

# Pay Policy

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## Introduction

The aim of this policy is to provide a clear framework for the management of pay, pay progression and grading issues for all teaching staff employed by the Boleyn Trust (the “Trust”).

All teachers are employed in accordance with the statutory provisions set out in the School Teachers’ Pay and Conditions Document (STPCD) (hereafter called the Document) which is updated each September as well as the Conditions of Service for Teachers in England and Wales (the Burgundy Book).

The pay policy will comply with the current School Teachers’ Pay and Conditions Document and the accompanying statutory guidance. It should be used in conjunction with these documents, but, in the event of any inadvertent contradictions, the Document and its statutory guidance take precedence.

The relevant committee, when taking pay decisions, must have regard both to this pay policy and to the teacher’s particular post within the staffing structure. A copy of the staffing structure should be made available with the pay policy.

# 1. Principles and Processes

## 1.1. Background

All teachers employed by the Trust are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as annually updated by the DfE. Support staff are paid in accordance with the Local Government Conditions of Service as agreed by the Local Authority in which they sit.

All pay-related decisions are made taking full account of the school improvement plan; staff and unions have been consulted on this policy.

## 1.2. Equalities

All pay related decisions are taken in line with the Equalities Act 2010. The Act provides a single legal framework to more effectively tackle disadvantage and discrimination with regard to the protected characteristics as follows: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race – including ethnic or national origin, colour or nationality, Religion or Belief – including lack of belief, Sex, and Sexual Orientation.

The Board of Trustees will comply with other relevant equalities legislation:

- Employment Relations Act 1999
- 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 Equality Act 2010

The Board of Trustees will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting, and paying staff, training, and staff development.

The Board of Trustees will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. for absences related to maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

## 1.3. Pay Reviews

The governing board will ensure that every teacher's salary is reviewed with effect from 1 September and by no later than 31 October each year and ensure that they are given 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 changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to the start of a period of safeguarding, the local governing board will give the required notification as soon as possible and no later than one month after the date of the determination.

The Trust is committed to increase all existing pay points and allowances for all teachers by the statutory annual increase in minimum values and will continue this principle in future years.

#### 1.4. Decision Making

The terms of reference for the relevant governors' committees include the following delegated powers:

- a) To agree the staffing structure (in consultation with the relevant committee where there are financial costs) and decide any changes to ranges or additional allowances in individual cases.
- b) To recommend to Trustees other payments to staff outside the scope of this policy.
- c) To recommend to Trustees the Headteacher's pay range if above the relevant school range set out in Appendix 3.
- d) To review in consultation with the Board of Trustees and union representatives and decide changes to this policy.

NB Headteacher's annual performance pay progression is decided by the Board of Trustees on the recommendation of the local governing board.

Individual decisions about progression on a pay range, including movements through the threshold to the Upper Pay Spine are made by the Headteacher, taking account of any recommendations made through the appraisal policy. The exception to this is that awarding more than one increment to an Assistant or Deputy Headteacher will be made by Trustees, following a recommendation by the Headteacher.

#### 1.5. Appeals

A teacher may appeal against any recommendation or determination in relation to his/her pay or any other decision taken by the Headteacher (or committee) that affects his/her pay. The teacher's reasons for the appeal should be in accordance with the following list:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the Document;
- 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) otherwise unlawfully discriminated against the teacher.

The arrangements for considering appeals are set out in Appendix 1.

This procedure for considering pay appeals applies instead of the Grievance

Procedure which cannot be used to pursue them further.

#### 1.6. Monitoring and Review

The implementation of this policy will be monitored and will be reviewed on an annual basis. A report will be submitted to the Board of Trustees on the operation of the policy, including an assessment of its equalities impact, in a suitably anonymised form; a copy of this report will be provided to staff and their unions on request.

Staff and their trade union representatives will be consulted as part of any review.

## 2. Use of Discretion in Basic Pay Determination

#### 2.1. Newly Qualified Teachers

Appendix 2 sets out the main range values as 6 main points and 5 sub points. One main point is awarded for each complete 3 years of relevant paid work experience prior to gaining Qualified Teacher Status (QTS) in a relevant area after the age of 18, up to a maximum award of 2 main points. Part time experience will be equated to the full-time equivalent. The definition of relevance is that the experience is as broadly relevant to the teaching duties required. It would therefore include:

- Experience of working with children, e.g. nursery nurse, social worker.
- Industrial/commercial experience using subject specialism, e.g. scientist, book editor, commercial artist.

Teachers will be required to supply evidence that clearly supports their claim e.g. references, reports, testimonials, job description.

For a teacher who has previously been employed on the unqualified scale, teaching experience prior to gaining QTS will be assessed so far as it is necessary, in order that the qualified teacher receives a higher salary than their unqualified pay.

#### 2.1. Experienced Teachers

The school is committed to the principle of pay portability and will apply this principle in practice when making all new appointments to the school.

The school will not restrict the pay available for appointees to vacant classroom teacher posts, other than the lower limit of the Main Pay Spine and the upper limit of the Upper Pay Spine.

#### 2.3. Part-Time Teachers

The calculation of the pay of part time teachers is based on the number of aggregate hours the teacher is employed to work within the capacity of the school's timetabled teaching week. Details of the calculation method are set out in the Document.

#### 2.4. Short Notice / Supply Teachers

Teachers who work on a day-to-day or other short notice basis have their pay

determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by 6.48 (1265/195) to arrive at the hourly rate. The agreed directed time, per day including non-contact time, will be paid.

## 2.5. Unqualified Teachers

Unqualified teachers will start on the minimum of the unqualified pay range unless the Headteacher judges that a higher point is required due to previous experience as set out in 2.1 above.

Overseas trained teachers (OTTs) who are judged by the Headteacher to already be meeting the QTS standards and therefore commence the “assessment only” route for QTS will be offered a contract with pay equal to that of a QTS teacher. Previous teaching experience in the UK and abroad may be assessed and up to a 1 pay point for each full year of teaching service may be given.

## 2.6. Schools Direct (Salaried) / Overseas / Teach First Teachers

This section applies to teachers who are on a Teaching Agency recognised route which is intended to lead to QTS.

School Direct (salaried) teachers (whether OTTs or not) and Teach First teachers who do not meet the QTS standards and therefore commence the full graduate training programmes will be paid as unqualified teachers as set out above.

## 2.7. Leading Practitioners

Leading Practitioners are posts which have the primary purpose of modelling and leading improvement of teaching skills. The Document sets out minimum and maximum points for Leading Practitioners. The Board of Trustees has agreed to use a range of five points from the spine set out in Appendix 2 to reflect the responsibilities of the particular post. New appointments will be made at the minimum of the selected range.

## 2.8. Headteacher

### 2.8.1. Introduction

The Document sets out a minimum and maximum value of the Leadership Spine. The responsibility for fixing the salary range rests with the relevant body, as delegated to a committee. The salary range on which a Headteacher is paid is derived from the two steps, as set out in the next three paragraphs below.

### 2.8.2. Headteacher's Group Range

Under the Document, schools are allocated to one of eight Groups depending on:

- the number of pupils, and
- the key stage of pupils.

The relevant body has discretion to take into account the number of pupils at the school with SEN statements. The relevant body has decided to exercise this discretion so that statemented pupil numbers (and those in resource provision or exceptional resource funding) are additionally taken into account in the group size calculation.

The group size calculation of the school will be checked annually by the Local Authority, using the January pupil numbers and any increase in group size advised to the Trust. If the Headteacher is currently on a salary point lower than the Individual Headteacher Range of the new group, he or she will progress to the new minimum point on the following 1st September. The Headteacher has a right to make representations to the relevant body about the Headteacher group at any time.

Where a Headteacher is permanently accountable for more than 1 school, the Headteacher's Group Range will be based on the calculation of the total number of pupil units across all schools, as required by paragraphs 6.6 & 7.9 of the Document 2016.

A minimum and maximum pay value is specified for each Headteacher Group.

### 2.8.3. Individual Headteacher Range

Within this Headteacher Group Range, the relevant body will select seven points to form the Individual Headteacher Pay Range. The Individual Headteacher Range will take account of the context and challenge arising from pupils' needs, the full responsibilities of the post, including any responsibility for more than one school on a permanent basis. It will also take account of any additional responsibility for extended services, including Children's Centres, and the challenge of recruitment and retention, as required by the Document.

The Board of Trustees has agreed to adopt the Individual Headteacher Pay Range structure set out in Appendix 3.

### 2.8.4. Exceptional Circumstances – Pay Range Enhancement

Whilst pay for the Headteacher should not normally exceed the maximum of the Headteacher Group Range, the local governing board may exceed the maximum where they determine that circumstances specific to the role or post holder warrant higher than normal pay. The local governing board in consultation with the Board of Trustees will ensure that the maximum of the actual pay including any additional payments does not exceed the maximum

of the relevant Headteacher Group Range by more than 25% unless in wholly exceptional circumstances. Any temporary payments referred to in 4.12 also fall within the 25% limit.

Where there are considered to be exceptional circumstances that might warrant the Headteacher being paid 25% or more above their Group Range, the local governing board will submit a formal request to the Board of Trustees to be approved. seek external independent advice before making this decision. A clear business case, as required by the Document, will also be presented to the Board of Trustees. .

The Board of Trustees has adopted the Individual Headteacher Pay Ranges set out in Appendices 3 and 3a. These ranges take account of all pay determination factors and an appropriate pay range will be decided by the relevant committee. No additional and/or separate payments will be made and the 25% rule as set out above and in the Document, continue to apply.

## 2.9. Deputy Headteacher Range

2.9.1. A range of five points will be chosen from the Leadership Spine. The Board of Trustees has adopted the structure of Deputy Headteacher Pay Ranges set out in Appendix 3 which complies with the statutory requirements set out in the Document. Any change will be agreed by the relevant committee.

The Board of Trustees has adopted the Deputy Headteacher Pay ranges set out in Appendices 3 and 3a. These ranges take account of all pay determination factors and will be decided by the relevant committee. No separate and/or additional payments will be made. The pay range set for the Deputy Headteacher/s will not overlap with the Headteacher's individual pay range.

## 2.10. Assistant Headteacher Range

A range of five points will be chosen from the Leadership Spine set out in Appendix 3. The Board of Trustees has decided that it will assess what range to apply on an individual basis, ensuring the maximum of the Assistant Headteacher range/s will be less than the maximum of the Deputy Headteacher range/s and that other requirements in the Document are met. Any changes will be agreed by the relevant committee. No separate and/or additional payments will be made.

## 2.11. Leadership Spine – Starting Salary on Appointment

The Board of Trustees has decided that any new appointment of Headteacher, Deputy or Assistant Headteacher will be made at the minimum of the range, unless either:

- it is necessary to match the salary of an existing teacher: or
- the post is difficult to fill;

In which case, appointment may be made up to the fourth point for a Headteacher and up to the third point for a Deputy or Assistant Headteacher.

### 3. Movement up the pay ranges

The local governing board agrees that the school budget will ensure that appropriate funding is allocated for appropriate pay progression at all levels. The local governing board recognises that funding or the lack of it cannot be used as a criterion to determine any progression.

Progression will be from 1st September of each year and the decision based on the outcome of teachers annual appraisal review. As these reviews usually take place in the autumn term, any pay progression awarded will be backdated to 1st September. All reviews for teachers will be undertaken by 31st October and for the Headteacher by 31st December. Pay progression will only be considered for those teachers on the leadership spine who were in post throughout the previous two terms.

The performance review process must be followed for all Headteachers, even those who are already at the top of their range and therefore will not be considered for a performance increment.

The normal expectation for all teachers, including Headteachers, is that they will progress by one increment. The use of three additional sub increments should apply in cases where performance is judged to be exceptional, as defined below.

#### 3.1. Main Pay Range - Teachers

Teachers will be awarded pay progression on the Main Pay Range following a successful annual appraisal review which will encompass a review against their objectives and against the Teachers' Standards. Successful reviews will be judged as one of the following:

- a) Partially meeting objectives and standards which will lead to one sub increment;
- b) Fully meeting objectives and standards which will lead to one main increment (two sub increments);
- c) Exceeding meeting objectives and standards which will lead to three sub increments.

Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school and recorded in the appraisal statement by the conclusion of that process. Teachers in their induction year will be awarded pay progression on the successful completion of induction in accordance with b) and c) above.

Progression will be from 1st September for the review of the previous year's performance, regardless of when the review is actually carried out.

#### 3.2. Threshold Assessment

The Document states as follows:

"An application from a qualified teacher will be successful where the relevant body is satisfied:

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

Applications will need to be made to the appraiser in writing by the date of the teacher's individual review meeting for progression on the previous 1st September (assuming the review meeting takes place in the autumn term).

Teachers who apply to move to the Upper Pay Range will be awarded progression to that Range having regard to the two most recent appraisal reviews, provided that these demonstrate a) and b) above.

Reviews will be deemed to be successful if the teacher has been assessed as fully meeting their objectives and the Teachers' Standards.

Teachers may be asked if they wish to draw any information to the Headteacher's attention but will not be required to submit evidence with their application. The decision on progression will be taken by the Headteacher after consideration of the evidence and consultation with other relevant school managers. The decision will be advised to the teacher in writing.

### 3.3. Upper Pay Range – Teachers (Post Threshold)

Upper Pay Range teachers will be awarded pay progression along the Upper Pay Range following a successful annual appraisal review, provided that the review demonstrates the teacher has met their objectives, Teachers' Standards and continued to meet a) and b) above. Successful appraisal reviews will be judged as one of the following:

- Fully meeting objectives and standards – this will lead to one sub increment;
- Exceeding meeting objectives and standards – this will lead to one main increment.

### 3.4. Leading Practitioners

Leading Practitioners must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance progression point will be awarded. Any work undertaken at other schools, in higher education facilities, or at facilities of a Local Authority and elsewhere will be taken into account.

### 3.5. Headteacher, Deputy Headteacher and Assistant Headteachers

The Headteacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school. The results of the most recent appraisal must also be taken into account. The Headteacher is expected to have fully met their objectives and to continue to meet the relevant Teachers' Standards.

The committee who carry out the Headteacher's performance review will consider

whether the Headteacher's performance meets the criteria set out above. If it does, the Headteacher should be permitted to progress to the next point within their approved pay range. The Chief Executive Officer will sign the necessary approval form.

Deputy Headteachers and Assistant Headteachers must also demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress. The results of the most recent appraisal must also be taken into account. The Deputy and Assistant Headteacher is expected to have fully met their objectives and continue to meet the relevant Teachers' Standards.

The normal expectation is one increment; the use of a second increment should apply in cases where performance is judged to be exceptional. In order to ensure consistency of approach, where a second increment is recommended, these recommendations will be recommended by the governors committee who determine the Headteacher's incremental position and formally ratified by the Board of Trustees. Therefore the Headteacher will put any recommendations for a second increment for Deputy and Assistant Headteachers, to this committee. Any such consideration will take place at the same time as the consideration of the Headteacher's pay progression.

As the review usually takes place in the autumn term, any pay progression will be backdated to 1st September. Headteachers, Deputy and Assistant Headteachers cannot receive pay progression without the review-taking place. Therefore pay progression will only be considered for school leaders who were in post the previous two terms.

### 3.6. Unqualified Teachers

Teachers will be awarded pay progression on the Unqualified Pay Range following a successful annual appraisal review which will encompass a review against their objectives and against the Teachers' Standards. Successful reviews will be judged as one of the following:

- a) Partially meeting objectives and standards which will lead to one sub increment;
- b) Fully meeting objectives and standards which will lead to one main increment (two sub increments);
- c) Exceeding meeting objectives and standards which will lead to three sub increments.

Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school and recorded in the appraisal statement by the conclusion of that process.

## 4. Discretionary / Temporary Allowances and Payments

### 4.1. Teaching and Learning Responsibility Payments (TLR)

TLR payments will be awarded to the holders of the posts indicated in the school's

staffing structure and in accordance with the criteria set out in the Document, as follows:

TLR1 or TLR2 payments may be awarded to a teacher on the Main or Upper Pay Ranges for undertaking a sustained additional responsibility which is required by the school for the purpose of ensuring the continued delivery of high-quality teaching and learning. The teacher will be made clearly accountable for this additional responsibility in the context of the school's staffing structure.

A TLR3 payment will only be awarded for a clearly time limited school improvement project or for one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and the payment made on a monthly basis for the duration of the fixed term.

With the exception of sub-paragraphs (c) and (e) which do not have to apply to the award of TLR3s, before awarding any TLR the relevant body must be satisfied that the teacher's duties include a significant responsibility and that is not required of all classroom teachers and that:

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

The level of TLR awarded will depend on the degree of significant responsibility, the workload involved and the time required.

The TLR level 1 can only be paid to teachers whose duties include a requirement of line management responsibility for a significant number of people.

The Board of Trustees has agreed the structure and annual values of the TLRs to be awarded are set out in Appendix 2.

The values within the TLR Structure set out in Appendix 2 will increase in line with any annual pay award for inflation purposes and will be included in the annual salary assessment letter.

Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

TLR payments cannot be awarded to those teachers paid on the Unqualified or the Leadership spine.

#### 4.2. Special Educational Needs Allowance

The relevant body must award a Special Needs Allowance to a classroom teacher:

- a) in any SEN post that requires a mandatory SEN qualification;

- b) in a special school;
- c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- d) in any non-designated setting (including any PRU) that is analogous 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 a teacher's 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 within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

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

The Board of Trustees has decided that:

- a) "substantial element" means that more than 50% of the pupils have SEN;
- b) the higher allowance will only be awarded to a teacher who is in receipt of the lower allowance and who holds one of the recognised certificates for teaching pupils who are blind, deaf or autistic or other SEN aspect; and
- c) that the value of the two allowances is set out in Appendix 2.

Teachers paid on the Leadership spine cannot be paid an SEN Allowance.

#### 4.3. Recruitment and Retention Payments

##### 4.3.1. General

The governing board may recommend recruitment or retention payments for a fixed period then to be formally reviewed. This will be formally ratified by the Board of Trustees.

These payments can be recommended where the governing body considers it to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The Board of Trustees has agreed to adopt the five level payment structure set out in Appendix 2. The value of these Payments will be updated by any annual pay (inflation) award.

#### 4.3.2. Recruitment

The Board of Trustees has decided to make these payments in the following circumstances to support the recruitment of:

Newly Qualified Teachers who do not qualify for any relevant work experience points. They will receive Payment 1 as set out above, subject to this payment terminating at the same time as the teacher moves to the maximum of the Main Pay Range.

Where there is clear evidence that a proposed advertisement will not attract any suitable applicants, one of the above payments will be allocated.

#### 4.3.3. Retention

Trust specific provisions will apply as determined by the Board of Trustees.

#### 4.3.4. Headteachers, Deputy Headteachers and Assistant Headteachers

Other than in respect of housing or re-location expenses, the Headteacher, Deputy and Assistant Headteachers will not be entitled to a separate recruitment and retention payment. Remuneration in respect of any recruitment and retention payment will be reflected in the agreed pay ranges.

Where the governing body has agreed to pay a recruitment or retention award to a Headteacher, Deputy and Assistant Headteachers, prior to 1st September 2014, this payment may continue at the same value as originally determined. No increase in the payment can be awarded and it must be kept under review. The payment should cease at the point the respective payment is determined under the provisions of the 2016 Document.

### 4.4 Continuing Professional Development

Payment may be made to teachers for CPD undertaken outside the school day. The relevant body has decided not to make such payments/authorise the Headteacher to make such payments in exceptional circumstances (Delete as appropriate).

The basis of payment will be an hourly sessional rate recommended by the Local Authority as set out on Appendix 2.

In accordance with the provisions of the Document, these payments cannot be paid to a Headteacher.

### 4.5. Out of School Learning Activities

Payments can be made to teachers, where the teacher has agreed to the Headteacher's request to participate, and they make a substantial and, where appropriate, regular commitment to such activity. Payments may be made:

- a) For work outside the 195 days, at the hourly sessional rate higher rate; and
- b) For work on one of the 195 days outside 1265 hours a session of at least 2

hours at least once a week at the lower rate, see Appendix 2.

The relevant body has decided not to make such payments/to make such payments, and these will be decided by the Headteacher. (Delete as appropriate).

In accordance with the provisions of the Document, these payments cannot be paid to a Headteacher.

#### 4.6. Provision of Initial Teacher Training (ITT)

The governing body may decide to make an additional payment to teachers for activities relating to ITT and in accordance with provision of the Document, the appropriate level of payment will be determined by the governing board. In some circumstances and in accordance with paragraph 4.1, it may be appropriate to award a TLR 3 payment for these activities.

This allowance cannot be paid to Leading Practitioners or those teachers on the Leadership Spine.

#### 4.7. Additional responsibilities to raising educational standards in another school.

The governing board may make a payment to teachers in respect of the above additional responsibilities and activities in accordance with the Document and the local guidance set out Appendices 4 and 5.

#### 4.8. Unqualified Teachers' Allowance

The Board of Trustees will pay an unqualified teachers' allowance to unqualified teachers when the governing board determines that in the context of its staffing structure and pay policy, the teacher has:

- a) Taken on sustained additional responsibility which is:
  - focussed on teaching and learning; and
  - requires the exercise of a teacher's professional skills and judgment;or
- b) Qualifications or experience which bring added value to the role being undertaken

This will apply when in the absence of a suitably qualified and experienced teacher, the unqualified teacher is undertaking the responsibilities of a TLR and payment will be this TLR value.

#### 4.9. Chartered London Teachers

The Chartered London Teachers Scheme closed on 1st September 2014. Teachers who have registered on or before 1st September 2014 must make an application to the Headteacher by no later than 1st September 2016 against the requirements set out in the 2015 Document.

#### 4.10. Acting up allowances

If a teacher agrees to undertake the full duties of a Headteacher, Deputy or Assistant Headteacher post, and performs these duties for a period in excess of four weeks, they will be paid an acting up allowance. The allowance will be determined by the Board of Trustees on the recommendation of the governing board and the level of the allowance will be commensurate with the minimum level of salary for the post, that the teacher is carrying out the duties for. The agreed allowance will be paid from the date the teacher commenced the additional duties.

#### 4.11. Safeguarding

All safeguarding arrangements will be in accordance with the provisions set out in the Document, S2 Part 5, paragraphs 31-36. The school will follow these provisions and ensure that teachers are correctly notified.

#### 4.12. Temporary and Discretionary Payments to Headteachers

The Document permits Headteachers to be paid temporary and/or discretionary payments for the following reasons:

##### 4.12.1 Temporary responsibility for one or more schools

In the above circumstances and in accordance with the relevant provisions of the Document, a Headteacher may be paid a temporary allowance at an appropriate level to reflect these additional responsibilities and duties. The Board of Trustees will decide on the level of payment to be made taking account of the nature and level of responsibility required.

The total sum of this temporary payment, and any other payments made to the Headteachers, must not exceed 25% above the maximum of the Headteacher Group, unless in wholly exceptional circumstances where the provisions set out in paragraph 2.8.4 will apply.

##### 4.12.2. Service Provision

A discretionary payment can be made where a Headteacher undertakes additional responsibilities/activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools. This is for situations when a Headteacher is working under a contract for services, rather than under a contract of employment, where they are personally responsible for the service being provided but not accountable for the outcomes of the school, e.g. as a National Leader of Education or Consultant Leader. Please also refer to Appendices 4 and 5 for further Guidance.

It cannot be used when the Headteacher is appointed as Headteacher of one or more additional schools on a temporary or permanent basis).

All discretionary and temporary payments will be determined and approved by the Board of Trustees.

#### 4.12.3. Recruitment and Retention

From 1st September 2014 Payment to Headteachers can only be made in relation to housing and relocation expenses. Please also refer to paragraph 4.3.4.

## 5. Support Staff

### 5.1. Conditions of Service

The pay and conditions of service for support staff employed are in accordance with the National Joint Council (NJC) for Local Government Services and those agreed locally by the Local Authority.

### 5.2. Pay Scales

The pay scales adopted by the Board of Trustees for support staff employed in the Trust's Schools are those currently used by the Local Authority in which the employee sits. A copy is attached as Appendix 7.

The Board of Trustees has determined the grade and salary range for all support staff posts using the agreed job evaluation scheme, i.e. The Greater London Provincial Scheme (GLPC). This service is administered through HR. Appendix 5 sets out a list of sample grades as at September 2018.

The Board of Trustees has decided to apply the London Living Wage. Therefore if necessary, an additional hourly payment will be made so that all employees at least receive the hourly London Living Wage. .

### 5.3. Job Descriptions

All members of the support staff will receive a copy of their job description, which will be the basis of any job evaluation for the post. Any significant changes to job profiles may require a re-evaluation of the post.

Where the governing board, on the advice of the Headteacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of an annual review process. It may, if necessary, result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

### 5.4. Starting Salaries

The Board of Trustees will normally appoint to the minimum pay point of the evaluated grade. This is unless the individual member of staff was previously paid under the same conditions of service at a higher point in the pay range, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the evaluated grade. In exceptional circumstances, the

Board of Trustees may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

#### 5.5. Incremental Progression

Support staff will, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor/below standard or if attendance or conduct record justifies such action.

In addition, eligible support staff, subject to satisfactory service, may qualify for an additional increment after 5 years' service and one further additional increment after the 10 years' service in the same grade. Incremental progression will be to the equivalent of the first and second increment points of the next grade. To qualify staff must be on a grade no higher than P07 and have reached the maximum incremental point of their grade. The staff member must also not have benefited by promotion or regrading during the 5 or 10 years.

Subject to the above, incremental progression, will normally take place on 1st April each year, except where a member of staff starts after 1st October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1st April in subsequent years.

#### 5.6. Acting up allowances / Additional responsibilities

Where a member of staff covers the full range of duties of a higher graded post, the governing board will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

Where a member of staff is covering some, but not all of the duties of the higher graded post, the governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. Any honorarium payment is to be ratified by the Board of Trustees.

Where a member of staff is required to meet a short-term excessive workload, to undertake essential tasks within a defined timescale, the Headteacher may give prior approval to the member of staff to work additional hours. This will be paid at their normal hourly rate or be paid at agreed overtime rates where the weekly hours worked exceed the standard hours (36 hours per week) for a relevant full time member of support staff. Time off in lieu may also be authorised by the Headteacher as an alternative to being paid overtime.

#### 5.7. Other Additional Payments

The governing body will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff. Any additional payments are to be ratified by the Board of Trustees.

## 5.8. Safeguarding

The arrangements for the safeguarding of salaries for support staff is in accordance with the current policy of the Local Authority in which they sit.. The current safeguarding period is for a maximum period of 12 months (6 months at full pay and 6 months at half of the difference between the pay of the previous role and the new role).

## 5.9. Appeals

The arrangements for support staff wishing to appeal pay decisions are as outlined for teaching staff, but subject to the relevant conditions of service for support staff. The procedure outlined in Appendix 1 will be followed.

# 6. Policy Status and Review

The Board of Trustees has agreed to this Policy and, as such, it applies to all Schools within the Trust. Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown below and re-circulated.

Date approved: **September 2019**

Review date: **September 2021**

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**Chair of the Board of Trustees**

## 7. Appendices

Appendix 1 Pay Appeal Arrangements

Please refer to BT – School Business Management Shared Drive

Appendix 2 Pay Scales and Additional Payments for Teachers

Please refer to BT – School Business Management Shared Drive

Appendix 3 Leadership Pay Spine

Please refer to BT – School Business Management Shared Drive

Appendix 3A Recommended ranges for Headteachers and Deputy Headteachers

Please refer to BT – School Business Management Shared Drive

Appendix 3B Recommended enhanced ranges for Leadership Teachers

Please refer to BT – School Business Management Shared Drive

Appendix 4 Guidance on Teachers carrying out work in a professional capacity

Please refer to BT – School Business Management Shared Drive

Appendix 5 Protocol for Teachers carrying out work in a professional capacity

Please refer to BT – School Business Management Shared Drive

Appendix 6 Requesting approval to carry out work outside of school

Please refer to BT – School Business Management Shared Drive

Appendix 7 Grades for model Support Staff

Please refer to BT – School Business Management Shared Drive