Hope Brook Church of England Primary School

Pay Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

PAY POLICY

CONTENTS

1. Introduction
2. General Principles
3. The Pay Panel
4. The Pay Appeals Panel

PAY POLICY

5. Classroom Teachers
6. Applications to progress to Upper Pay Range
7. Leading Practitioners
8. Part Time Teachers
9. Supply Teachers
10. Unqualified Teachers
11. Head Teacher
12. Deputy/Assistant Head Teacher
13. Additional payments to Head and to other teachers
14. Teaching & Learning Responsibilities Allowance
15. SEN Allowance
16. Recruitment & Retention Incentive
17. School Support Staff

Appendices

Staffing structure
Appeals process

Hope Brook C of E Primary School

1. INTRODUCTION

- This Policy has been adopted by the Governing Body and is intended to ensure that all groups of staff in the school are fairly and consistently treated in relation to pay and pay related issues. Although the governors, as the Relevant Body, are the authors of this document and have the responsibility for its implementation on a day to day basis, it is intended that staff in the school should be fully informed and consulted on its contents and on any future amendments.

- The Policy is linked to the School's appraisal system, and in accordance with the School Teachers' Pay and Conditions Document (STPCD) and the Education (School Teachers' Appraisal) (England) Regulations 2012, there are close links between employee performance and the school's pay decisions.

- A copy of this Pay Policy will be readily available to staff upon request.

- This policy will cover all staff employed on the establishment of this school, 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 & Conditions Document
  - The Conditions of service for School Teachers in England & Wales (Burgundy Book)
  - The NJC (Green Book) for Local Government

- This policy is based on the GCC Model Policy and staff have been involved in the consultation process.

2. GENERAL PRINCIPLES

The purpose and aims of this policy are to:

- Guide and assist the governors and head teacher in the strategic and day-to-day management of the school and its staff.
- Adopt a 'whole school' approach to pay issues, with pay decisions taken in the context of full consideration of the resources available to the school.
- Enhance the effectiveness of the school by ensuring that all staff are treated fairly, objectively and consistently in recognising and rewarding their contribution to the school. This policy is intended to be compliant with all equalities legislation
- Support the School Development Plan and to supplement other staff related policies relating to equal treatment, appointment and selection, performance management and staff development.
- Support the recruitment and retention of a high quality workforce which will maximise the quality of learning at the school
- Provide a framework for making all staff aware of the school policies in relation to pay and to encourage their participation in developing these policies through consultation.
- Ensure that the school meets its legal responsibilities under the STPCD, local and national agreements, legislation and regulation.
- Support the school to remain within its budget for salaries and staffing.

3. THE PAY PANEL

The Governing Body will select a number of governors to administer and manage the Pay Policy on its behalf on a day-to-day basis.

Composition

The School Pay Panel is made up of three governors one of whom will act as Chair of the Panel. None of the governors serving on the Panel will be employed within the school, as employees will often have a pecuniary interest in matters discussed.

Terms of Reference

- To apply the School Pay Policy on behalf of the Governing Body fairly and equitably.

- To ensure that this policy links effectively with the school's Appraisal Policy for teachers (based on the Education (School Teachers' Appraisal) (England) Regulations 2012) and for support staff.

- To ensure that the school's management team provide all members of staff with a current and accurate job description and that this document is regularly reviewed.

- To regularly review the school's pay scales for leadership and teaching staff (and support staff where not required to use GCC pay grades and/or covered by national agreement

- To make appropriate arrangements for the head teacher's performance management, including planning statement, moderation and review as laid down in the school's Appraisal Policy

- To be responsible for the annual performance related pay decisions for staff and for receiving and processing requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.

- To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The School's Appraisal Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the School will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations, but will not be entitled to pursue the same concerns through two separate review routes.

- To exercise the governor's discretionary powers as specified in this document.

- To undertake a review of the Head Teachers Group and to report findings and/or make recommendations for change to the Governing Body in relation to the grading of members of the Leadership Group, when there is a new appointment or when the responsibilities of a role have a significant change

- To ensure that each teacher in the school has an annual review of their salary and a written salary statement, no later than one month after the date of determination.

The Pay Panel will keep its work and the results of individual reviews and decisions confidential. The Chair of the Panel will report to the full Governing Body periodically regarding progress and the work of the Panel but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors.

4. THE PAY APPEALS PANEL

The Governing Body will select a number of governors to hear appeals relating to pay related decisions on its behalf. The composition and role of this Panel is:

Composition

The Pay Appeals Panel is made up of three governors one of whom will act as Chair of the Panel. None of these governors are employed within the school and none will be a member of the Pay Panel or have been involved in any pay decisions

The Appeals Panel will

- Follow the appeals procedure

- Ensure that the terms of the Pay Policy and related procedures have been correctly applied

- Periodically report to the Governing Body to confirm progress. The workings of the Panel will however be confidential and no details of individual cases will be released. These progress reports will include recommendations for changes to the Pay Policy where this is felt to be desirable

Representations about pay recommendations and/or decisions

A copy of this appendix should be made available to staff if they wish to register a pay related concern

Staff members who wish a recommendation or decision in relation to their pay to be reconsidered may:

- Seek an informal discussion with the Head Teacher about pay recommendations to resolve the issue. Requests for this informal discussion should be made as soon as possible after receiving notice of the pay recommendation
- If the informal discussion does not change the recommendation and the employee remains dissatisfied with the recommendation, he/she can submit written representations to the Pay Panel. The Pay Panel will invite the employee to discuss the matter at a formal meeting. The Pay Panel will make a decision based on the recommendation and the employee's representations which will be confirmed in a written pay statement by the Pay Panel;
- If the staff member remains dissatisfied with the pay decision they may submit written representations to the Chair of the Pay Appeal Panel about the pay decision. Such representation should include any additional facts/evidence for reconsideration and be submitted within 5 working days of the receipt of the salary statement
- The Pay Appeal Panel will acknowledge receipt of the employee's representations and arrange a meeting within 20 working days of receipt to consider the member of staff's concerns.
- The result of this hearing will be given in writing within a reasonable period, normally 5 working days; the decision included in this response will be final and binding in terms of this policy.
- The member of staff will be given the opportunity to be accompanied at this meeting by a work colleague or trade union representative if they wish.

THE PAY POLICY

Pay decisions

The school will review the salary progression for teaching staff and leadership team through the appraisal system which is set out in the school's Appraisal policy.

In determining the pay for Support staff, the Governing Body will apply the principles in section 17 of this document

5. CLASSROOM TEACHERS

Basic pay determination on appointment

A committee of the Governing Body will determine the pay range for a vacancy prior to advertising it. In determining the pay range, the Governing Body may take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school context

Pay progression based on performance

- **The Governing Body will consider whether or not to increase the salary of a teacher who has completed a year of employment (as defined in annexe 4 of the Schools Teacher Pay & Conditions Document) since the previous annual pay determination.**
- Decisions regarding pay progression will be made with reference to the employee's appraisal reports and the pay recommendations they contain. It is possible for a "no progression" determination to be made without recourse to the capability procedure
- In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.
- To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence we will use will include:
    - National performance standards
    - Teaching standards
    - Tracking pupil progress
    - Lesson observations and monitoring
    - Work scrutiny
    - Professional dialogue and behaviour

  Note that this is not a comprehensive list and is for illustrative purposes and may include other evidence.
- Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing Body will ensure that appropriate funding is allocated for pay decisions made under this policy
- Teachers will be eligible for normal progression, they are assessed as fully meeting the relevant standards, their teaching is assessed as at least of a good standard, and they have achieved the other specific performance targets allocated to them. Such progression will be no more than 1 point on the salary range per annum up to the top of the range.
- Teachers may be considered for accelerated progression through the pay band where all of their teaching is assessed as good and much or all of it is

assessed as outstanding. Such exceptional performance may be recognised by the award of an additional point of pay progression annually up to the top of the pay band.

Pay determinations for main pay range teachers,

The Governing Body will review the main pay range annually taking into consideration market and inflationary factors and have determined the pay scale for main pay range teachers, including part time teachers., This school will have 3 pay bands for qualified teachers – Bands A, B and C (UPS). The value of the bands will be as follows and will assist in deciding a salary value on appointment. However, teachers will be able to progress through all three bands.

Band A:	£24,373
	£26,298
	£28,413
Band B:	£30,599
	£33,010
	£35,971

Pay determination for upper pay range (Band C)

The Governing Body will review the upper pay range (Band C) annually taking into consideration market and inflationary factors and have determined the pay scale for upper pay range teachers, including part time teachers, in this school is £36,654 - £40,490.

The school will have a single pay range for upper pay range teachers in three steps:

1. £37,654
2. £39,050
3. £40,490

Any pay increase awarded to a teacher on the main/upper pay range will be permanent for as long as the teacher remains employed continuously at this school as a teacher.

Teachers will have the right to be considered for progression between pay bands below the leadership group, and such progression will not unreasonably be withheld.

Appointment to a pay band on the UPR will be subject to the teacher meeting the school's criteria for progression to UPR and the allocation of accountabilities proportionate to such a senior teaching role.

There are two routes to the upper pay range

1) Recruitment to an upper pay range post.
2) Application to progress to UPS

6. APPLICATION TO PROGRESS TO THE UPPER PAY RANGE

The school has determined that applications will be accepted for movement to the upper pay range will be once per year by 28th February for the following September

Applications and Evidence
Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.
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.

- Applications will normally include the results of the two most recent appraisals in the school, including any recommendation on pay. Where such information is not applicable or available, e.g. those new to teaching or returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.
- Teachers who have worked in more than one school during the 2 years' period can still make application and provide performance reviews/appraisals from previous school(s)
- This will be an evidence based process and teachers should therefore ensure that they build a (paper or electronic) evidence base, through their normal performance management process, to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 years' period before the date of application in support of their application.

The Assessment

An application from a qualified teacher will be successful where the Governing Body 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.

For the purposes of this pay policy:

- *'highly competent'* means having the ability, aptitude and experience to coach and mentor other teachers; a demonstrated ability to perform at a good and often better level against all the relevant teaching standards; and having a significant role in improving the standards in the school
- *'substantial'* means the teacher will make a significant contribution to achieving the objectives in the SDP, raising standards across the school and making a distinctive contribution in the life of the school.
- *'sustained'* means maintained continuously over a period of three years

The Process

- Applicants should write a formal letter of application to the Headteacher including the following
  - How and why the applicant feels they meet the criteria for UPR
  - Evidence of successful performance management over the last 2 years
  - Evidence of outstanding performance in the classroom
  - An example that demonstrates how the applicant has used their leaderships skills to positively impact on teaching and learning across the whole school
- The teacher will receive notification of the name of the assessor for their application within 5 working days
- The assessor will assess the application, which will include a recommendation to the Pay Panel
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor. The teacher may be required to provide reasonable additional information to support their application.
- The Pay Panel will make the final decision, advised by the Headteacher
- The Teacher will receive written notification of the outcome of their application by [31st October]. Where the application is unsuccessful, the written notification will include the opportunity for oral feedback from the assessor covering areas where it as felt that the teacher's performance did not satisfy the relevant criteria set out in the policy
- Successful applicants will move to the minimum of UPR on *1 September* of the year in which the application was submitted
- Unsuccessful applicants can make representation & appeal the decision using the appeal process set out in this policy.

Once a teacher has been successfully assessed for UPR they will remain on that pay range whilst their period of employment in the school lasts or they are successful in gaining promotion to a higher graded post.

7. LEADING PRACTITIONERS

The Governing Body will determine as part of the Staffing Structure of the school whether the school requires a Lead Practitioner and whether to appoint to the Lead Practitioner (LP) range.

Where a LP post is determined, the Governing Body will take account of paragraph 50.1 of the STPCD. Additional duties will be set out in the job description of the LP role and will include:

- A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement
- The improvement of teaching within school {and within the wider school community} which impact significantly on pupil progress
- Improving the effectiveness of staff and colleagues, particularly in relation to specific areas
- Provide "outreach" work to other schools if required

Pay on appointment

The pay committee will determine a pay range for each LP post taken from the available range (minimum £39,374 to maximum £59,857). The pay range will reflect the nature of the duties, their level of accountability and responsibility and where there is more than one LP, a rationale for any distinction in the pay range between the roles.

8. PART TIME TEACHERS

Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

- **Calculation of part time proportion for Classroom Teachers**

$$\frac{\text{Employees Timetabled Teaching Week (ETTW)}}{\text{Schools Timetabled Teaching Week}}$$

The timetabled teaching week calculation excludes break times, registration and assemblies and the mandatory lunch break required under the Working Time Regulations when teachers are not required to be on duty.
An allowance will be made within the specified timetabled hours for a minimum of 10% planning, preparation and assessment time (PPA).
Part time teachers will work a similar proportion of directed time as their full time colleagues based on the calculation given above. So for example if the FTE of the part time teacher is 0.6 this equates to 60% of directed time, i.e. 60% of 1265 or 759 hours per year.

- **Variation to timetabled/scheduled hours**

A part time teacher should not be required to attend work on any day of the week or part of any day of the week that they are not normally required to be available under the contract of employment. A teacher can be asked to attend work on a day outside their normal timetable and, if they agree to this additional work, they will be compensated for this additional work either by providing time off in lieu or by making an additional payment.

9. SUPPLY TEACHERS

Supply teachers are defined in this policy as teachers who are engaged on a short notice basis, where the school is not obliged to offer work and the teacher is not obliged to accept any work offered. A supply teacher will only be used on those occasions when it is necessary to fill a short term and/or unexpected vacancy where it is impractical to recruit by normal methods or for the time needed to undertake a recruitment and selection process. Supply teachers will be appointed to a pay point on the appropriate pay band according to the same criteria as those used for other newly appointed main range teachers in the school. This band may be adjusted once the teacher has established their practice within the school and has completed induction procedures

The method of payment will depend on the anticipated duration of the appointment. The school's policy for the payment of teachers employed on this basis is as follows:

- **Supply teachers employed where appointment is anticipated to be for 6 weeks or more**

Teachers will be employed on a temporary or fixed term contract as regular full or part time teachers. Contractual length will be linked to the specific reason for the appointment. Salary will be paid on a regular monthly basis and employment will be on a basis identical to the conditions that apply to other regular staff, except for notice periods which may be determined at the start of the contract to meet the circumstances e.g. as little as one weeks' notice to cover a sickness absence

- **Supply teachers employed where appointment is anticipated to be for less than 6 weeks**

Teachers will be employed on a day to day basis and will be paid by claim. Salary will be calculated using the following formula:

$$\frac{\text{Weekly Hours worked}}{6.5} \times \frac{\text{Annual salary}}{195}$$

Supply teachers will be paid for the hours that they are required to work including preparation, assessment and marking time where these activities are required by the school. Working requirements will be made clear and the hours to be claimed will be agreed with the supply teacher at the time the offer is made and before the commencement of their work. Supply Teachers who work a full timetabled day should be paid for a full day, of 6.5 hours which includes directed time, which must be agreed when the contract is offered.

It should be noted that the use of this calculation method enhances pay to include a 'rolled up' holiday entitlement to ensure that they receive a payment for periods when schools are not in session proportionate to colleagues employed on a regular basis. This fact should be made clear to supply teachers. This arrangement will be subject to future change.

10. UNQUALIFIED TEACHERS

The use of unqualified teachers is limited to very specific circumstances and only on a time limited basis. The governors will only consider the use of unqualified staff in the most exceptional circumstances. For example:

- When all attempts to secure suitable qualified teachers have failed.
- When the unqualified teacher possesses proven specialist skills, qualifications and experience to enable the head teacher to guarantee a quality of performance equivalent to that of a qualified teacher.
- During a period, whereby the unqualified teacher, is gaining a recognised teaching qualification or qualified teachers status including Graduate

Teaching Programme (GTP) and overseas teachers. When a teacher receives notification of Qualified Teachers Status the school will review the teacher's salary in line with the School Teachers Pay and Conditions Document.

- On a temporary basis whilst further attempts are made to recruit a qualified replacement.

Pay on appointment

The pay committee will pay any unqualified teacher in the pay range £16, 626 - £26,295 (in line with STPCD). 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. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of STPCD.
If during their period of employment at the school, an unqualified teacher becomes qualified, the pay will be determined on the Main Pay range from the date of qualification.

Pay progression

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives.

Judgements will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the school's appraisal policy.
The pay committee will be advised by the head teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee should be able to objectively justify its decisions.

THE LEADERSHIP GROUP

The governors will establish a grading structure for the Leadership group following consultation with staff and their representatives. This structure is published in appendix 1 at the end of this document

11. HEAD TEACHER

- The Governing Body will define and set out the specific role, responsibilities and accountabilities of the post as well as the skills and relevant competencies required.

- The Governing body will calculate the total unit score for the school (in accordance with paragraph 5-8 of the STPCD) which assigns the school to a Headteacher group

and determines a broad pay range. In some circumstances (e.g. difficulties in recruiting a suitable Head Teacher) the Governing Body may decide to extend the pay range by up to 25% above the maximum of the pay range.

- Taking into account the complexities and challenge of the role in the particular context of the school, including any recruitment or retention considerations or other permanent responsibilities as described in a) above, the Governing body will determine a head teacher pay range for the school within the broad pay range of the Headteacher group. This decision and the reasons behind it will be recorded.

- The Governing Body have discretion to award time limited payments to the head teacher for temporary or occasional responsibilities. These will be recorded and monitored and the Governing Body will ensure that such payments in any one year do not exceed 25% above the annual salary payable to the Head Teacher and the total sum of salary and other payments made to the Head teacher will not exceed 25% above the maximum of the Head teacher's group for their school.

Pay on appointment

- The school will set the starting salary in the light of candidate specific factors such as the extent to which the candidate meets the specific requirements for the post taking into account future scope for performance related progression.

- The school will review the head teachers' pay range when there is vacancy in the leadership team or a significant change in the school's circumstances.

12. Deputy Head Teacher(s) and Assistant Head Teacher(s)

- The governors will set a pay range for the Deputy and Assistant Head Teachers the maximum point of which is below the minimum of the Head teacher's pay range

- The Pay Panel will ensure that the pay range selected adequately reflects the level of duties and responsibilities required of the Deputy Head Teacher and Assistant Head Teacher.

- The Pay Panel will review the Deputy Head Teacher's and Assistant Head Teacher's salary range when a new appointment to such a role is to be made, and periodically under other circumstances to reflect changes in the school's situation.

- In the event that the Deputy Head Teacher is required to replace the Head Teacher during an absence for a period of four weeks or more the governors will pay an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the Deputy Head Teacher's salary and the minimum of the Head Teacher's salary range and will be paid from the beginning of the acting appointment.

- In the event that an Assistant Head Teacher or Classroom Teacher agrees to act up in part or the whole post within the Leadership Group, total salary will be paid no less than the minimum of the salary range for the full post involved or an amount equivalent to two points on the Leadership scale, whichever is more appropriate. The allowance will be paid from the beginning of the Acting up period.

- It is accepted that Assistant Head Teachers cannot be required to become Acting Head Teacher under these circumstances, but may agree to do so.

- The school will review the Deputy/Assistant head teachers' pay range when there is a vacancy in the leadership team, or a significant change in the school's circumstances

Pay on appointment

- The school will set the starting salary in the light of candidate specific factors such as the extent to which the candidate meets the specific requirements for the post taking into account future scope for performance related progression.

13. ADDITIONAL PAYMENTS TO HEAD TEACHERS/TEACHERS

The Governing Body only has the discretion to make payments to teachers (except head teacher) for continuing professional development, initial teacher training activities and out of school learning activities. The governors have resolved to make such payments only in the most exceptional circumstances. The relevant body may make such payments as they see fit in line with the STPCD.

Honoraria are not accommodated in the STPCD therefore payment of this sort is prohibited for schools operating within the terms of the STPCD.

DISCRETIONARY ALLOWANCES & PAYMENTS

The STPCD makes provision for Governing Bodies to award additional allowances to teachers under a number of circumstances. These are detailed below. The school will only use such allowances under very specific circumstances where there are clear operational reasons to justify the additional payment. This reason will be clearly identified in each case and will be reflected in job descriptions and/or appointment letters. For part time staff the allowance or payment will be pro-rata.
The governing body will conduct an annual formal review of all such awards.

In relation to the head teacher, any additional payment under this section will form part of the 25% limit on the use of all discretions unless the governing body choose to use the "wholly exceptional circumstances" discretion. The Headteacher pay range should take into account difficulties in recruitment or retention so no additional allowance can be paid to the Headteacher for these reasons.

14. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The pay committee may award a TLR to a classroom teacher. 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. The job descriptions will make clear, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out in the STPCD. Including for a TLR 1 significant line management responsibilities

Details of this structure and the value of TLR payments to be used in this school are included as Appendix 1 at the end of this document.

The pay committee may award a TLR3 of between £523 and £2603 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 25.1. of the STP&CD. This would not normally be for a period of more than 1 year but may be for a much shorter period. The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award which will be paid in monthly instalments. At the end of the fixed term period the employee returns to their substantive role and no safeguarding will apply in relation to an award of a TLR3.
The school may have up to five available TLR3 payments, valued at in steps of £500 between £505 and £2,525. These may be awarded, at the School's discretion, according to the criteria laid down at paragraph 25 in the STP&CD 2013, proportionate to the challenge and complexity of the additional tasks or projects allocated to the teacher

Only one TLR 1 or 2 may be held at any time by the same person. Where duties of the post holder change the value of the TLR should be re-determined.

Temporary and Acting TLR 1&2 Payments

Temporary awards of TLR payments will only be made during the absence of permanent TLR post holders or where there is a vacancy. Where temporary awards are made the reason for the temporary award will be made clear in writing together with the date the award will end and/or the event that will bring the additional duties and associated allowance to an end.

15. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES

Special Needs Allowances

The pay committee will award an SEN allowance at a point between £2,209 and £4359 to any classroom teacher who meets the criteria as set out in paragraph 26 of the Document.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 27.3 of the Document). The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be

objectively justified. The governing body will take account of paragraphs 42 to 47 of the section 3 guidance

16. RECRUITMENT AND RETENTION INCENTIVES

Payment of a *Recruitment* or a *Retention* incentive will be determined on the basis of local market conditions. The governors have the discretion to award an allowance or other benefit to attract a suitable candidate to a post or to retain a teacher in a post. The amount and nature of this allowance or benefit is not specified in the document but the pay committee will make clear at the outset, in writing, the expected duration of any such incentive or benefits and the review date after which they may be withdrawn.

17. SCHOOL SUPPORT STAFF

Determination of grades (Job Evaluation)
The governors will establish a grading structure for support staff within the school following consultation with staff and their representatives. This structure is published in appendix 1 at the end of this document.

The Governing Body recognises its legal obligations in relation to equal pay and equal treatment and has resolved to adopt the county council's Job Evaluation Scheme in full as a means of meeting these obligations in relation to support staff. The Pay Panel will be responsible for ensuring that support staff grading is regularly reviewed and that appropriate advice regarding the grade of a post is obtained from the HR Team when:

- New posts are created.
- A review indicates that an existing post has changed to the extent that an evaluation is felt to be necessary.
- A member of staff requests a review of the grade of their post.

It is understood that the advice received in relation to the grading of posts under these circumstances will be based on a detailed job evaluation using the scheme applied throughout the county council.

Appeals against the grading of posts

- Support staff will be able to submit appeals against the grading of their post to the Pay Appeals Panel in line with the process in appendix 2.
- The appeal must indicate the basis for the appeal and include any additional information necessary to support the appeal.
- The Pay Appeals Panel will consider such representations including any additional evidence provided. I If it agrees that there is a case for further

consideration and agrees with the factual evidence provided, it should resubmit the amended job description to the Job Evaluation Scheme.

- The results of this JE appeal will inform the Pay Appeals Panel and will be passed on to the appellant as soon as it is made.

Determination of starting salary on initial appointment to the school

Support staff new to the school will normally be placed on the minimum point of the scale to which they have been appointed. However, the governors have discretion to, on the recommendation of the head teacher, give credit for skills and experience which is regarded as relevant and of particular value to the school.

Annual salary progression

- Incremental progression to the top of salary scales is automatic unless the school has determined there is unsatisfactory performance. Annual progression within a salary scale is intended to be recognition that members of the school's staff have met the requirements of their job and made a full contribution to the work of the school. Support staff who meet this requirement, will be entitled to progress to the next point on scale on 1st April each year on the basis of satisfactory service throughout the previous calendar year. The governors will make arrangements to ensure that a review of performance is undertaken during the Autumn Term (Term two) each year as part of this process.

- There are separate arrangements for staff in their first year of service when the payment of a first increment must be delayed until six months' service has been accumulated.

Circumstances in which points will be delayed or withheld

The governors have the power to withhold or delay the award of an annual salary point in cases where service during the course of the previous calendar year has been found to be unsatisfactory. This power will only be used as a last resort and as part of an on-going formal performance procedure and where the member of staff has been given a formal warning, issued under the appropriate procedure. The governors will require that there is evidence available to demonstrate a proper process has been followed.

Review of job description and hours of work

The Pay Panel will request that the head teacher periodically review both the job description and hours of work for members of the school's support staff. The head teacher will be expected to make recommendations for changes where it is felt that hours of work have become insufficient for the needs of the school and/or for the re-evaluation of the grade of the post where the job description indicates that the job has changed.

Support Staff working in a part time capacity

Staff working throughout the year

Part time staff have identical entitlements in relation to pay as their full time colleague except that salary is paid on a pro rata basis to reflect the proportion of time worked. Salary entitlement for staff working all year round on a part time basis is as follows:

$$\frac{\text{Contracted hours of work}}{37} \times \text{Annual salary} = \text{Pro rata salary}$$

The resultant salary from this calculation includes the entitlement to 6.5 (7.5 after five years' service) pro rata weeks of paid leave.

Annual leave entitlements are normally taken during school holiday periods

Term time only staff

The same conditions apply to staff employed on a term time only basis except that the calculation reflects the shorter working year and a pro rata paid leave entitlement:

$$\frac{\text{Contracted hours of work}}{37} \times \frac{\text{Weeks worked + Pro rata leave entitlement}}{52.1429} \times \text{Annual salary}$$

Pay/compensation for additional work

Support staff must receive compensation for any additional work they are required to do by the head teacher or line manager. Permission must be sought before additional work is undertaken. Compensation will be agreed when permission is given for the additional work and will take the form of time of in lieu at a mutually agreed time or an additional payment. For full time staff a payment will take the form of an overtime payment at the rate specified in conditions of service, for part time staff the payment will be at plain time until 37 hours have been worked (aggregated over the course of a month) then overtime rates will apply.

Living Wage

The Board of Governors are aware that the cost of living has increased over the last few years and that the pay award at the national level has not risen in line with inflation. This has therefore increased the financial pressure on many of our employees. The school's Board of Governors has made the decision to introduce a Living Wage Supplement for all employees at Grade B and Grade C (scale point 10 and below) with effect from 1 September 2015.

The Gloucestershire Living Wage is £7.83 per hour. This is equivalent to £15,144 per year for a full-time employee. The difference between the contractual salary and the Living Wage will be paid as a discretionary, non-contractual market supplement (top up) from 1 September 2015.

If the employee's salary increases, for example due to annual increments, then the value of the Living Wage Supplement top-up will decrease correspondingly. If the basic salary increases to the Gloucestershire Living Wage or above, then no further supplement will be payable.

'These provisions may be subject to change from time to time at the sole discretion of the Board of Governors. In particular, the Board of Governors reserves the right to withdraw the discretionary top-up or to amend the rate of its Living Wage Supplement (you will be given at least 30 days' notice of this). The contractual pay structures remain unchanged, as does your own contractual rate of pay'

Date of policy: October 2019

Date of next review: September 2020

This policy was based on LA documentation and formulated in consultation with the Headteacher and teaching staff.

This policy was accepted by the Governing Body at their meeting on Wednesday 2nd October 2019 and will be reviewed annually.

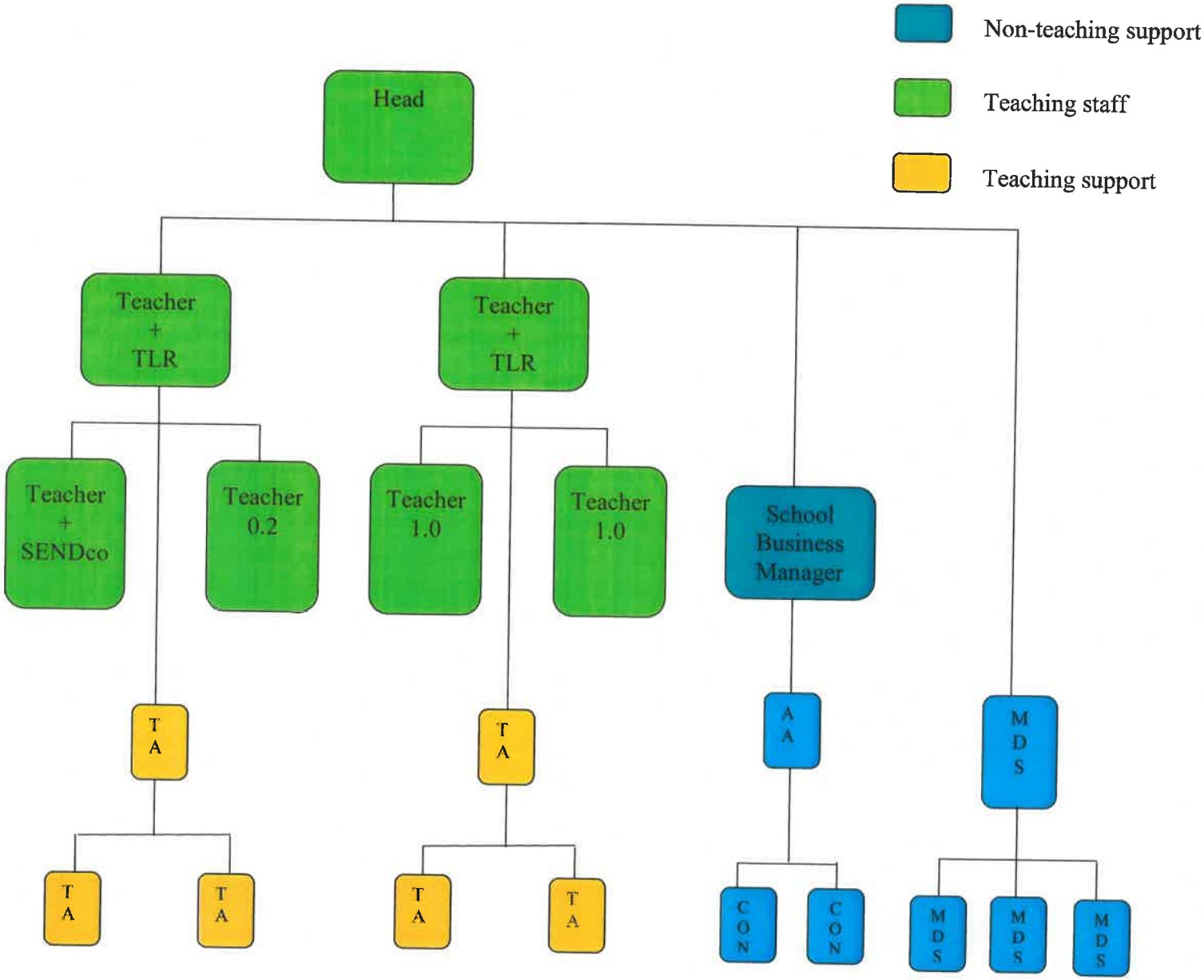
Signed .....

Chair of Governors

Signed ...S. Severn.....

Headteacher

APPENDIX 1



Staffing Structure
Hope Brook C of E Primary School
2019

TA - Teaching Assistant
MDS - Mid-day supervisors
PS - Pupil supervisors
CON - Contractors

APPENDIX 2

THE PAY APPEALS PROCEDURE

Any employee who is dissatisfied with a pay decision should

- Seek an informal discussion with the Head Teacher about pay recommendations to resolve the issue. Requests for this informal discussion should be made as soon as possible after receiving notice of the pay recommendation normally within 5 days.

- If the informal discussion does not change the recommendation and the employee remains dissatisfied, he/she can submit written representations to the Pay Panel. Within 5 days of receiving the representations the Pay Panel will invite the employee to discuss the matter at a formal meeting. The Pay Panel will make a decision based on the recommendation and the employee's representations which will be confirmed in a written pay statement by the Pay Panel;

- If the employee remains dissatisfied with the pay decision they may submit written representations to the Chair of the Pay Appeal Panel about the pay decision. Such representation should include any additional facts/evidence for reconsideration and be submitted within 5 working days of the receipt of the pay statement

- The Pay Appeal Panel will acknowledge receipt of the employee's representations and arrange a meeting within 10 working days of receipt to consider the member of staff's concerns.

- At the meeting the employee and management will have the opportunity to present their evidence, call witnesses and question each other. The Panel can ask exploratory questions.

- Having heard the appeal, the panel must reach a decision which must be confirmed to the employee in writing including their rationale for reaching the decision.

- The panel's decision is final and there is no recourse to the school's grievance procedure.

- The member of staff has the right to be accompanied at all formal meetings by a work colleague or trade union representative if they wish