



# Pay Policy 2022-23

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<b>1. Introduction</b>	<b>4</b>
Scope	4
Equality Statement	4
Roles and Responsibilities	4
Maintaining the Staffing Structure	5
Leadership Group and Lead Practitioners	6
Other teachers	6
Inflationary increases	6
Appraisal	6
<b>2. Teachers Pay</b>	<b>7</b>
Qualified Teachers	7
Unqualified Teachers	7
Lead Practitioners	8
Determination of a Teachers' Salary	8
Determination of a Teachers' Salary (New Appointments)	9
Appraisal	9
<b>3. Teachers' Pay Progression</b>	<b>10</b>
Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges	10
Early Career Teachers (ECT) Pay Progression	10
Eligibility for Teacher performance pay progression	11
Decision to progress	12
Decision not to progress	13
Movement to the Upper Pay Range	13
The Criteria	13
The Assessment	14
The Procedure	15
Teaching and Learning Responsibility Payments (TLRs)	15
Safeguarding of Teaching & Learning Responsibility Payments	17
Teachers working temporarily in posts which attract a Teaching and Learning Responsibility Payment	17
<b>4. Teachers' Pay Allowances</b>	<b>18</b>
Teachers paid a Special Educational Needs Allowance (SEN)	18
Arrangements for determining an SEN allowance	18

Safeguarding of SEN allowances .....	18
Unqualified Teacher Allowances .....	19
<b>5. Leadership Group Pay.....</b>	<b>20</b>
Headteachers Pay .....	20
Determining or Re-determining the Headteacher’s Pay Range .....	20
Temporary Payments to Headteachers .....	21
Headteachers who are appointed to lead more than one school.....	21
Deputy and Assistant Headteachers Pay .....	21
Leadership Pay Scales.....	22
<b>6. Other Payments - Teachers .....</b>	<b>22</b>
Recruitment & Retention .....	22
Additional Payments.....	23
Acting Allowances .....	23
Salary Sacrifice Scheme .....	24
Part Time Teachers.....	24
Short Notice / Supply Teachers.....	24
<b>7. Support Staff Pay.....</b>	<b>25</b>
Staffing Structure in relation to Support Staff .....	25
**Support Staff Pay (For Schools following the Local Authority Job Evaluation Scheme). .....	25
**Support Staff Pay (For Schools that have not adopted the Local Authority Job Evaluation Scheme).....	<b>Error! Bookmark not defined.</b>
<b>8. Review of Policy &amp; Pay Appeals.....</b>	<b>25</b>
Review and Pay Appeals.....	25
Staffing Budget.....	26
Equalities.....	26
Monitoring.....	26
<b>9. Appeals Procedure .....</b>	<b>26</b>
Introduction.....	27
Stage One - informal process.....	27
Stage Two - Applies where the matter has not been resolved informally. ....	27
Attendees – Stage 2 Appeal Hearing .....	27
Stage Three – Appeal .....	28
Attendees – Stage 3 Appeal Hearing .....	28

The Structure of the Stage 2 Hearing.....	28
At the Conclusion of the Appeal .....	29
The Structure of the Stage 3 Appeal Hearing.....	29
At the Conclusion of the Appeal .....	30
<b>10. **Support Staff Guidance (Under LA Job Evaluation).....</b>	<b>30</b>
New posts.....	30
New Appointments .....	31
Market Supplements .....	31
Progression through the Pay Structure .....	31
Existing employees .....	31
New Employees .....	32
Withholding of Annual Increments.....	32
Retention Scheme for Highly Skilled Workers .....	32
Payment above the Grade (Acting-up/Additional Duties) .....	33
Additional Duties .....	33
Re-evaluation .....	33
Payments to Casual Workers .....	34
Overtime, Weekend, Night Working, Public Holiday Working, Shift and Call-Out Payments .....	34
<b>11. Policy Feedback .....</b>	<b>35</b>
History of Policy Changes .....	35

# 1. Introduction

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The School will act with integrity, confidentiality, objectivity and honesty in the best interests of the School; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

All teachers employed at the School are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document. A copy can be found on-line at <http://www.education.gov.uk>

All support staff employed at the School are paid in accordance with either the adopted pay and grading system of the Local Authority, as determined under the relevant Job Evaluation, or the School's own pay and grading system.

All pay-related decisions are made taking full account of the School's development plan and in compliance with the Equality Act 2010, the Employment Relations Act 1999, the Part-Time Worker (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The objective of this policy is to:

- Ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and School improvement plans
- Support the recruitment and retention of high quality staff
- Recognise and reward staff (where applicable) for their contribution to School improvement
- Ensure that pay decisions are made in a fair and transparent way.

## Scope

This policy will apply to all School employees and also includes staff employed on a short notice basis.

## Equality Statement

This policy applies equally to all employees regardless of their age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

## Roles and Responsibilities

The term 'School' has been used within this document to describe the decision making body, which is likely to be Local Governors etc. It is important that the School is clear about the level of delegation in respect of the pay policy and associated decisions.

The School has responsibility for establishing a pay policy for all staff, and for seeing that it is followed. It considers and approves the overall pay structure for all staff. The School will review this policy annually or when circumstances require it and will consult staff and recognised professional associations as part of the review.

The School will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the School's continued compliance with equalities legislation.

The School delegates to a Committee, referred to from this point on as the Pay Committee, the administration and implementation of the Pay Policy. The decisions of the Pay Committee will observe the requirements of the School budget in respect of staff pay.

No member of the School who is employed at the School or on a contract for services may be involved in any decision about the pay of an individual member of staff, including any Director / Governor who may have a pecuniary interest.

The Pay Committee will be set up as a First Committee to allow for a Pay Appeals' Committee comprised of a second Panel of governors to follow if necessary.

The terms of reference for the first Pay Committee are as follows:

- The Pay Committee will review the staffing establishment of the School at least once a year as part of the School Development/Improvement Plan. This review will take place before the School determines the budget for the following year so as to take account of any recommendations by the Committee which carry financial implications.
- The Pay Committee will assess the salary levels of individual members of staff at least once a year, in accordance with the Pay Policy and in relation to the School Development/Improvement Plan. During this process it will determine the salaries to be paid to all members of staff.
- Decisions will be communicated to all teachers by the Headteacher in writing in accordance with paragraph 3 of the STCPD, or by the Chair of Governors (or their representative) in relation to the pay of the Headteacher.
- Where the School collaborates with another governing body or bodies on the appointment of staff, joint pay committees may be established between the relevant governing bodies to deal with pay and performance matters of relevant staff.

## Maintaining the Staffing Structure

The Pay Committee will, having regard to the advice and recommendation of the headteacher, determine, monitor and review the School staffing structure.

## Leadership Group and Lead Practitioners

The Headteacher will be responsible for determining the starting salary, and for making pay progression recommendations, for posts on the Leadership and Lead Practitioner Pay Ranges. Such decisions will be ratified by the School's Pay Committee.

## Other teachers

The Headteacher will be responsible for determining the starting salary, and for making pay progression recommendations for teachers on the Unqualified, Main and Upper Pay Ranges. Such decisions will be ratified by the School's Pay Committee.

## Inflationary increases

Where there is a nationally determined % increase to either support staff pay or to the minimum or maximum value of any teachers pay range, as agreed nationally, the School will consider any National changes when determining its approach to pay.

## Appraisal

The School will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the School's appraisal policy). Although the School will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The Headteacher will moderate objectives to ensure consistency and fairness; the Headteacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

## 2. Teachers Pay

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### Qualified Teachers

Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range. The Pay Ranges in this School have been divided into 6 main progression stages

Main Pay Range		
Minimum:	1	£28,000
Performance Progression Stage 1	2	£29,800
Performance Progression Stage 2	3	£31,750
Performance Progression Stage 3	4	£33,850
Performance Progression Stage 4	5	£35,990
Maximum:	6	£38,810

Upper Pay Range		
Minimum:	1	£40,625
Performance Progression Stage 1	2	£42,131
Maximum	3	£43,685

### Unqualified Teachers

Will normally be paid on the Unqualified Pay Range.

The Pay Range for Unqualified teachers in this School has been divided into progression stages as follows:

Unqualified Pay Range		
Minimum:	1	£19,340
Performance Progression Stage 1	2	£21,559
Performance Progression Stage 2	3	£23,777
Performance Progression Stage 3	4	£25,733

Performance Progression Stage 4	5	£27,954
Maximum:	6	£30,172

Where an unqualified teacher is on a recognised “route into teaching” programme, the Pay Committee may exercise its discretion to pay him/her on the Main Pay Range having regard to his/her skill, qualifications and experience.

## Lead Practitioners

Where a Lead Practitioner post(s) is (are) included in the Staffing Structure, each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners.

Leading practitioners Pay Range	
Minimum	£44,523
Maximum	£67,685

In setting the specified Range, the Pay Committee will determine the number and value of performance pay progression stages within that range.

Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the School. Governors should set the pay ranges for individual posts and progression stages within specified range as required.

## Determination of a Teachers’ Salary

The School will ensure that each teacher’s salary is reviewed annually, in line with the performance management cycle, by no later than 31st October each year. Any determination of pay following the performance appraisal will take effect from 1 September. It will ensure that all teachers 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 School will give the required notification as soon as possible and no later than one month after the date of the determination.

## Determination of a Teachers' Salary (New Appointments)

The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;

- the skills, experience and relevant qualifications of the individual;
- market conditions;
- any specific restrictions set out in the Teachers' Pay & Conditions Document;
- the employee's current salary level;

There is no assumption that an employee will be paid the same rate they were being paid in a previous School / Academy.

Newly qualified teachers in their first year will normally be paid on the minimum of the Main Pay Range.

## Appraisal

The appraisal process is a developmental and supportive process designed to ensure that teachers have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers.

Appointed appraisers will be responsible for the appraisal process, in accordance with the School's Appraisal Policy. Objectives set as part of the appraisal process will be moderated across the School to ensure consistency and fairness in pay decisions. The Appraisal Review Statement will include a pay recommendation which will be made by:

The Appraiser(s) Headteacher for Main Pay Range teachers and support staff

The Appraiser(s) Headteacher for Upper Pay Range and Leadership Range teachers

The Headteacher's Performance Management Review Panel for the Headteacher

## Appraisal Cycle 2020 – impact of Coronavirus Pandemic

The School will continue to adhere to the School Teachers' Pay and Conditions Document (STPCD), which includes the requirement to ensure that all pay progression for teachers is linked to performance management. The School will take steps to adapt the performance management and appraisal arrangements to take account of the current circumstances.

No teacher will be penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives.

Similarly, no member of the School's Support Staff will be penalised when determining any decision to progress their pay as a result of them being unable to meet their objectives due to the Pandemic.

For more information, please refer to the School Appraisal Policy.

### 3. Teachers' Pay Progression

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#### Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges

The School expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Objectives set as part of the appraisal process will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain with advice from the senior leadership team.

Decisions on performance pay progression will be based on an assessment of the performance of the teacher, taking into account all elements of their targets and in accordance with the expectations of their pay range.

In this School all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, helps to enhance their professional practice and links directly to their pay. The arrangements for teacher appraisal and how this is linked to pay are set out in the School's appraisal policy.

#### Early Career Teachers (ECT) Pay Progression

Like other teachers, EQTs (including part-time EQTs) will have their pay determined annually. The EQT Induction period is now a 2 year period, and despite this, pay progression should still be made annually. The School will determine where, within the relevant pay range, each ECT (including part-time ECTs) should be paid. Pay decisions must be clearly attributable to the performance of the teacher in question.

ECTs undertaking induction are not subject to the Appraisal Regulations. For ECTs, the School must assess teacher's performance and make a pay recommendation by means of the statutory

induction process set out in The Education (Induction Arrangements for School Teachers) (England) Regulations 2012 as amended in September 2021. The Teachers' Standards are used in England to assess an ECT's performance at the end of their induction period. Decisions on pay progression and related performance criteria should be based on that which is undertaken for all teaching staff, but should take into account the ECT's work context and must be made on the basis of what can be reasonably expected of an ECT within the framework set out by the standards.

## Eligibility for Teacher performance pay progression

Eligibility for performance pay progression will be assessed against the following criteria:

- Progress against Appraisal Objectives / targets:
- Quality of Teaching and Learning
- Meeting Teachers' Standards
- Current disciplinary warnings

Further explanation of each of these 4 points is provided below:

### **Progress against Appraisal Objectives**

- Acceptable annual appraisal assessment - this does not necessarily mean all targets / objectives have to be achieved as sometimes due to a range of reasons targets cannot be met e.g. change of priority mid-way through the year, CPD unavailable to support the target.
- Consideration will be given where factors beyond the teacher's control have impacted on their ability to meet targets / objectives.

### **Quality of Teaching and Learning**

- Consistently Good or better teaching evidenced from lesson observations
- Pupil progress to be at the expected level or better over the academic year as evidenced from data tracking
- Consistently Good marking, assessment and feedback as evidenced from work scrutiny
- Behaviour management to be Good or better as evidenced in lesson observations and appropriate use of the School's code of conduct.

### **Meeting Teachers' Standards**

All staff members would be expected to evidence they meet all nine of the Teachers' standards. The assessment of these would be Met or Not Met.

They are:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge

- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities
- Demonstrate consistently high standards of personal and professional conduct

The evidence which will be considered in assessing overall performance will include:

- pupil progress data;
- quality of teaching against the Teaching Standards, including observed practice;
- self-assessment;
- professional dialogue;
- received feedback;
- annual appraisal assessment statements;
- CPD records.

In addition, in the case of Upper Pay Range teacher and Lead Practitioners, evidence of their contribution beyond their own classroom and their impact on the wider School will also be reviewed.

Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.

### **Current Disciplinary Warning.**

Any staff member with a live disciplinary warning during the preceding academic year for attendance, capability or discipline will automatically be prevented from moving along the pay scale at the end of that year and be precluded from applying to cross the threshold or move up the upper pay scale.

### **Decision to progress**

Where all of the performance pay progression criteria set out above are met, the teacher will move up to the next Performance Pay Progression Stage within the Main Pay Range / Upper Pay Range as appropriate.

Subject to any historic additional measures put in place due to the Coronavirus Pandemic, progression through the Upper Pay Range will be based on two successful annual assessments of the performance of the teacher, taking into account how they have met their appraisal targets as well as considering the impact they have made in relation to their contribution beyond their classroom. However, it is important that teacher's on the Upper Pay Range are provided with a comprehensive explanation of what they are expected to achieve in order to be deemed to have had a successful annual appraisal.

The Governing Body, in exceptional circumstances, may consider accelerated progression through the relevant pay scale to recognise an outstanding impact and wider contribution within the School.

Judgments will be properly rooted in evidence. As a teacher moves up the pay range, this evidence should show:

- 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, eg behaviour management or lesson planning
- an increasing contribution to the work of the School
- an increasing impact on the effectiveness of staff and colleagues

Further information, including sources of evidence is contained in the School's appraisal policy.

The Pay Committee will be advised by the head teacher in making all such decisions. The outcome on pay (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

## Decision not to progress

Where, the performance pay progression criteria are still not met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the teacher will be supported through the appraisal process to improve their performance.

## Movement to the Upper Pay Range

Any qualified teacher on the Main Pay Range, may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:

- be made on the appropriate application form and submitted to the headteacher;
- be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met).

## The Criteria

An application will be successful, if the headteacher and the Pay Committee are satisfied that:

- the teacher is highly competent in all elements of the teaching standards; and,

- the teacher’s achievements and contribution to the School are substantial and sustained.

In this School, this means:

**“highly competent”**: the teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working.

**“substantial”**: the teacher’s achievements and contribution to the School are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to School improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

**“Sustained”** means maintained continuously over a period of at least 3 Academic years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this School, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher’s previous school. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding and in addition that;

- the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils’ learning;
- the teacher has demonstrated that they have made an impact on the School beyond their own class/group(s) over a sustained period.

This may include:

- demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
- contributing to policy and practice which has improved teaching and learning across the School;

The School will also exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.

## The Assessment

The headteacher will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Pay Committee.

The headteacher will use the evidence contained in the teachers’ appraisal review paperwork to make their assessment.

A teacher who has not been at the School for all of the 3 year assessment period, should provide their appraisal / performance management review statement(s) from their previous employment with their application.

A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.

## The Procedure

The headteacher will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by 31 December.

Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September.

Where the application is not successful, the headteacher will provide feedback as soon as possible, and the teacher will be provided with advice and support through the appraisal process to develop their skills with a view to them making a future successful application.

Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure can be found in the appendix of this policy.

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.

## Teaching and Learning Responsibility Payments (TLRs)

It is important that the School review its staffing structure on an annual basis. TLRs will be awarded to the holders of the posts indicated in the School's staffing structure. TLRs may be awarded to teachers on the Main or Upper Pay Range. There are 3 TLR levels: TLR1, TLR2 and TLR3. TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure.

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.

TLR2 values for [ ] School are:

A	£3,017 min
B	£7,368 max

The annual value of a TLR2 must be no less than £3,017 and no greater than £7,368.

TLR1 values for [ ] School are:

A	£8,706 min
B	£14,732 max

The annual value of a TLR1 must be no less than £8,706 and no greater than £14,732.

TLR2's are awarded to the following posts:

KS1 Leader

KS2 Leader

SENCO

TLR1's are awarded to the following posts:

None

TLR3 Allowances are paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited School improvement or one-off externally driven project.

The annual value of a TLR3 must be no less than £600 and no greater than £2,975
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The Headteacher will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.

The Headteacher will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.

In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

Where a TLR is awarded, written notification will be given to the teacher of:

- the nature of the significant responsibility;
- the level of the payment; and
- in the case of TLR3, the date on which the Allowance will end.

Where a TLR payment is awarded, the responsibilities and level of payment will be notified to the teacher in the annual salary statement.

A TLR3 is a fixed-term award. TLR3s will be awarded only for clearly time-limited School improvement projects or one-off externally driven responsibilities.

The fixed-term for which they are to be awarded will be established at the outset of the award. The governing body will not award consecutive TLR3s for the same responsibility. TLR3s are not subject to safeguarding.

The range for TLR3s refers to the annual value of such an award. Where a TLR3 is awarded with a fixed-term of less than one year then the total value will be determined proportionately to the annual value. Where a TLR3 is awarded to a part-time teacher the value will not be amended to reflect the part-time hours of the individual in receipt of the award; the pro-rata principle does not apply to TLR3s.

## Safeguarding of Teaching & Learning Responsibility Payments.

If the School decides either as a result of a change to the Pay Policy or to the School staffing structure that either:

- a) the teacher's duties are no longer to include the significant responsibility that the TLR was awarded for,

or

- b) that the responsibility (whether or not it has changed) merits an allowance of a lower TLR value;

the teacher will be paid the safeguarded sum and the teacher will be notified in writing within one month of the date of the decision:

- the reason for the decision
- the date on which the decision will take effect (if known)
- the value of the teacher's pre-safeguarding salary
- the value of any allowances to which the teacher was entitled before the said circumstances took effect
- the safeguarded sum or (if not then known) such information as it is reasonably possible to provide in order to determine the maximum amount of the safeguarded sum.
- The date or, if applicable, the latest date on which the safeguarding period will end, or the circumstance, the occurrence of which will result in payment of the safeguarding sum ending
- Where a copy of the School's staffing structure and pay policy may be inspected.

The Safeguarded sum should be paid in accordance with Part 5 of the STPCD.

## Teachers working temporarily in posts which attract a Teaching and Learning Responsibility Payment

Teachers who are appointed to cover a different post in the staffing structure to which a TLR payment is attached (such as cases of cover for secondments, maternity or sick leave or vacancies pending permanent appointment) will benefit from the TLR payment for the duration of that responsibility.

The date on which the teacher's contract ends and therefore the date from which they will stop benefiting from the TLR payment and the circumstances for this must be included in the teacher's notice of a revised pay determination.

Should a TLR be withdrawn whilst a teacher is working temporarily in a post that attracts a TLR payment, they will be entitled to receive a safeguarded sum. However, they will not be safeguarded after the fixed-term contract expires or is ended under other circumstances, which will have been notified to the teacher.

## 4. Teachers' Pay Allowances

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### Teachers paid a Special Educational Needs Allowance (SEN)

SEN payments are determined by the School. A SEN allowance of no less than £2,384 and no more than £4,703 per annum will be paid.

The School will award a SEN allowance to a classroom teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN
- In a special School
- 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
- In any non-designated setting (including any PRU) that is equivalent to a designated special class or unit where the post:
  - Involves a substantial element of working directly with children with special educational needs
  - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
  - Has a greater level of involvement in the teaching of children with special educational needs than is in the normal requirement of teachers throughout the School or, in the case of an unattached teacher, the unit or service.

### Arrangements for determining an SEN allowance

The School will award 'spot value' SEN allowances within the SEN range to eligible teachers in accordance with the criteria laid down within the current School Teachers' Pay & Conditions Document (STPCD).

The School will consider the full range of payments available between the minimum and maximum values. In deciding upon an allowance the School will consider any mandatory qualifications required, other qualifications and expertise relevant to the post, and the relative demands of the post.

In this School there are no posts which attract an SEN Allowance.

### Safeguarding of SEN allowances

Where the School determines that a teacher is no longer entitled to an SEN allowance, or, where the value of the SEN allowance is less than that previously determined, the teacher will be entitled to a safeguarded sum in accordance with part 5 of the STPCD.

## Unqualified Teacher Allowances

The School may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure they have:

- a) Taken on a sustained additional responsibility which is focussed on teaching and learning, and requires the exercise of a teacher's professional skills and judgement

Or

- b) Have qualifications or experience which bring added value to the role they are undertaking.

Where an unqualified teacher previously in receipt of an allowance does not now meet the above criteria, the School will re-determine the new value of the allowance, and, where it is lower, Safeguarding rules will apply.

## 5. Leadership Group Pay

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### Headteachers Pay

The Headteacher must demonstrate sustained high quality of performance; with particular regard to leadership, management and pupil progress at the School.

The School Governors will determine the group size of the School as set out in STPCD.

Where the Headteacher was appointed prior to September 2014, there is no expectation that any changes will be made to their existing seven point range, unless there are circumstances whereby it becomes necessary to either determine or re-determine the Headteacher's pay range (i.e. due to a new appointment or because of significant change in the responsibilities of the existing post – see para 5.2)

Where the School has maintained leadership spine points, existing Headteachers can remain on a historic set of seven consecutive points within the leadership pay spine.

### Determining or Re-determining the Headteacher's Pay Range

Where it becomes necessary to determine or re-determine the pay range and salary for the Headteacher, e.g. because of a need to make a new appointment, or due to a significant change in responsibility etc. the School must assign the School to a headteacher group and determine the Headteacher's pay range. Where a determination is required for a new appointment, the existing salary of the serving headteacher should not be taken into account.

Under the STPCD, there are no rules on the length of individual leadership pay ranges but there still must be room for progression within the range i.e. there should be no spot salaries.

Where a person is appointed as headteacher of more than one school on a permanent basis, the group size will be determined by reference to the combined pupil numbers of all the schools and the overall responsibility of the post. The School should then determine the pay range of the Headteacher within this group size.

Annual Pay Ranges for Headteachers	
Group 1	£50,122 - £66,684
Group 2	£52, 659 - £71,765
Group 3	£56,796 - £77,237
Group 4	£61,042 - £83,126
Group 5	£67,351 - £91,679
Group 6	£72,483 - £101,126
Group 7	£78,010 - £111,485
Group 8	£86,040 - £123,057

## Temporary Payments to Headteachers

The School Pay Committee may determine that additional payments be made to the Headteacher. Discretionary payments cannot be made to any Headteacher for any reason that has already been taken into account to determine the original ISR. The total of all discretionary payments made to a headteacher in any Academic year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher. Unless exceptional circumstances determine otherwise (and only after seeking external advice), the total sum of the salary and other payments made to the Headteacher must not exceed 25% above the maximum of the Headteacher group.

## Headteachers who are appointed to lead more than one school

### **Permanent appointments**

Where a permanent appointment takes place, the School must determine the Headteacher Group by looking at the total unit score of all the schools under their headship to determine the Group pay, and then determine the Headteacher pay range within this group.

### **Temporary appointments**

The School will formally authorise any agreement for the headteacher to be appointed temporarily as responsible and accountable for another school, in addition to their own.

The role will be regarded as an acting Headship for as long as arrangements are being made for a permanent headteacher to be recruited, or to make alternative permanent arrangements. Any such payments made to the Headteacher in these circumstances will:

- be made as discretionary payments
- not exceed 25% of their total pay (except under wholly exceptional circumstances)
- be time-limited and subject to regular review and the maximum duration should be no longer than two years.
- come with no entitlement to safeguarding when they cease.

## Deputy and Assistant Headteachers Pay

Where the Deputy or Assistant Headteacher was appointed prior to September 2014, there is no expectation that the existing pay range should be changed, unless there are circumstances whereby it becomes necessary to either determine or re-determine the pay range for these posts.

Where it is necessary to determine or re-determine the Deputy and Assistant Headteachers pay, the School should assign a pay range within the Leadership Group. The Pay Range chosen should allow for progression under performance management.

When determining each pay range the Pay Committee will take account of the context and full responsibilities of the role with reference to the professional duties set out in STPCD.

It should only be in exceptional circumstances that the pay ranges for Deputy or Assistant Headteachers overlap the Headteacher's pay range. However, where this is the case, the pay range for Deputy or Assistant Headteachers must not exceed the Headteachers pay range.

## Leadership Pay Scales

Leadership Pay Range	
Minimum:	£44,305
Maximum:	£123,057

### Leadership Pay Progression

The School will consider annually whether or not to increase the salary of members of the Leadership Group who have completed a year of employment since the previous determination, and if they decide to do so, to what salary within the relevant pay range.

Decisions will be based on evidence that demonstrates sustained high quality performance having regard to the results of the most recent appraisal carried out under the Appraisal Policy. A recommendation on pay will be made in writing as part of the appraisal report.

## 6. Other Payments - Teachers

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### Recruitment & Retention

Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded recruitment and retention payments under the STPCD other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher – including non-monetary benefits – must be taken into account when determining the pay range. Where the School pays a recruitment or retention incentive or benefit awarded to these roles under arrangements made prior to September 2014, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined.

The School will consider the payment of recruitment and retention allowances where they are deemed necessary for the recruitment or retention of outstanding staff.

Where a teacher is given an incentive or benefit written notification given at the time of the award should state:

- whether the award is for recruitment or retention;
- the nature of the award (cash sums, travel or housing costs etc.);
- when/how it will be paid (as applicable);
- unless it is a 'one-off' award, the start date and duration of the incentive;
- the review date after which it may be withdrawn; and

- the basis for any uplifts which will be applied (as applicable).

It is good practice for the School to document the justification of their decision. This can be done in line with the following considerations:

- there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience;
- there is a need to retain the skills, qualifications or experience of an individual;
- whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the School;
- available financial resources;
- market forces.

## Additional Payments

In accordance with paragraph 26.1 of the STPCD and paragraphs 60-72 of the section 3 guidance, the School are free to determine payments as they see fit to a teacher in respect of:

- continuing professional development undertaken outside the School day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the School;
- participation in out-of-School hours learning activity agreed between the teacher and the head teacher ;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools.

## Acting Allowances

Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the School shall determine whether or not to pay an allowance to that teacher. The School should have regard to the following:

- They will need to make this decision within 4 weeks beginning on the day in which they are first assigned such duties.
- If the decision is not to pay an allowance, the School can make a further determination to pay an allowance at any time.
- Where a determination is made, this should either be no lower than the minimum of the pay range for that post (if already determined) or be equivalent to an appropriate salary value.
- Where an allowance is paid, then part 7 of the STPCD applies as if they have been appointed to that post permanently.

## Salary Sacrifice Scheme

Where such a scheme is in operation, teachers are able to make arrangements to give up the right to receive part of their salary in return for the employer's agreement to provide them with a benefit in kind under the following schemes:

- A childcare voucher or other child care benefit scheme
- A cycle or cyclist's safety equipment scheme
- A mobile telephone scheme

These benefits in kind are exempt from Income Tax.

Participation in such schemes has no effect on the determination of any safeguarded sums to which teachers may be entitled.

## Part Time Teachers

Teachers employed on an ongoing basis at the School but who work less than a full working day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows:

Teacher's timetabled teaching time

----- = part-time percentage

School's timetabled teaching time

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary

The School will review any safeguarded sums of every affected teacher each September, in line with annual pay reviews. Where the School makes amendments to its time tabled teaching week this will result in the need to revisit the part time teacher's calculations for each individual, and observe any safeguarding that may become necessary.

## 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 pay 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 line with the provisions of the STPCD this School reserves the right not to match a teacher's existing salary when recruiting short notice / supply teachers.

## 7. Support Staff Pay

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### Staffing Structure in relation to Support Staff

A copy of the School's staffing structure is attached. The School has responsibility for ensuring that there is an adequate support staff structure within the School. This includes the following:

- Appropriately structure administration/ business support team
- A Learning support structure which is appropriate for the School (in terms of supporting the School Improvement Plan and in terms of affordability).
- A plan for the deployment of LSAs in a way which best meets the needs of the School ( in terms of LSAs supporting Teachers to deliver improved learning and raising standards) and takes into account the varying skills, knowledge and expertise of individual LSAs.
- Adequate staffing levels for Meal Time Assistants to ensure the School is providing reasonable cover e.g.

Infants 1-25 staying for lunch

Juniors 1 – 55

Seniors 1 – 135

### \*\*Support Staff Pay (For Schools following the Local Authority Job Evaluation Scheme).

IMPORTANT– Section 10 of this document provides guidance for Schools that have adopted the Local Authority's JE Scheme. The guidance is intended to ensure that Schools maintain the principles of equal pay.

The School has adopted Torbay Council's Local Authority's Job Evaluation scheme, and will therefore act in accordance with the with the scheme as well as any other appropriate local and/or National Conditions of Service pertaining to the different groups of Support Staff.

## 8. Review of Policy & Pay Appeals

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### Review and Pay Appeals

Teachers and support staff may seek a review against any determination in relation to their pay or any other decision taken by the School that affects their pay.

The following list includes the usual reasons by which a member of the teaching staff may seek a review of their pay determination made by the person or committee by whom the decision was made –

- incorrectly applied any provision of the Document;
- failed to have proper regard for statutory guidance;

- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

See Section 9 for the appeal process.

## Staffing Budget

The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the School. The School will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels

## Equalities

The School recognises the principle of equal pay for work of equal value in the implementation of this policy. The School will take into account the salaries payable in comparable establishment, where possible, in setting pay levels.

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

## Monitoring

The School will monitor the outcome and impact of this policy annually and will assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and annual appraisal assessments and outcomes for pupils.

The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.

## 9. Appeals Procedure

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Note: In Schools that have adopted the Local Authority Job Evaluation Scheme it may be more appropriate to re-evaluate support staff posts through the Local Authority as opposed to following the appeals procedure set out below.

For teaching staff and support staff pay appeals (other than JE related issues) the following procedure will apply:

## Introduction

Where a teacher or support staff member wishes to question any determination in relation to their pay or any other decision taken by the School that affects their pay this will be for one of the following reasons:

- incorrectly applied any provision of the Pay Policy or of followed, the STPCD;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

## Stage One - informal process

Where possible, the teacher / support staff member should in the first instance seek to resolve this by discussing the matter informally with their line manager or Headteacher within ten working days of the decision. Once the individual raising the complaint has been notified of the decision, the decision-maker should confirm the decision in writing, and notify them of their right to move to Stage Two. NB – if the appellant is the Headteacher, they should raise this informally with the panel of Local Governors who made the recommendation to the Pay Committee.

## Stage Two - Applies where the matter has not been resolved informally.

The grounds for complaint (which must relate to the grounds set out above) should be set out in writing and sent to the Chair of the Pay Committee (the Committee that made the original pay determination decision) – within ten working days of the pay decision or the outcome of informal discussion.

The Pay Committee (consisting of the same people involved in the original determination) will then convene a hearing within ten working days of receipt of the written complaint.

The appellant will be notified of their right to be represented by another person or professional/trade union representative at the hearing.

The appellant will then be notified of the decision in writing, and of their right to appeal to Stage Three.

NB: Where the appellant is the Headteacher, the Pay Committee should (where possible) consist of some Local Governors who were not involved in the original recommendation.

## Attendees – Stage 2 Appeal Hearing

The Pay Committee - This will be the committee who made the original pay determination.

The Headteacher - The headteacher would have made a pay recommendation to the Pay Committee (other than in respect of his / her own pay).

HR Representative - Schools should contact their Human Resources provider. Their role is to advise the Pay Committee on the process.

The Appellant and their representative - This is the person making the appeal. They have the right to be accompanied by a representative who could be a Union Representative or a friend or colleague.

## Stage Three – Appeal

Where the appellant is not satisfied with the outcome of the Stage Two hearing, they may appeal against the decision within 10 working days of receipt of the written outcome of the Stage Two hearing.

A Pay Appeal Committee (consisting of Local Governors not involved in Stage two hearing) will then convene a hearing within twenty working days of receipt of the written complaint.

Where possible, every effort will be made to ensure that all relevant papers are distributed to each side well in advance of any hearing

The decision of the Appeal Panel will be given in writing, and where rejected, will include a note of the evidence considered and the reasons for the decision.

## Attendees – Stage 3 Appeal Hearing

The Chair of the Pay Committee - This is the Chair of the Committee who made the original pay determination.

Pay Appeal Committee - This is the Panel who will be hearing the Appeal and will consist of three Governors. These Governors will not have been involved at earlier stages of the pay determination, and will not be employees of the School.

The Headteacher - The headteacher would have made the original pay recommendation to the Pay Committee (other than in respect of his / her own pay).

HR Representative - In maintained schools this is usually a member of local authority's Human Resources Team. Schools should contact their Human Resources provider. Their role is to advise the Pay Appeal Committee Panel on the process.

The Appellant and their representative - This is the person making the appeal. They have the right to be accompanied by a representative who could be a Union Representative or a friend or colleague.

## The Structure of the Stage 2 Hearing

Having agreed the order of proceedings the meeting will be formally opened by the Chair of the Pay Committee Panel. They will:

1. Refer to the purpose of the hearing
2. Refer to any documentation which may have been sent to the members of the Committee and to the appellant or their representative
3. Introduce those present and explain their role in the proceedings.

After this:

4. The Appellant will then be given the opportunity put their case in the presence of the Headteacher or other person who made the original recommendation to the Pay Committee (or other) and can call relevant witnesses.
5. The Pay Committee Panel, the Headteacher (or other) and the representative of the Local Authority/ Human Resources Representative will have the opportunity of questioning the Appellant.
6. The Headteacher (or other) will be given the opportunity of responding to the case that has been made by the appellant and can call any relevant witnesses.
7. The Pay Committee Panel, the Appellant and their representative as well as the representative of the Authority/ Human Resources Representative will have the opportunity of questioning the Headteacher (or other).
8. The Appellant and their representative will be invited to summarise their case if they so wish.
9. The Headteacher (or other) has the right to respond if any new point is made at this juncture.
10. The Appellant, their representative and the Headteacher (or other) will then be asked to leave the meeting to enable the Pay Committee Panel to consider the matter, reach a conclusion and pass a resolution. The representative of the Authority/ Human Resources Representative will be able to offer advice on the conditions of service under which the appellant is employed.
11. The Appellant and their representative along with the Headteacher (or other) will be recalled and informed of the Committee's decision/resolution.

## At the Conclusion of the Appeal

Once the Appeal has been heard the decision will be confirmed in writing by the Chair of the Appeal Committee to the appellant within five working days.

The Appellant will be informed of their right to appeal to Stage 3 of the process.

## The Structure of the Stage 3 Appeal Hearing

Having agreed the order of proceedings the meeting will be formally opened by the Chair of the Pay Appeals Committee Panel. They will:

- Refer to the purpose of the appeal
- Refer to any documentation which may have been sent to the members of the Committee and to the appellant or their representative
- Introduce those present and explain their role in the proceedings.

After this:

1. The Appellant will then be given the opportunity put their case in the presence of the Chair of the Pay Committee and can call relevant witnesses.

2. The Pay Appeal Committee Panel, the Chair of the Pay Committee and the representative of the Local Authority/ Human Resources Representative will have the opportunity of questioning the Appellant.
3. The Chair of the Pay Committee will be given the opportunity of responding to the case that has been made by the appellant and can call any relevant witnesses.
4. The Pay Appeal Committee Panel, the Appellant and their representative as well as the representative of the Authority/Human Resources Representative will have the opportunity of questioning the Chair of the Pay Committee.
5. The Appellant and their representative will be invited to summarise their case if they so wish.
6. The Chair of the Pay Committee has the right to respond if any new point is made at this juncture.
7. The Appellant, their representative and the Chair of the Pay Committee will then be asked to leave the meeting to enable the Pay Appeal Committee Panel to consider the matter and reach a conclusion. The representative of the Authority/ Human Resources Representative will be able to offer advice on the conditions of service under which the appellant is employed.
8. The Appellant and their representative along with the Chair of the Pay Committee will be recalled and informed of the Committee's decision/resolution.

## At the Conclusion of the Appeal

Once the Appeal has been heard the decision will be confirmed in writing by the Chair of the Appeal Committee to the appellant within five working days.

Pay appeals decisions are final and binding on both parties and may not be reopened under grievance procedures. The grievance procedure will not be used for appeals against pay decisions.

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## 10. Support Staff Guidance (Under LA Job Evaluation)

### New posts

When a post becomes vacant the School will need to determine whether to replace the post and consider the relevant Job Profile. Where there is no existing Job Profile, the School should submit a job description and person specification to Human Resources where it will then be evaluated by a JE panel.

All posts subject to a re-structure will need to be assessed for the need and level of re-evaluation. Advice should be sought from Human Resources where this is the case.

## New Appointments

New appointees should be appointed at the bottom of the advertised grade for the post, unless the School can provide a clear rationale for appointing higher within the grade. The case for appointing at a higher than the bottom of the grade must be robust enough to resist the challenge of an equal pay claim. In line with current equal pay guidance, the rationale must provide clear reasons for needing to pay the new appointee higher within the grade, and must be based on material factors, such as the need to appoint someone with specific experience and qualifications at a higher point within the grade. Suitable evidence should also be provided to support the rationale, for example, where there is a skills shortage for a particular job role requiring specific skills/expertise. This is to ensure consistency and equal treatment of employees who are doing equal or like work within the same pay grade and compliance with current Equality legislation.

The starting salaries of new appointments will be monitored by gender for equality purposes. A regular Equality Impact Assessment will be carried out to ensure that the pay and grading structure remains equitable over time.

## Market Supplements

The School is committed to ensuring that its Job Evaluation process is fair, transparent and objective but it is acknowledged that there are occasions when the pay of a job determined by this process does not result in a salary range that attracts and retains suitably qualified and experienced staff and is comparable with the Industry Sector. Where this is the case, the School may award a supplement to the salary of a post to reflect that paid in the market. Schools are advised to seek guidance from Human Resources when determining appropriate business cases to justify Market Supplement payments.

## Progression through the Pay Structure

Following the implementation of Job Evaluation in July 2010, it is expected that incremental progression within a grade is awarded annually until the maximum spinal column point is reached within the grade of the role.

## Existing employees

Existing employees will normally have their salary reviewed on the 1st April each year. The expectation is that employees who have performed satisfactorily and are not at their scale maximum will receive a salary increase of one increment annually on this date. This is not an automatic right and increments can be withheld\*. \*Please see withholding of increments below.

Where existing employees are promoted to a new role, their salary will be increased to the relevant grade for the new post. Normally, this would be at the bottom spinal column point of the grade for the new post.

Where an existing employee is appointed to a new job of the same grade it is recommended that the School consider the relevant market forces that could impact on such a decision. Human

Resources will be able to advise as to whether or not any decision could leave the School open to any equivalent work claims.

It is advised that the only other circumstances to which an existing employee can receive extra increments within a grade is when they are acting up temporarily to a new role or carrying out Additional Duties where there is a short term requirement. This should be for at least one month but no longer than a period of 3 months.

\*See Temporary Acting Up or Additional Duties below.

Where there is a need for extra increments to be given within a grade outside the normal annual process on a more permanent basis, it is advised that the School seek to provide written justification as to why the additional increments are deemed necessary prior to making any decision with the employee. For more information please contact Human Resources.

## New Employees

New employees will be granted their first increment on 1st April where they have at least 6 months service in the grade. If an employee has less than 6 months service in the grade by 1st April they will be granted their first increment six months after the appointment, promotion or re-evaluation.

Examples:

- An employee appointed between 1st April and 1st October, will receive their first increment on the following 1st April, not after six months of their appointment.
- An employee appointed between 2nd October to 31st March will receive their first increment six months after their appointment date. Future increments will be awarded annually on the 1st April until the maximum of the grade is reached.

## Withholding of Annual Increments

The award of an annual increment can only be withheld whilst an "improvement plan" is formally in operation under the School's Capability or Disciplinary procedures for the individual concerned. An employee should be notified in advance by the School that their performance has not warranted an increase in their pay prior to the usual increment date. The employee should refer to the appeal process in the relevant procedure should they want to appeal against a decision to withhold an increment. Once the required improvement has been achieved, the 'frozen' increment may be paid, but cannot be backdated.

Payroll should be instructed in writing of all situations where increments are being awarded other than on 1st April each year to ensure they are actioned appropriately.

## Retention Scheme for Highly Skilled Workers

In exceptional circumstances, it might be appropriate to apply a retention premium for an employee with key skills such as project lead or knowledge that is a critical service need.

In such circumstances, a re-evaluation of the post will be carried out to assess the current salary of the post.

Evidence should be recorded to show that the skills gap could not be covered if the employee left their position. The Headteacher must assess the probability of the employee leaving and must demonstrate that they have business continuity contingency plans in place to cover such eventualities.

## Payment above the Grade (Acting-up/Additional Duties)

In accordance with the School's maintained Job Evaluation Scheme, no honoraria can be paid. This is to ensure equality of pay. However, the underlying principle is that an employee should be paid the rate for the job that they are performing. Where an employee is required to carry out the full duties of a higher post, for 4 weeks or more, then they will be paid the grade for that job. Acting-Up should not normally exceed 3 months. Pay protection does not apply after an acting-up allowance/payment is stopped. Where an employee has been acting-up or seconded into a higher graded post and is subsequently appointed to this post on a permanent basis, they will commence at the same incremental point they were receiving on the date the acting-up or secondment ended. An exception to this is where the skills and competencies for the post are met in full by the employee; they can be paid the full rate for the job.

Where acting-up is unable to be pre-planned, i.e. in the event of absence cover, then any acting up or additional increment will be backdated to the date the cover can be evidenced as having started. The acting up cover must have taken place for four weeks or more.

## Additional Duties

Where an employee takes on additional duties or a special project, be it temporarily\*, the post and the additional duties should be submitted for a re-evaluation and the acting up/additional duties policy applied. Only if the additional duties change the JE score for the post will the grade and salary be affected. Once any temporary duties cease, the employee will be paid according to the original grade for their post.

\*Temporary duties are defined as duties that are intended to last for a limited period of time i.e. no more than 3 months.

## Re-evaluation

The School recognises that post implementation of job evaluation, posts may change substantially over time and there will need to be a process for employees' jobs to be re-evaluated within the job evaluation scheme.

Provision therefore exists whereby employees, or the Headteacher / Line Manager may wish to either place an individual into a new Job Profile, or request a re-evaluation of a post if they consider that the level of duties and responsibilities has changed substantially since the grade was originally/last determined by job evaluation.

## Payments to Casual Workers

The School may need to use persons on a casual basis or the services of self-employed consultants/advisers. In determining whether these individuals should be given “employed status” or be engaged as “casual workers”, advice should be sought from Human Resources.

Payments for casual workers will be made in accordance with the School’s pay and grading structure. Casual workers will be treated on an equal basis as all other staff.

## Overtime, Weekend, Night Working, Public Holiday Working, Shift and Call-Out Payments

“Green Book” (single status) employees are entitled to the payments stated in the ‘National Joint Council for Local Government Services: National Agreement on Pay and Conditions of Service’ except where other Local Collective Agreements are in place.

# Policy Feedback

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Should you have any comments regarding this policy, please address them to EducationHR via [EducationHR@torbay.gov.uk](mailto:EducationHR@torbay.gov.uk)

## History of Policy Changes

Date	Page	Details of Change	Agreed by:
Sep 2017	General	% pay increases and re-format	
Sep 2018	General	% pay increases	Provided to Schools' JCC for information
October 2019	General	Addition of text regarding performance appraisals. Addition of Annual rates for Headteachers.	
October 2020	General	Changes to reflect pay award and additional wording relating to DFE advice on appraisals in light of COVID-19.	Provided to Schools' JCC members for information
October 2021	General	Updated Dates, References to ECT.	Provided to Unions for Information.
October 2022	General	Updated pay points and removal of irrelevant wording in relation to COVID	Provided to Unions for Information.