_document_2015.pdf)

The Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');

The NJC for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book' for support staff);

Any significant changes to this policy, other than those resulting from changes to the documents listed above, will be the subject of consultation between the Trustees and the appropriate trade unions and professional associations represented within the Trust.

Where changes are made to this policy they should be communicated promptly to all staff in a manner designed to draw their attention to the changes. The policy is subject to review annually or as otherwise required.

The implementation, review and operation of this policy is the responsibility of the Trustees. Responsibility has been delegated to named LACs including: finance/personnel/pay/ committee/ working party as advised by the CEO and recorded in the Scheme of Delegation.

The relevant delegated authority, must be in line with the Trusts' scheme of delegation.

From hereafter, the decision makers, as delegated and detailed above, will be referred to as 'the school'.

Governors employed at the school will not be part of any decision making in respect of the implementation of the pay policy.

Copies of relevant documents and records relating to pay, terms and conditions will be held confidentially on employees' personal files in line with GDPR.

3. Implementation

It is intended that the school/ Central Team staffing budget will include an annual allocation to cover the total cost of existing and any additional planned salaries and any eligible performance progression within school discretion. Alterations to the Trust's Pay Policy will be proposed by the Committee and/or CEO to the Trustees for final approval. The Committee, with delegated responsibility, will conduct an annual review of the salary structure of each school, with any changes normally taking effect from 01 September each year.

Where applicable, the Committee will consider all matters relating to pay and grading within the Trust, for all staff. The Committee will be advised by the CEO. The CEO will be required to withdraw when matters pertaining to his or her own salary and terms and conditions are being considered. This may include matters which could have a direct 'knock-on' effect on the CEO's pay, for example, the determination of the pay range for Deputies and/or Assistants or other members of the leadership group. Any Governor with a financial or personal interest in the matters being considered will be required to withdraw from such deliberations.

Where applicable, the LAC Committee will consider all matters relating to pay and grading within the School, for all staff. The Committee will be advised by the HT. The HT will be required to withdraw when matters pertaining to his or her own salary and terms and conditions are being considered. This may include matters which could have a direct 'knock-on' effect on the HT's pay, for example, the determination of the pay range for Deputies and/or Assistants or other members of the leadership group. Any Governor with a financial or personal interest in the matters being considered will be required to withdraw from such deliberations.

The school will recommend pay and grading for staff within the parameters set by this policy in as fair and equitable a manner as possible, observing all statutory and contractual requirements. The school will recommend the pay of each member of staff annually, and more frequently if appropriate, within the school's allocated staffing budget. The trustees will determine the pay of each member of staff annually, and more frequently if appropriate, within the Trust's allocated staffing budget.

All decisions taken in relation to pay and grading will be clearly recorded and will be communicated to those individuals affected, in writing.

Within IAT there is a delegated committee which undertakes this review, the full Trustees will receive the report of the Committee in the confidential section of the agenda and will endorse or refer back any proposals made. Teachers, staff and any other trustees with a direct or indirect pecuniary interest may be required to withdraw if any matters contained in the report are to be debated. It may also be appropriate, in some circumstances, if members of the Appeals Committee also withdraw.

Staff are paid at monthly intervals at the end of the month that has been worked. Pay is one twelfth of the annual gross salary less NI, tax, pension and any other deductions as applicable.

4. Staffing Structure and Implementation Plan

The LAC will recommend a whole school Staffing Structure.

A copy of this document will be attached to the school's Budget.

Both documents must be approved by Trustees.

Should it subsequently be necessary to propose amendments to the Staffing Structure, consultation will take place, as appropriate, in line with the school's Reorganisation, Redundancy and Redeployment Policy and Procedure.

Where changes to the Staffing Structure affect teachers' pay they will be issued with a revised salary statement together with details of safeguarding (where appropriate, see section 5) as per the requirements of the Document.

5. Salary Safeguarding for Teachers

The trust is required to review the duties of any teachers who are entitled to safeguarded sums that in total exceed £500 per annum and may allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the period of safeguarding. The trust will ensure that appropriate notice is issued of any new responsibilities that are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities will be allocated following consultation with the teacher, and kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those responsibilities. Where a teacher unreasonably refuses to carry out additional responsibilities the safeguarded pay may be removed subject to at least one month's notice being given.

6. Pay Progression for Teachers based on Performance (including members of the Leadership Group and Leading Practitioners)

For pay decisions taken in Autumn 2024

Pay decisions for the 2023/24 academic year, which will be taken in September/October 2024, will continue to be based on the requirements for performance related progression as set out in the September 2023 STPCD, and in line with the school's 2023/2024 pay policy.

Pay progression considerations for 24/25 (applicable from September 2025)

The school will ensure that every teacher's salary is reviewed annually with effect from 1st September and no later than 31st October (or 31st December in the case of the Headteacher). The school will provide each teacher with a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any change in the basis for calculating an individual's pay. Any such revision should be accompanied by a revised pay statement being issued within one month of the determination being made.

In IAT all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal (in line with the Education (School Teachers' Appraisal) (England) Regulations 2012) that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

Therefore:
A performance which meets requirements will receive a one-point increase within the pay range, if headroom allows
A performance which fails to meet requirements may not receive an increase.
Teachers will not receive pay progression if their performance in the previous year did not meet requirements, taking into account identified conduct or capability issues.

7. Grading and Salary Determination

Salaries will be determined in September 2024 in relation to the arrangements specified in the 2024 Document..

All pay scales referred to in this document reflect the mandatory increases to the minima and maxima of the pay scales and TLR and SEN allowances from 01 September 2024.

i. Leadership Group

All teachers paid on the Pay Spine for the Leadership Group are not eligible for Special Needs Allowances (SEN) or for Teaching and Learning Responsibility Payments (TLR).

Leadership Group Pay Spine

L1	£49,781
L2	£51,027
L3	£52,301
L4	£53,602
L5	£54,939
L6	£56,316
L7	£57,831
L8	£59,167
L9	£60,644
L10	£62,202
L11	£63,815
L12	£65,286
L13	£66,919
L14	£68,586
L15	£70,293
L16	£72,162
L17	£73,819
L18*	£74,926
L18	£75,675
L19	£77,552
L20	£79,475
L21*	£80,634
L21	£81,441
L22	£83,464

L23	£85,529
L24*	£86,783
L24	£87,651
L25	£89,830
L26	£92,052
L27*	£93,400
L27	£94,332
L28	£96,673
L29	£99,067
L30	£101,533
L31*	£103,010
L31	£104,040
L32	£106,626
L33	£109,275
L34	£111,976
L35*	£113,624
L35	£114,759
L36	£117,601
L37	£120,524
L38	£123,506
L39*	£125,263
L39	£126,517
L40	£129,673
L41	£132,913

L42	£136,243
L43	£138,265

Note: Scale points to be applied **only** to head teachers at the top of the school's headteacher group range

Headteacher groups

Group 1	L6 (56,316) – L18* (74,926)
Group 2	L8 (59,167) – L21* (80,634)
Group 3	L11 (63,815) – L24* (86,783)
Group 4	L14 (68,586) – L27* (93,400)
Group 5	L18 (75,675) – L31* (103,010)
Group 6	L21 (81,441) – L35* (113,624)
Group 7	L24 (87,651) – L39* (125,263)
Group 8	L28 (96,673) – L43 (138,265)

Headteachers

Upon planning to appoint a new Headteacher, the Governing Body will review the school's Headteacher pay range within, or exceptionally above, the appropriate school group on the Pay Spine for the Leadership Group. Upon appointment, the Governing Body will determine a pay point within the pay range for the Headteacher, in accordance with the provisions of the Document. This decision will have reference to the pay of other leadership group and upper pay scale teachers in the school, so that appropriate differentials are maintained. Only in exceptional circumstances will the Headteacher pay range overlap with any other leadership pay range. A new Headteacher will normally be appointed to the first point on the Headteacher pay range but may be appointed to a higher point if circumstances make a higher point appropriate. However, headroom for performance related pay progression will remain available within the range.

The Headteacher pay ranges for this trust are _____

If a temporary payment is made to the Headteacher the reasons for and duration should be listed here.

The school will agree performance objectives with the Headteacher, after receiving the advice of their external adviser, in accordance with the prevailing performance management/appraisal legislation.

For the 2024 pay review process. The school will review performance against objectives set for the preceding year and other stated performance criteria, again receiving advice from their external adviser. The Headteacher must demonstrate sustained overall high quality of performance in order to be considered for a performance point(s) increase.

To be fair and transparent, judgements must be properly rooted in evidence and be made having regard to the most recent appraisal or reviews.

Taking such performance into account, the school will determine whether no, one or two pay points are to be awarded for progression within the Headteacher's pay range.

Progression within the Headteacher's pay range will be effective from 01 September 2024.

Where a Headteacher is appointed to be responsible for more than one school, the following arrangements will apply

Permanent Arrangement e.g. a federation with a single governing body or permanent collaboration:

The remuneration in such cases should be based on the calculation of the total number of pupil units across all schools, which will give a group size for the federation. The relevant body should then determine the Headteacher's pay range and appropriate starting point in that range according to paragraph 9 of the Document.

The Headteacher's pay range may exceed the maximum of the group where the governing body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The governing body must ensure that the maximum of the Headteacher's pay range and any additional payments made under paragraph 10 of the Document does not exceed the maximum of the Headteacher group by more than 25% unless in exceptional circumstances and where supported by a business case and where suitable independent external advice has been first taken.

Temporary Arrangement e.g. a Headteacher takes on the post of Acting Headteacher at another school in addition to his/her existing post. In such cases a fixed term variation of contract must be issued by the providing school.

Where appropriate, the Headteacher may be awarded an additional payment as detailed on page 13 of this policy.

Remuneration of other teachers affected

In all cases, consideration needs to be given to the remuneration of other teachers who as a result of the Headteacher’s role are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher). The additional responsibilities and their duration should be recorded. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the head teacher’s enlarged role; it is not automatic.

Deputy Headteachers and Assistant Headteachers

Where applicable, the trust will determine a pay range of a number of consecutive points from the Pay Spine for the Leadership Group for each Deputy Headteacher and Assistant Headteacher. The individual pay ranges set will reflect the relative responsibilities and job weight of the roles concerned.

A new Deputy or Assistant Headteacher will normally be appointed to the first point on their pay range but may be appointed to a higher point on their pay range if circumstances make this appropriate. However, headroom for performance related pay progression will remain available within the range.

In this trust Deputy Headteacher(s) pay range(s) are as follows:

In this trust Assistant Headteacher(s) pay range(s) are as follows:

For the 2024 pay review process the Committee will be advised by the Headteacher of performance against objectives agreed for the preceding year and other stated performance criteria, and must have regard to the recommendation on pay progression recorded in the teacher’s most recent planning and review statement.

The school will take this into account when determining whether to award pay point progression (if any) of one or two points within the individual range. Progression within the range will be based on evidence of sustained high quality of overall performance.

To be fair and transparent, judgements must be properly rooted in evidence and be made having regard to the most recent appraisals or reviews.

ii) Leading Practitioners

Where applicable, the trust will select an appropriate pay range from the Leading Practitioner (LP) pay spine. Different Leading Practitioners in the school may be placed on different individual ranges in accordance with the responsibilities of their Job Descriptions. The range will be reviewed where

there is significant change in the responsibilities of an existing LP. The school will have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement when determining whether to award no, one or two pay points for progression within the individual range, effective from 1st September

In this school the pay scale and pay range(s) applicable to Leading Practitioners are as follows:

Spine point	£
1	50,025
2	51,279
3	52,558
4	53,867
5	55,207
6	56,590
7	58,114
8	59,455
9	60,940
10	62,502
11	64,127
12	65,606
13	67,245
14	68,922
15	70,637
16	72,540
17	74,179
18	76,050

Pay Range(s)

The Trust does not have any Leading Practitioners at this time.

For the 2024 pay review process, The school will be advised by the Headteacher of performance against objectives agreed for the preceding year and other stated performance criteria including the Teachers' Standards, and must have regard to the recommendation on pay progression recorded in the teacher's most recent planning and review statement. The school will take this into account when determining whether to award pay point progression (if any) of one or two points within the individual range.

iii) Main Pay Scale Teachers (MPS)

In this school MPS teachers will be paid in accordance with the following pay scale:

1	31,650
2	33,483
3	35,674
4	38,034
5	40,439
6	43,607

Upon Commencement

The salary of teachers new to the school will be assessed and notified prior to commencement.

Early Career Teachers in their first year of the statutory induction period will normally be paid initially on the first point of the range but may be paid on a higher point if they have previous experience relevant to their role. Early Careers Teachers will be eligible to be considered for progression at the end of their first year of induction, in accordance with the arrangements for other teachers, with any pay recommendations being by means of the statutory induction process. The school reserves the right to set a maximum starting salary for teaching posts prior to advertising.

Subject to any maximum starting salary, this school will normally honour pay portability and hence teachers with previous teaching experience will normally be paid at the pay level of their most recent teaching post. In certain circumstances teachers may be paid at a higher or lower level than their previous teaching post.

Existing Teachers in the same school

The point on the pay scale of teachers continuing to be employed at the same school may not be reduced and any pay progression is permanent while teaching in the same school.

Pay Progression

The salary of main pay scale teachers will be reviewed with effect from 01 September each year and each teacher will be issued with a salary statement by 30 November.

Governors will take advice about the performance of teachers from the Headteacher and must have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement.

A recommendation for no pay progression in any particular year will not necessarily imply that a teacher is or should be subject to formal under-performance procedures.

Special Educational Needs Allowance

A SEN allowance of no less than £2,679 and no more than £5,285 per annum is payable to a classroom teacher if that teacher:

- is in any SEN post that requires a mandatory SEN qualification
- is in a special school
- teaches pupils in one or more designated special class or units in a school
- is in any non-designated setting (including any PRU) that is equivalent to a designated special class or unit where the post

(i) involves a substantial element of working directly with children with special educational needs;

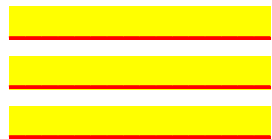
(ii) requires the exercise of their professional skills and judgement in the teaching of children with special educational needs; and

(iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit.

Where the allowance is payable the school will determine the spot value of the allowance for each relevant teacher taking into consideration the structure of the SEN provision and the following factors:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; and
- the relative demands of the post.

In this school the level(s) of SEN Allowance(s) will be as follows: -



Teaching and Learning Responsibility Payments (TLRs)

TLRs may be awarded for undertaking a sustained responsibility in the context of the school's staffing structure that is needed to ensure continued delivery of teaching and learning. Before awarding a TLR, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that -

- is focused on teaching and learning;

- requires the exercise of a teacher’s professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

TLR 1 and 2

Before awarding a TLR1, the Governing Body must be satisfied that the significant responsibility referred to in the previous paragraph includes, in addition, line management responsibility for a significant number of people.

Where the Governing Body has approved a TLR post, in conformity with the criteria stated in the Document, the postholder will receive an appropriate TLR payment (from the implementation date) in accordance with the following levels of responsibility:

TLR1 range £9,782 - £16,553

TLR2 range - £3,391 - £8,279

In this school the TLR pay structure is as follows (state current TLR values):

The levels of TLR payments will be kept under review in accordance with changes in the Document and consulted on as appropriate.

TLR3

TLR3s are temporary fixed-term and may be awarded for the following purposes:

- 1) Clearly time-limited school improvement projects
- 2) One-off externally driven responsibilities*

The annual value of a TLR3 is between £675-£3,344 payable monthly for a fixed duration determined at the outset.

In this school the pay levels for TLR3 are as follows: -



No Safeguarding will apply to a TLR3 post.

Upper Pay Range

Mainscale Teachers are eligible to apply to be paid on the upper pay range at least once a year in line with their schools pay policy cross the 'Threshold' to the Upper Pay Scale. In this school the following requirements will apply to 'applications to be paid on the upper pay range:

From 1st September 2024 a teacher may apply to be paid on the Upper Pay Scale once reaching the top pay point of MPS. Successful applications made in the academic year in which a teacher first reaches the top point of MPS (deadline 31st October) will apply from 1st September following. Teachers in their second or subsequent years at the top of MPS may apply by 31st October of any year (deadline) and, if successful, their progression will be backdated to 01 September of the same academic year.

Applications will be made to the Headteacher, who will appoint an assessor (this may be the Headteacher) to make a recommendation and give feedback to applicants. Where the Headteacher is not the assessor the Headteacher will moderate the process. Recommendations for progression will be made to the school

Applications will not be accepted more than once per academic year.

All applications should include the results of the last two available appraisal reviews or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria

An application from a qualified teacher will be successful where the school is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution to the school are substantial and sustained.

If a teacher is simultaneously employed at another school(s) they may make separate applications to each school. This school will not be bound by any pay decisions made by another school.

The Headteacher should notify the school of the recommendation, normally within 20 working days of the application. The school, on receiving notification of a successful application, will move the teacher to point 1* of the Upper Pay Scale at the appropriate time.

Teachers who are unsuccessful in their applications may appeal against the decision in accordance with section 12 of this document

Upper Pay Scale

Teachers who are successful in their applications will move to point one of the Upper Pay Range* and may be considered for further progression after an additional two years' service unless exceptional performance merits progression after one year**

Teachers on the upper pay range are eligible for the same applicable allowances as other Qualified Teachers.

In this school, Upper Pay Scale (UPS) teachers will be paid in accordance with the following pay scale: -

Scale point	£
U1	45,646
U2	47,338
U3	49,084

v) Unqualified Teachers

In this school the pay scale for unqualified teachers is: -

Scale point	£
1	21,731
2	24,224
3	26,716
4	28,914

5	31,410
6	33,902

Unqualified teachers may not receive Teaching and Learning Responsibility Payments or SEN Allowances but may receive points for other relevant experience as per qualified teachers (see section iii above).

The school will determine at which pay point a newly appointed unqualified teacher will enter the Unqualified Teachers' Pay Scale, having regard to any previous experience, or any qualifications which they possess which are relevant to the post. Once awarded, pay points for Unqualified teachers are permanent for employment as a teacher within the same school.

If deemed appropriate, an allowance, of discretionary amount, may be paid to an unqualified teacher, in the context of the staffing structure and pay policy, if it is considered that the unqualified teacher has:

(a) taken on a sustained additional responsibility which is:

(i) focused on teaching and learning; and

(ii) requires the exercise of a teachers' professional skills and judgment; or has

(b) qualifications or experience which bring added value to the role being undertaken.

Where an unqualified teacher becomes qualified the school will re-determine salary in accordance with the arrangements relating to qualified teachers in accordance with Paragraph 13 of the Document.

The salary paid must be at least equivalent to that paid prior to qualification, while the teacher remains employed at the same school.

vi) Early Years Teachers (EYTs)

EYTs with QTS will be paid on the qualified teachers scale. EYTs without QTS will be paid on the Unqualified Teachers' Pay Scale.

8. Part-Time Teachers

The proportion of time a part-time teacher works is calculated against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding;

- break times
- registration; and
- assemblies

The STTW of a full-time classroom teacher is used as the figure for calculating the percentage of the STTW for a part-time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part-time teacher.

Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.

Part-time teachers are required to work on Inset days that fall on days they are usually contracted to work. Part-time teachers may be requested (but not required) to voluntarily work on a day or part of a day they do not normally work, for example for staff/departmental meetings, parents/open evenings and Inset and other non-pupil days. If agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.

9. Teachers Employed on a Short Notice Basis

Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of the Document on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata.

In this school supply teachers will normally be paid on the Main Pay Scale.

10. Other Provisions Relating to Teachers

All types and grades of teachers, **excluding** Headteachers and other members of the Leadership Group, are eligible to be considered for the payments detailed below: -

Recruitment and Retention Incentives and Benefits

Such incentive allowances may be awarded by the school only to aid the recruitment and/or retention of teachers. The school will determine whether an annual allowance will be paid with monthly salary or as a lump sum at the end of a fixed period.

The governing school should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Where a teacher is given an incentive or benefit under paragraph 27 of the Document, written notification given at the time of the award should state:

- whether the award is for recruitment or retention;
- the nature of the award
- the amount of the award
- when/how it will be paid (as applicable);
- unless it is a 'one-off' award, the start date and duration of the incentive
- the basis for any reviews which will be applied
- the basis for any repayment should an individual leave the school

Schools may make payments or provide financial assistance or benefits to aid recruitment or retention. An advance of salary for a rental deposit is one of a number of tools that schools may wish to consider as an incentive for the recruitment of new teachers and the retention of service of existing teachers. Other examples of assistance are transport season ticket loans for travel costs, a one-off payment such as a contribution to removal costs, or a time-limited allowance.

All types and grades of teachers, **excluding** Headteachers are eligible to be considered for the payments detailed below: -

Continuing Professional Development

For any CPD activities taking place at weekends or during school holidays the school will give consideration to payment, consistent with the teachers' pay spine position, in the individual circumstances of the case. No additional payment will be made for such activities which take place within the defined working year.

Initial Teacher Training Activities

Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of the Document.

Payment for Out of School Hours Learning Activity

Consideration will be given to time in lieu/ payment for involvement in out of school hours learning activities which fall outside a teacher's directed time. Examples of such activities may include homework clubs, summer schools and sporting activities. All such activities should require the exercise of a teacher's professional skills or judgement.

In each of the above three categories payment will usually be made at the teacher's normal hourly rate.

Additional Responsibilities

Additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

Payment for Work undertaken for other Institutions

The school/college will abide by the following Operating Principles:

- a) Any services provided by the Headteacher (or other staff member) of one school to another school must be authorised formally by the Governing Body and where the work extends over more than a 12-month period, the agreement of the governing body must be formally reviewed annually, or sooner if appropriate. The Governing Body should also agree arrangements for terminating such work.
- b) Before such work is undertaken, the Governing Body and the Headteacher must take into account:
 - the needs of the school and its pupils;
 - the benefits that the activity would bring to the school;
 - the impact of any absence on other staff, including their workload; and
 - the workload and work-life balance of all the individuals concerned.
- c) In particular, before reaching a view the governing body should satisfy itself that these matters have been fully considered within the school's leadership team.
- d) Arrangements for payment for external work, including personal remuneration, must be clearly stated and formally incorporated into a protocol by

the governing body (or the finance committee) and decisions duly minuted.

- e) The headteacher and governing body should monitor the operation of the arrangements and their impact on staff and pupils and take action where arrangements prove to be unsatisfactory.
- f) The disposition of any payment, including personal remuneration, for external services must be agreed in advance in accordance with the determinations of the Governing Body. The terms of such an agreement must be set out in a memorandum signed by the Chair of Governors and the Headteacher and any other members of staff involved.
- g) Any income derived from external sources for the work of a school's staff should accrue to the school. The Governing Body should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities, and if so, determine the appropriate amount.
- h) The Governing Body should ensure that any expenses incurred by the individual as a result of taking on additional work are reimbursed, unless they are accounted for elsewhere.

Early Career Teachers Advanced Payment

The school offers an ECT Advanced Payment scheme to Schools giving the option to allow an advance payment to Early Career Teachers starting employment in September 2023 with a minimum contract of 12 months. The advance would be for the value of £900 which is recovered from the teacher's salary over twelve months at £75 per month. (This will be pro-rata basis for part time teachers).

DfE additional payments

Eligible teachers in eligible schools may be able to claim additional payments in the form of early career payments or levelling up premium payments. Applications should be made via the DfE, who will make any payments directly to eligible teachers.

Unpaid leave for Teachers

In line with the Conditions of Service for Teachers in England and Wales (Burgundy Book), where authorised unpaid leave or unauthorised absence (e.g. strike action) occurs deductions of salary shall be calculated at a daily or part daily rate based on the days salary being 1/365th of a year for each day of the period of absence

11. Support Staff

Support staff will be appointed to a post covered by the appropriate scheme of conditions of service and be allocated to a pay grade from the scales contained within those conditions, in compliance with the established job evaluation scheme(s). Each post will have a designated job description and pay grade. The pay grade allocation will normally remain static, other than for annual incremental rises within it, unless a significant increase in the duties and responsibilities attached to the post takes place. Other payments, such as lettings fees, will be payable in line with the appropriate national

or LA agreements.

Applications for re-grading will be dealt with under the Job Evaluation scheme(s).

Increments

For support staff who have not yet reached the top of their grades, incremental progression will not be automatic.

Support staff will not receive increments if their manager considers their performance in the previous year was not satisfactory, taking into account identified conduct or capability issues and appraisal outcome.

Recruitment and Retention Payments

Where posts are difficult to fill or staff turnover is particularly high it may be appropriate to introduce a Recruitment and/or Retention Payment.

Recruitment Payment – is a one-off discretionary payment of up to 10% of annual salary, payable upon commencement of employment. This payment is not available to existing staff or previous staff who re-commence employment within six months of leaving. An employee who leaves during their Probationary Period will normally be required to repay the full Recruitment Payment, unless exceptional circumstances exist. An employee who leaves within two years will be required to repay 1/24 of the Recruitment Payment for each month not completed up to two years' service.

Retention Payment – is a discretionary payment of an amount paid at set intervals, subject to satisfactory performance, but not less than quarterly. Payments may be set at between 3% and 8% of annual salary and should be reviewed at regular (at least annual) intervals in line with market conditions. Retention Payments are not permanent and may be ended or amended by the giving of one months' notice.

Other Pay and Reward Matters for Support Staff

A number of pay and reward issues relating to support staff are contained in the Green Book guidance for support staff.

These include the following premium payments:

Night Work, Stand By, On Call, Sleeping-in Duty, Weekend Working, Work on Public Holidays.

Overtime is paid at flat rate.

12. Additional Matters

Members of Staff Temporarily Undertaking the Duties of More Senior Posts

Members of staff who agree to cover all of the duties associated with a post of a higher grade than their own for a temporary period of normally at least four working weeks will be paid an additional sum.

This will be equivalent to the difference between their normal salary and the salary or a point on the salary range of the more senior post for as long as the temporary acting-up arrangements apply, backdated to the start of the period of cover.

The pay of support staff who undertake a part of the duties of a more senior post for a temporary period of at least four weeks may be awarded a pro-rata sum, if the particular circumstances of the case make this appropriate in the view of the school

An employee appointed to cover a temporary vacancy, e.g. an Acting Headteacher, will be paid at a point on the pay range of the vacant post.

Payments for Residential Staff

These will be made in line with the provisions of the appropriate national or LA scheme of conditions of service.

Salary Sacrifice Arrangements

The school will allow teachers to participate in salary sacrifice schemes which are permitted under Paragraph 28 of the Document. It will also allow support staff to access salary sacrifice schemes. The salary sacrifice provisions in place for teachers are currently limited by national regulations to:

- Childcare vouchers/childcare benefit schemes
- Cycle or cyclist safety equipment scheme

Participation in any salary sacrifice arrangement shall have no effect upon the determination of any safeguarded sum to which a teacher may be entitled under any provision of the Document.

13. Pay Hearings and Appeals (Teaching staff)

Teachers, including headteachers, may appeal any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.

The following list includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made

- a) incorrectly applied any provision of the Document or School Pay Policy;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) unlawfully discriminated against the employee.

A key aspect of the process is the opportunity for a teacher to discuss a pay recommendation prior to it being confirmed by the governing body. This stage in the process will help to ensure that pay decisions and pay policies are seen as transparent and fair. The opportunity to discuss a pay decision may mitigate the need for the more formal stages two and three.

The procedure is as follows:

Stage 1 – Informal discussion with the appraiser or headteacher prior to confirmation of pay recommendation (see above)

1. The employee receives confirmation of the proposed pay recommendation in a timely manner, usually within 10 working days and where applicable the basis on which the recommendation will be made.
2. If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the appraiser or headteacher within five working days of receipt of the recommendation and before it is put forward to the person or governor's committee who will make the pay determination.
3. If the employee is still not satisfied after informally discussing the recommendation with the appraiser or headteacher, then the appraiser or headteacher should summarise the rationale as to why the employee does not agree with the recommendation and this should be considered by the person or governors pay committee prior to making their determination.

Stage 2 – Formal Representation Hearing to the person or governors' committee who made the pay determination

1. If, having gone through Stage 1, the teacher believes that an incorrect determination has been made, he/she may make representation to the person (or governors' committee) who made the decision. To begin the process, the employee should submit a formal written statement to the person (or governors' committee) making the determination, setting down in writing the grounds for not agreeing with the pay determination. This should be done within 10 working days of receiving confirmation of the pay determination.
2. The teacher should be given the opportunity to make representations at a formal hearing with the person (or governors committee) who made the pay determination. The outcome of this hearing will then be communicated to the teacher in writing within 10 working days. The employee will be informed that they may be accompanied by a trade union representative or work colleague at the hearing (and any subsequent appeal hearing). Having heard the representation, the person or committee must reach a decision, which it must relay to the employee in writing, including the rationale for reaching the decision. The employee should be notified of their right of appeal if necessary.

Stage 3 – Formal Appeal Hearing

1. If the employee continues to be dissatisfied with the pay determination following the representation hearing, they should set out in writing the grounds for appealing the determination and should send it to the Chair of the appeal committee or headteacher within 10 working days of receipt of the written outcome of the Stage 2 decision.
2. Any appeal should be heard by a panel of governors (minimum two but recommend three) who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification, where possible.
3. Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing within 10 working days, including the rationale for reaching the decision. This decision will be final and there is no recourse to the general staff grievance procedure.

14.Increment Appeal Process (Support Staff)

Those employees who are eligible to be considered for an increment, but who are not awarded an increment as a result of unsatisfactory conduct, capability, appraisal or attendance, will have the right of appeal. T.

Individuals have the right to be accompanied by a trade union representative or work colleague at steps two and three. Appeals will be heard by panels of two or three non-staff governors.

Note: The exceptions process (detailed in the increments policy) is entirely separate to the appeals process and should be concluded prior to the progression of an appeal.

Step 1

Employee puts their appeal in writing

Following notification of the decision to withhold or remove an increment, an employee may appeal to their headteacher as soon as possible, making them aware that they are dissatisfied with the decision to remove or withhold an increment, and why.

Step 2

Headteacher and employee meet to discuss the situation.

The headteacher must acknowledge receipt of the appeal as soon as possible and arrange to meet with the individual to discuss the decision-making process, relevant to their case.

The headteacher will confirm the outcome of the meeting by noting the decision and reasons for it in writing. The employee will be provided with a copy and be advised that if they are still dissatisfied with the decision then they have the right of appeal (step 3 of the process).

The employee should notify their manager in writing as soon as possible after receiving the written outcome, detailing the reasons for their dissatisfaction with the decision.

If the employee decides to appeal then the headteacher will send a copy of the appeal to the chair of the appeals committee, together with any other evidence relevant to the employee's case. The headteacher would organise the appeal/chair in liaison with HR. The employee will be provided with a copy of all the evidence provided by the headteacher to the chair of the appeals committee, in a reasonable time period before the appeal meeting takes place.

Step 3

Appeal to next level

An appeal meeting will be set up and chaired by a member of the governor's appeals committee. The governor's panel will not have been previously involved with the individual case. It is recommended that a HR representative advises the panel.

The headteacher should make available to the panel a comprehensive pack of information to include: the employee's appeal, meeting notes, absence history, sick note certificates, return to work forms, copies of letters, occupational health referrals and any other relevant information to be considered by the panel. This must be submitted within a reasonable time and no later than five working days before the hearing.

If the employee or appeals committee believes that any clarification of the evidence is required they should request the headteacher to provide written clarification to both the employee and the panel, assisted by the HR representative (if required) in advance of the appeal meeting.

The individual and / or their representative then can present their case against the increment decision. The appeal panel (and HR representative) will have the opportunity to ask questions.

The meeting will conclude to allow the appeal panel to consider the information provided in consultation with the HR representative (if applicable).

The outcome will be confirmed in writing.

The final decision will be provided in writing by the chair of the panel to the employee.

The outcome of step 3 is final. Individuals cannot make a further appeal through the resolving issues at work procedure.

If the employee's pay point is changed as a result of this process it will be the headteacher's responsibility to ensure that the salary is changed from the effective date and teachers should receive any owed backdated pay from September.

15. Monitoring of the Policy

The Trustees, through its Pay Committee, will monitor the effectiveness of this policy including the outcome of pay decisions to ensure the school's compliance with equalities legislation.

