

Pay (2020-2021)



STATUTORY / NON-STATUTORY	STATUTORY
MEMBER OF STAFF RESPONSIBLE	Headteacher
DATE APPROVED BY Head/SLT	September 2020
GOVERNING BODY OR COMMITTEE RESPONSIBLE	P&P
DATE OF FULL GOVERNING BODY APPROVAL	October 2020
REVISION DUE DATE	October 2021

Pay Policy

Table of Contents

	1
2.3 The Pay & Personnel Committee	5
2.4 Complaints/Appeals	5
2.5 Confidentiality	5
3. Basic Salary	5
3.1 Part-time Teachers	5
3.2 Short Notice/Supply Teachers	6
3.3 Salary Safeguarding/Salary Protection	6
3.4 Pay Ranges	6
3.4.1 Leadership Pay Ranges	6
3.4.1.1 Leadership Pay Arrangements for Staff under the 2013 Document	7
3.4.1.2 Leadership Pay Arrangements for Staff Under the 2014 or later Document	7
3.4.1.3 Leadership Pay Differentials	8
3.4.1.4 Group Size and Leadership Pay Ranges within this school	8
3.4.2 Leading Practitioner	9
3.4.3 Upper Pay Range.....	9
3.4.4 Qualified Classroom Teacher	10
3.4.5 Unqualified Teacher	11
3.4.6 Support Staff	11
4.1 Headteacher	12
4.2 Deputy Headteacher, Assistant Headteacher and Head of School	13
4.3 Leading Practitioner	13
4.4. Appointments to the Upper Pay Range	13
4.5 Qualified Classroom Teachers	13
4.6 Unqualified Teachers	13
4.7 Support Staff	14
5. Pay Progression	14
5.1 This paragraph is intentionally left blank	15
5.2 Leadership Group salary determinations	15
5.2.1 Headteachers	15
5.2.2 Deputy Headteachers, Assistant Headteachers and Heads of School	15
5.3 Leading Practitioners/Teachers	15
5.4 Qualified Classroom Teachers: Upper Pay Range	16

5.5	Qualified Classroom Teachers: Main Pay Range	16
5.6	Newly Qualified Teachers	16
5.7	Unqualified Teachers	17
5.8	Performance ratings and pay outcomes	17
5.9	Support Staff	17
5.10	Absence	18
5.10.1	Teaching Staff	18
5.10.2	Support Staff	19
6.	<i>Allowances and other payments</i>	19
6.1	Headteacher	19
6.1.1	Allowances for Headteachers paid under the 2013 Document or earlier	19
6.1.2	Allowances for Headteachers paid under the current Document	19
6.2	Allowances/Payments for all teachers, including Headteachers	20
6.2.1	Continuing Professional Development	20
6.2.2	Initial Teacher Training activities	20
6.2.3	Out-of-school hours learning activities	20
6.2.4	Consultancy	20
6.2.5	Performance Payments for teachers seconded to Headship from another school	21
6.2.6	Acting Allowance	21
6.3	Allowances/Payments for classroom teachers	21
6.3.1	Recruitment Allowances and/or Benefits	21
6.3.2	This paragraph is left intentionally blank	21
6.3.3	This paragraph is left intentionally blank	21
6.3.4	Teaching and Learning Responsibility payments (TLRs) – Levels 1 and 2	21
6.3.5	Teaching and Learning Responsibility Payments (TLRs) – Level 3	22
6.3.6	Special Educational Needs allowances	22
6.4	Allowances only payable to Unqualified Teachers	22
6.4.1	Unqualified Teacher Allowance	22
6.5.1	Night working, weekend working and shift working	23
6.5.2	Stand-by, Sleeping in Allowances and Call out payments	24
6.5.3	Acting up allowances	24
6.5.4	First Aid Allowance	25
6.5.5	Working from home allowance	25
6.5.6	Overtime and additional hours	25
6.5.7	Special Recognition Scheme	26
6.5.8	25 Years' Service Award	26
6.5.9	BUPA	26
6.5.10	Cycle Scheme	26
6.5.11	Market Supplements	26
7.	<i>Appeals Arrangements</i>	27
	<i>Appendix 1: School Timetabled Teaching Week (STTW)</i>	29
	<i>Appendix 2 - Staffing Structure – Teaching & Support - Leadership</i>	30
	<i>Appendix 2 – Staffing Structure – Teaching - Lead Practitioners</i>	31
	<i>Appendix 3 – Staffing Structure – Teaching & Support - House Leadership</i>	32
	<i>Appendix 4 – Staffing Structure – Teaching - Various TLRs</i>	33
	<i>Appendix 5 – Staffing Structure – Teaching & Support - Art</i>	34
	<i>Appendix 6 – Staffing Structure – Teaching - Computing</i>	35
	<i>Appendix 7 – Staffing Structure – Teaching - Dance and Child Development</i>	36

Appendix 8 – Staffing Structure – Teaching - Drama.....	37
Appendix 9 – Staffing Structure – Teaching - Design & Technology	38
Appendix 10 – Staffing Structure – Teaching - English.....	38
Appendix 11 – Staffing Structure – Teaching - Food and Catering.....	40
Appendix 12 – Staffing Structure – Teaching - Geography.....	41
Appendix 13 – Staffing Structure – Teaching - Health & Social Care	42
Appendix 14 – Staffing Structure – Teaching - History	43
Appendix 15 – Staffing Structure – Teaching – Maths.....	44
Appendix 17 – Staffing Structure – Teaching - Music.....	46
Appendix 18 – Staffing Structure – Teaching - PE.....	47
Appendix 19 – Staffing Structure – Teaching - RS.....	48
Appendix 20 – Staffing Structure – Teaching – Science	49
Appendix 21 – Staffing Structure – Support – Business Support.....	50
Appendix 15 – Staffing Structure – Teaching and Support - Learning Support.....	51
Appendix 16 – Staffing Structure – Teaching – Lunchtime Supervision.....	52

1. General commitment

The Governing Body (FGB) will seek to ensure that staff are rewarded in an open and transparent way for the level of responsibility they carry and the individual contributions they make to the work of the school subject only to the constraints of statutory documents, national and local pay structures and budgetary provision.

The aim of this pay policy is to enable the school to recruit and retain sufficient staff of suitable quality and number and thereby secure its school improvement objectives

This policy operates in conjunction with the school's policy on [Managing Performance of Staff in Schools](#).

This pay policy will be reviewed annually by the FGB in consultation with staff.

2. Basic Principles and Governance

2.1 Terms and Conditions

All teachers at Noadswood School are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document. A copy can be found in the school office and is online at: <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>. The statutory pay arrangements give discretion over pay progression for classroom Teachers and Leaders as well as discretion regarding use of Teaching and Learning Responsibility Payments (TLRs) and other allowances. Decisions on the way these discretions are used are the responsibility of the FGB, advised by the Headteacher where appropriate, and are set out in this pay policy for the school.

Support staff at Noadswood School are paid in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') and locally agreed conditions of service, as they apply to schools, under 'Employment in Hampshire County Council 2007' ('EHCC2007'). Their pay is set in accordance with Hampshire County Council's pay framework and pay progression is determined through use of Individual Performance Planning (IPP).

All pay-related decisions are made taking full account of the school improvement plan and staff, together with their school union representatives, have been consulted as appropriate on the principles contained in this policy. Such decisions are also taken within the framework of current employment legislation, particularly those focused on equalities.

The FGB will actively 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.

FGB and the Headteacher will ensure that each member of staff is provided with a Role Profile/list of duties in accordance with the agreed staffing structure. Role Profiles should be reviewed annually by the member of staff's Line Manager, Senior Leadership Team (or in the case of the Headteacher, the FGB), in consultation with the individual employee concerned in order to make any reasonable changes. This would naturally form part of the Performance Management discussions between the employee and their reviewer.

2.2 Pay Reviews

The FGB will review every Teacher's salary with effect from 1 September and no later than 31 October every year (31 December for Headteachers). Within one month of the pay determination, the FGB will give them a formal statement saying what their salary is, how it has been arrived at, and showing 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 affect the structure of the Teacher's pay. Any pay progression decisions will be based on performance of the Teacher.

Likewise, the FGB will annually review the salary of all support staff as a result of the performance of the member of staff.

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

2.3 The Pay & Personnel Committee

School decisions on pay will be taken by the Pay & Personnel Committee (PPC). The Committee consists of a minimum of three Governors, elected annually and is responsible for:

Ratification of the Headteacher's pay normally by 31 December

considering Headteacher or line manager recommendations for the pay of other staff, including ensuring the Performance Management Policy has been consistently and robustly applied normally by 31 October for Teaching Staff or by 30 April for Support Staff.

setting fair, proportionate and justified leadership salaries;

keeping the school's Pay Policy up-to-date and under review;

ensuring that pay decisions of each member of staff in the school are communicated to them in writing;

approving the annual teachers' pay statements.

The Headteacher will make all pay recommendations to the PPC. The Headteacher will have a right to provide professional advice in relation to the recommendations made. The Headteacher will withdraw during consideration of his/her pay. It may also be appropriate for him/her to withdraw whilst the pay of the Deputy or Assistant Headteacher is discussed if, for example, a pecuniary interest arises from consideration of differentials.

Staff Governors are not members of the PPC as they would need to withdraw from the committee during consideration of pay decisions.

The FGB retains responsibility for endorsing any proposed changes to the school's Pay Policy. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by FGB.

2.4 Complaints/Appeals

Where a member of staff is dissatisfied with a decision of the PPC, this should be taken up informally with the Headteacher (or the Chair of the Headteacher's Performance Management Committee if it is the Headteacher who is dissatisfied about their own pay progression) and, if unresolved, then pursued via the FGB Appeals Committee. The grounds for any appeal and process for pursuing it are described in Section 7 at the end of this policy document.

2.5 Confidentiality

The elements of the school's Pay Policy will be shared and discussed openly with the school's staff. Individual pay decisions will be handled confidentially between the PPC, Headteacher and the staff concerned. Where pay information is requested by the wider governing body or Ofsted it will be anonymised.

3. Basic Salary

3.1 Part-time Teachers

Teachers employed on an on-going basis at the school but who work less than a full working day or week are deemed to be part-time. The FGB will give them a written statement detailing their working

time obligations and their pay will be determined by the provisions of the statutory School Teachers' Pay and Conditions Document. The Document requires schools to calculate their part-time teachers' pay fractions with reference to the 'School Timetabled Teaching Week' (STTW).

In this school the total weekly STTW is 25 hours.

In accordance with the School Teachers' Pay and Conditions Document, the STTW includes the school's session hours timetabled for teaching, including PPA time and non-contact time. The STTW excludes break times, registration and assemblies, although these remain part of directed time hours.

The resulting pay fraction will be used to calculate the salary of all part-time teachers in the school, as well as the proportion of directed time they should work. The calculation of PPA time is unaffected. Entitlement to PPA time is pro-rata to full-time teachers.

The school will consult on any changes to the STTW. If a part-time teacher suffers a financial loss as a result of these changes however, there is no entitlement to salary safeguarding/protection.

Part-time teachers who are employed on specific days of the week will not be required to work at the school on a day on which they are not normally employed.

3.2 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 who work less than a full day will be paid in proportion to the length of the school day.

3.3 Salary Safeguarding/Salary Protection

There are provisions in the School Teachers' Pay and Conditions document which provide salary safeguarding in some situations where a Teacher's salary is reduced as a result of a restructure or redeployment. There are also salary protection arrangements which may apply to support staff, depending on the nature of the restructure/redeployment. If this school determines a need to restructure, such a decision will be subject to consultation and the school will confirm the salary protection arrangements that shall apply in specific situations during that consultation period.

3.4 Pay Ranges

3.4.1 Leadership Pay Ranges

The FGB will set salary ranges for staff on the Leadership Pay ranges having regard to the content of the relevant School Teachers' Pay and Conditions Document. Progression through these ranges will be dependent on the factors described in Section 5 of this policy. Any salary determinations made are only permanent whilst the teacher remains employed at his school.

At Noadswood, no differing arrangements have been applied to members of the Leadership Group appointed on or before 31 August 2014 and those appointed after this date.

During the 2020/21 academic year, the FGB will review the pay of the Leadership Pay Range teachers paid under the 2013 School Teachers' Pay and Conditions Document. Any re-determination of the pay range will be undertaken in accordance with the current School Teachers' Pay and Conditions.

The FGB will be fully consulted on any changes to leadership pay arrangements and all determinations made in relation to setting the pay ranges of members of the leadership group will be formally recorded in minutes, along with the rationale for the determinations made.

Schools must keep in mind they are using public money and must do so in the spirit and to the letter of the law, in the public interest, to high ethical standards and achieving value for money.

3.4.1.1 Leadership Pay Arrangements for Staff under the 2013 Document

Currently no Leaders at Noadswood are paid in accordance with the 43 point range as detailed below. During consultation during the 2020/21 Academic Year and in making determinations on pay ranges, the FGB will already have ensured that:

- the school's Group Size is calculated in accordance with the statutory School Teachers' Pay and Conditions Document 2013 or earlier
- the seven point Individual School Range for the Headteacher (where determined on or after September 2011) falls within the Group Size
- the five point ranges for Deputy Headteacher and Assistant Headteachers are set in accordance with the provision of the paragraph on leadership pay differentials below

L1	£42,195
L2	£43,251
L3	£44,331
L4	£45,434
L5	£46,566
L6	£47,735
L7	£49,019
L8	£50,151
L9	£51,402
L10	£52,723
L11	£54,091

L12	£55,338
L13	£56,721
L14	£58,135
L15	£59,581
L16	£61,166
L17	£62,570
L18	£64,143
L19	£65,735
L20	£67,364
L21	£69,031
L22	£70,745

L23	£72,497
L24	£74,295
L25	£76,141
L26	£78,025
L27	£79,958
L28	£81,942
L29	£83,971
L30	£86,061
L31	£88,187
L32	£90,624
L33	£ 92,624

L34	£94, 914
L35	£97,273
L36	£99,681
L37	£102,159
L38	£104,687
L39	£107,239
L40	£109,914
L41	£112,660
L42	£115,483
L43	£117,197

3.4.1.2 Leadership Pay Arrangements for Staff Under the 2014 or later Document

The pay of Teachers paid in accordance with the current School Teachers Pay and Conditions Document is currently set in accordance with the 85 point range as detailed in Table 2 below.

The FGB will ensure that:

- the school's Group Size is calculated in accordance with the statutory School Teachers' Pay and Conditions Document 2013 or earlier
- the thirteen point pay range for the Headteacher will be calculated in accordance with the Guidance on Setting the Headteacher Pay Range
- the requirements of the current School Teachers' Pay and Conditions Document are followed when determining the Headteacher range and temporary allowances. This will include ensuring the minuting of the rationale for decisions regarding salary range and allowances. The FB will also ensure the commissioning of external independent advice should the FGB be considering setting the range beyond 25% above the group size maximum or be seeking to pay allowances beyond 25% of the Headteacher's current basic salary
- the nine point pay range for Deputy and/or Assistant Headteachers will be set in accordance with the provisions of the paragraph on pay differentials below.

However, if the following conditions are met, the Headteacher will NOT be paid on the values indicated below. Where a Headteacher on 31 August 2015 was:

on a pay range that was set at the top of the School Group Size
and paid at the top of their range

LDR1	£42,195
LDR2	£42,724
LDR3	£43,251
LDR4	£43,790
LDR5	£44,333
LDR6	£44,885
LDR7	£45,436
LDR8	£46,004
LDR9	£46,568
LDR10	£47,150
LDR11	£47,736
LDR12	£48,377
LDR13	£49,021
LDR14	£49,589
LDR15	£50,153
LDR16	£50,778
LDR17	£51,404
LDR18	£52,064
LDR19	£52,723
LDR20	£53,408
LDR21	£54,092
LDR22	£54,715
LDR23	£55,341
LDR24	£56,031
LDR25	£56,722
LDR26	£57,427
LDR27	£58,136
LDR28	£58,861
LDR29	£59,585

LDR30	£60,374
LDR31	£61,170
LDR32	£61,869
LDR33	£62,572
LDR34	£63,3358
LDR35	£64,144
LDR36	£64,940
LDR37	£65,738
LDR38	£66,549
LDR39	£67,365
LDR40	£68,198
LDR41	£69,033
LDR42	£69,890
LDR43	£70,747
LDR44	£71,622
LDR45	£72,498
LDR46	£73,398
LDR47	£74,295
LDR48	£75,220
LDR49	£76,141
LDR50	£77,088
LDR51	£78,025
LDR52	£78,993
LDR53	£79,960
LDR54	£80,950
LDR55	£81,943
LDR56	£82,957
LDR57	£83,971
LDR58	£85,019

LDR59	£86,061
LDR60	£87,124
LDR61	£88,188
LDR62	£89,282
LDR63	£90,382
LDR64	£91,505
LDR65	£92,627
LDR66	£93,770
LDR67	£94,917
LDR68	£96,097
LDR69	£97,275
LDR70	£98,354
LDR71	£99,682
LDR72	£100,925
LDR73	£102,164
LDR74	£103,425
LDR75	£104,688
LDR76	£105,965
LDR77	£107,241
LDR78	£108,578
LDR79	£109,916
LDR80	£111,291
LDR81	£112,663
LDR82	£114,075
LDR83	£115,483
LDR84	£116,929
LDR85	£117,19

Headteacher Range

Deputy Headteacher Range

Assistant Headteacher Range

3.4.1.3 Leadership Pay Differentials

Noadswood has teachers on the Leadership Pay Ranges that were appointed since Sep 2014 and should have been paid under arrangements as defined in both the current School Teachers' Pay and Conditions Document the 2013 School Teachers' Pay and Conditions Document. Pay has been reviewed and to date, the FGB has determined not to exercise its discretion to bring all Leaders onto the current School Teachers' Pay and Conditions document.

3.4.1.4 Group Size and Leadership Pay Ranges within this school

The School Group Size/Headteacher Pay Group is 7.

Within this school the leadership pay ranges are:

Headteacher - L63 - L69 (85 point scale)
 Deputy Headteacher – L33 - L41 (85 point scale)
 Assistant Headteacher – L23 - L31 (85 point scale)

Progression along these ranges is dependent on performance, as defined in section 5 of this policy. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

3.4.2 Leading Practitioner

The FGB has determined, in consultation with staff, that roles of (a) Leading Practitioner and (b) Lead Practitioner will support the school in realising its aim of excellent, research rich teaching and learning. Teachers who occupy these posts in the school structure will model outstanding teaching and lead the improvement of teaching skills in this school. The FGB has determined that in this school, there are two types of Leading Practitioner role, with two FTEs in each, the pay ranges for which are shown below, within the 35 points Leading Practitioner Range. Table 1 below shows the ranges for (a) Lead Practitioner and (b) Lead Practitioner.

Table 3: Salaries paid at each point of the Leading Practitioner Range

LP 1	£42,402	LP 13	£49,160	LP 25	£56,990
LP 2	£42,930	LP 14	£49,771	LP 26	£57,699
LP 3	£43,461	LP 15	£50,387	LP 27	£58,414
LP 4	£44,000	LP 16	£51,013	LP 28	£59,135
LP 5	£44,546	LP 17	£51,645	LP 29	£59,869
LP 6	£45,097	LP 18	£52,283	LP 30	£60,612
LP 7	£45,658	LP 19	£52,933	LP 31	£61,364
LP 8	£46,223	LP 20	£53,587	LP 32	£62,122
LP 9	£46,796	LP 21	£54,252	LP 33	£62,893
LP 10	£47,379	LP 22	£54,924	LP 34	£63,673
LP 11	£47,964	LP 23	£55,606	LP 35	£64,461
LP 12	£48,559	LP 24	£56,293		

In this school, the following four Leading Practitioner Posts will have a 9 point pay range set within this 35 point range as follows:

- Lead Practitioner 1, LP7-11
- Lead Practitioner 1, LP7-11
- Lead Practitioner 2, LP3-11
- Lead Practitioner 2, LP3-11

Progression along this range is dependent on performance, as defined in section 5 of this policy. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

3.4.3 Upper Pay Range

The FGB has determined that in this school, the Upper Pay Range will consist of 5 points. Table 4 provides the salaries at each point.

During the 2020/21 academic year, the FGB will review the pay of the Upper Pay Range teachers paid under the 2013 School Teachers’ Pay and Conditions Document. Any re-determination of the pay range will be undertaken in accordance with the current School Teachers’ Pay and Conditions.

UPR 1	£38,690
UPR 2	£39,407
UPR 3	£40,124
UPR 4	£40,864

Progression along this range is dependent on performance, as defined in section 5 of this policy. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

(a) Teachers paid on the Upper Pay Spine (UPS) on or before 1 September 2012

A qualified Teacher who crossed the threshold on or before 1 September 2012 in a maintained school in England or Wales is deemed to be a "Post-Threshold Teacher". The statutory document requires that a Governing Body pay them on the Upper Pay Range if they have been employed in their school at any time as a Post-Threshold Teacher. Therefore, in this school, the FGB will only automatically pay Teachers who have already been employed by the school on the Upper Pay Range.

Where Post-Threshold Teachers have not previously been employed in this school as a Post-Threshold Teacher, consideration will be given as to whether the Teacher may be employed on the Upper Pay Range upon appointment. In all other cases, an assessment will be made which may require the individual to apply to be paid on the Upper Pay Range against this school's criteria.

The entitlement to be paid on the Upper Pay Range for Post-Threshold Teachers is valid only for salary within this school.

(b) Upper Pay Range Application Process

Any qualified Teacher who wishes to be assessed against the Upper Pay Range in this school must write an Expression of Interest letter and submit this no later than 31 October in the year in which they wish to progress. If the Teacher is successful, the Teacher will be moved to the bottom of the Upper Pay Range, backdated to 1 September of that same year. Full details of the application process and the application form can be found on FROG.

A qualified Teacher will be successful in moving to the Upper Pay Range where the FGB is satisfied that:

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

The relevant definitions for the purposes of this Pay Policy are:

highly competent - meaning performance which is not only good, but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

substantial - meaning playing a critical role in the life of the school and making a clear, distinctive contribution to the raising of pupil standards. The teacher takes advantage of appropriate opportunities for professional development and uses the outcomes effectively as evidenced by an improvement in pupils' learning

sustained - meaning continuously maintained over a period of 2 school years.

Determinations that a Teacher meets these Upper Pay Range criteria are only valid for salary within this school.

3.4.4 Qualified Classroom Teacher

The Governing Body has determined that in this school, the Main Pay Range will consist of 11 points. Table 5 below provides the salaries at each point.

During the 2020/21 academic year, the FGB will review the pay of the Main Pay Range teachers paid under the 2013 School Teachers' Pay and Conditions Document. Any re-determination of the pay range will be undertaken in accordance with the current School Teachers' Pay and Conditions.

MPR 1	£25,714
MPR 2	£26,657
MPR 3	£27,600
MPR 4	£28,632
MPR 5	£29,664
MPR 6	£30,721
MPR 7	£31,778
MPR 8	£32,939
MPR 9	£34,100
MPR 10	£35,531
MPR 11	£36,961

Progression along this range is dependent upon performance as defined in section 5.5 and 5.8 of this policy. Any salary determinations made are only permanent while the teacher remains employed in this school.

3.4.5 Unqualified Teacher

The FGB will decide, on a case-by-case basis, whether to pay an unqualified Teacher on one of the employment based routes into teaching (e.g. Schools Direct Salaried Programme), on the unqualified or qualified Teacher pay range.

During the 2020/21 academic year, the FGB will review the pay of the Unqualified Teacher range teachers paid under the 2013 School Teachers' Pay and Conditions Document. Any re-determination of the pay range will be undertaken in accordance with the current School Teachers' Pay and Conditions.

The FGB has determined that in this school, the Unqualified Teacher Pay Range will consist of 11 points. Table 6 provides the salaries at each point.

UQ 1	£18,169
UQ 2	£19,026
UQ 3	£19,917
UQ 4	£20,851
UQ 5	£21,828
UQ 6	£22,851
UQ 7	£23,924
UQ 8	£25,046
UQ 9	£26,217
UQ 10	£27,447
UQ 11	£28,735

Table 6: Salaries paid at each point of the Unqualified Teacher Range

Progression along this range is dependent upon performance as defined in section 5 of this policy. Any salary determinations made are only permanent while the teacher remains employed in this school.

3.4.6 Support Staff

The FGB will apply the provisions of the Manual of Personnel Practice, and national and local conditions of service, in relation to support staff pay. Support staff grading is determined by matching the role to

the appropriate standard Hampshire County Council role profile; each role profile has been subject to job evaluation and is therefore linked with one of the grades A to K in the Hampshire County Council pay structure. Table 7 provides the salaries at each point.

EHCC Salary ranges: April 2020

The new 2020 EHCC pay scales have been agreed as set out below.

Step	A	B	C	D	E	F	G	H	I	J	K
5			19,941	24,055	29,583	37,876	46,776	54,525	64,204	80,758	93,491
4			19,699	23,358	28,724	36,777	45,416	52,940	62,331	78,404	90,768
3	18,198	18,877	19,314	22,771	27,887	35,705	44,092	51,397	60,515	76,121	88,124
2	17,962	18,562	19,129	22,003	27,300	34,663	42,805	49,900	58,752	73,901	85,555
1	17,842	(see note 1 below)	18,933	21,403	26,544	33,653	41,562	48,447	57,042	71,750	83,064

Please note:

1. The salaries for steps 1 and 2 of grade B are the same. Staff paid on either step 1 or 2 of grade B will progress to step 3 from April 2020, as appropriate.
2. There may be some small variances between some of the published annual salaries and employees' actual salaries because of rounding, following the application of any pay award.

Please note - the application of the 2019 national pay award to the EHCC pay framework means the salaries for steps 1 and 2 of grade B are the same. Staff paid on either step 1 or 2 of grade B will progress to step 3 from April 2020, as appropriate.

There may be some small variances between some of the published annual salaries and employees' actual salaries because of rounding, following the application of any pay award.

4. Pay on Appointment Including Promotional Posts

For all new appointments, the FGB will determine, within the ranges set, an appropriate pay range for the post and the salary to be offered to the person offered the position. In determining the range and salary, the FGB may take account of the factors listed below. This list is not exhaustive and may not apply to all appointments:

the nature of the post

the level of skills, qualifications and experience

required market conditions

the wider school context

their existing salary

the stage of their performance review cycle

4.1 Headteacher

The FGB will advertise the minimum and maximum of the indicative range for the post. Once a preferred candidate has been selected, the FGB may, in exceptional circumstances, review the indicative range to ensure it is still appropriate before making a final determination on the salary range for the post.

The FGB will allow appropriate room for progression within the Headteacher Pay Range when offering a starting salary.

4.2 Deputy Headteacher, Assistant Headteacher and Head of School

The FGB will advertise the minimum and maximum of the range for the post. The Governing Body will allow appropriate room for progression within the Range when offering a starting salary

4.3 Leading Practitioner

The FGB will advertise the 9 point range of salary for this role, as determined in section 3.4.2 of this Pay Policy. An appropriate level of salary within this range will be determined when the job is offered.

4.4. Appointments to the Upper Pay Range

The FGB will advertise the level of salary appropriate for the role being offered during the advertisement process and an appropriate starting salary will be determined when the job is being offered.

The circumstances in which payment on the Upper Pay Range will or may be considered are below:

If the Teacher was previously employed as a Post-Threshold Teacher in this school without a break in the continuity of their employment, the FGB will pay the individual as an Upper Pay Range Teacher.

If the Teacher was previously employed as a Post-Threshold Teacher in another school, then this school will consider whether the individual should be offered employment on the Upper Pay Range.

If the Teacher was employed as a member of the Leadership group in this school on or after 1 September 2000 for an aggregate period of one year or more, then this school will pay the individual as an Upper Pay Range Teacher.

If the Teacher was previously employed as a Leading Practitioner in this school or any other school, this school will consider whether the individual should be offered employment on the Upper Pay Range.

If the Teacher was previously employed on the Upper Pay Range under the revised criteria in place from 1 September 2013, then this school will consider whether the individual should be offered employment on the Upper Pay Range.

If the Teacher meets none of the above criteria or the school determines to appoint the Teacher on the Main Pay Range, then the Teacher must apply to access the Upper Pay Range in this school. Appointments to the Upper Pay Range will not normally be considered if the advertisement did not state that this level of salary was available.

4.5 Qualified Classroom Teachers

The FGB will advertise the level of salary appropriate for the role being offered during the advertisement process and an appropriate level of salary will be determined when the job is offered. There is no assumption that a Teacher will be paid at the same rate they were being paid in the previous school.

Where the advertisement states that the position was for a Main Pay Range classroom teacher, appointments to the Upper Pay Range will not normally be considered unless the criteria listed in 3.4.3 are met.

4.6 Unqualified Teachers

The FGB will advertise the level of salary appropriate for the role being offered during the advertisement process and an appropriate level of salary will be determined when the job is offered. There is no assumption that a teacher will be paid at the same rate they were being paid in the previous school.

4.7 Support Staff

New employees (i.e. those who have not previously worked within a maintained school in Hampshire) will normally be appointed to the first step of the appropriate salary range. Where the candidate's current employment package would make the first step of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings), a higher salary may be considered by the FGB. This will be on a step within the salary range (not exceeding Step 3 for grades A and B, and step 5 for grades C to K) of the evaluated grade for the role, providing the candidate has a level of skill and experience consistent with that of other employees in a similar position on the salary range.

In considering what salary may need to be offered, the FGB will have regard to the overall value of the package offered by the school, compared with that which the applicant is receiving from their current employer, for example:

- a Career Average Earnings Pension scheme through the Local Government Pension Scheme, compared with the scheme offered by the current employer;
- availability of benefits such as the salary sacrifice scheme for childcare vouchers and travel discount/loan scheme.

New employees who join the school between January and March will receive no step progression in April of that year but will receive the value of any pay award. Performance will be assessed for progression in April of the following year.

Existing employees promoted to a new post within the school will normally be appointed to the first step of the appropriate salary range. They may also be entitled to an increased annual leave allowance in line with Hampshire County Council (EHCC2007) annual leave entitlement.

5. Pay Progression

The FGB will recognise good and outstanding performance of its entire staff by ensuring that they are appropriately rewarded through their salary. The FGB expects the majority of staff to be meeting the expectations for their role and they will therefore be rewarded with pay progression (where there is room on their range or grade) as defined in this section. The FGB expects that where a teacher is not meeting the expectations of their role, appropriate support and assistance will be provided and that the individual is aware of the potential consequence for their pay progression.

The school will ensure that assessment of performance is fair and transparent by ensuring it is properly rooted in evidence through a robust performance management process, in accordance with the school's policy on performance management. Under the provisions of the Equality Act 2010, adjustments that are reasonable will be considered to enable staff with a disability to perform to the required standard. When setting targets for an employee covered by these provisions, managers will ensure that the employee has the opportunity to discuss the impact, if any, that their disability could have on the targets set. In this context the manager will consider whether any adjustments to those targets, or support to achieve those targets would be reasonable.

Pay decisions are made via recommendation from the Headteacher to the PPC, in the case of the Headteacher, from the Headteacher Performance Management committee to the PPC.

Any member of staff has the right to appeal against the pay decision of the PPC. Details of the appeal process are contained in section 7.

In the context of this section, performance has a broad interpretation and will include conduct as well as capability matters. Any teacher who is subject to formal procedures such as discipline may, where a breach of Teachers' Standards is substantiated, be deemed to not meet the required standard in terms of performance.

In respect of teaching staff, the PPC must consider annually whether or not to increase the salary of Teachers (including the Headteacher) who have completed a year of employment since the previous annual pay determination. A year of employment is defined as 26 weeks service, which does not have to be continuous. The 26 weeks service includes periods of paid or unpaid absence e.g. due to sickness or family friendly leave. A Teacher who has not completed a year of employment must still have their performance reviewed annually although this will not have an impact on salary progression.

The FGB recognises that funding cannot be used as a criterion to determine pay progression and the budgeting process will allow for the potential for pay progression for all staff where there is room on their range or grade. The FGB will ensure consistency in the determination of performance pay decisions across all groups of staff in the school.

5.1 This paragraph is intentionally left blank

5.2 Leadership Group salary determinations

5.2.1 Headteachers

Salary determinations will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 5.8.

As part of the performance management review, the Headteacher must demonstrate:

sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and
substantial progress towards achievement of performance management objectives, and
that they are meeting the Teacher Standards [INSERT IF APPLICABLE:] and
Headteacher Standards.

In any event there will be no progression beyond the top of their pay range. The Headteacher will be notified of the outcome and basis of the decision, in writing, of the Governing Body Pay Committee within one month of the decision.

5.2.2 Deputy Headteachers, Assistant Headteachers and Heads of School

Salary determinations will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 5.8.

As part of the performance management review, the Teacher must demonstrate:

sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and
substantial progress towards achievement of performance management objectives,
and that they are meeting the Teacher Standards

In any event there will be no progression beyond the top of their pay range. The Teacher will be notified of the outcome and basis of the decision, in writing, of the PPC within one month of the decision.

5.3 Leading Practitioners/Teachers

The FGB, having regard to the recommendation of the Headteacher, will consider salary progression where it is satisfied that the Leading Practitioner has demonstrated as part of a review:

sustained high quality of performance, with a strong contribution to school leadership, improving quality of teaching and pupil progress, and
substantial progress towards achievement of performance management objectives, and

that they are meeting the Teacher Standards

The performance management ratings and outcomes for pay as specified in paragraph 5.8 apply to Leading Practitioners.

In any event there will be no progression beyond the top of the Leading Practitioner's range. The Leading Practitioner will be notified in writing, of the outcome and basis of the decision of the PPC within one month of the decision.

5.4 Qualified Classroom Teachers: Upper Pay Range

Any qualified Teacher paid on the Upper Pay Range will need to demonstrate, as per other classroom teachers, that they have met the expected level of performance, before pay progression is awarded.

Performance will be assessed annually, however pay progression will normally only be considered every two years in order for the teacher to demonstrate a sustained contribution (as defined in 3.4.3). In order for pay progression to occur, the Teacher must demonstrate that:

they are highly competent in all elements of the Teachers' Standards;
their achievements and contribution to the school are substantial and sustained; and
that they have made substantial progress towards the achievement of their performance management objectives

The definitions of highly competent, substantial and sustained are provided in section 3.4.3.

Salary determinations in relation to performance in the previous academic year will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 5.8. In any event there will be no progression beyond the top of the Upper Pay Range.

Where applicable, the Teacher will be notified in writing, of the outcome of the decision of the PPC within one month of the decision.

5.5 Qualified Classroom Teachers: Main Pay Range

Salary progression, in relation to the previous academic year, will be based directly on the performance of the teacher. Salary progression will only occur where the PPC is satisfied that the performance of the Teacher in that year meets the required standards.

Salary determinations in relation to performance in the previous academic year will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 5.8.

In any event there will be no progression beyond the top of the Main Pay Range unless the Teacher has applied for and meets this school's criteria for progression to the Upper Pay Range (see paragraph 3.4.3). The Teacher will be notified of the outcome of the decision, in writing, of the PPC within one month of the decision.

5.6 Newly Qualified Teachers

Evidence from the induction year will be considered in an assessment of the Teacher's performance in the relevant academic year. The same performance management ratings and outcomes for pay will apply to Newly Qualified Teachers as for Qualified Classroom Teachers identified in paragraph 5.8. Teachers who have completed part or all of their induction year in another school will need to ensure evidence of that induction year is brought with them.

In any event there will be no progression beyond the top of the Main Pay Range. The Teacher will be notified of the outcome of the decision, in writing, of the PPC within one month of the decision.

5.7 Unqualified Teachers

Salary progression, in relation to the previous academic year, will be based directly on the performance of the teacher. Salary progression will only occur where the PPC is satisfied that the performance of the Teacher in that year meets the required standards.

Salary determinations in relation to performance in the previous academic year will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 5.8. In any event there will be no progression beyond the top of the Unqualified Teacher Pay Range.

The Teacher will be notified of the outcome of the decision, in writing, of the PPC within one month of the decision.

5.8 Performance ratings and pay outcomes

As a result of the Performance Management process undertaken, a determination will be made on whether, during the relevant academic year, the teacher has demonstrated the expected level of performance. This review will be in accordance with the school's Performance Management Policy. A determination about performance will directly impact pay progression as defined in Table 8:

Rating	Will mean for pay progression:		
	Classroom teachers inc. Leading Practitioners and those with TLRs	Leadership employed on post-2014 arrangements (para 3.4.1.2)	Leadership employed on 2013 or earlier arrangements (para 3.4.1.1)
Exceptional performance:	Three points salary progression	Three points salary progression	Two points salary progression
Achieved expectations:	Two points salary progression	Two points salary progression	One point salary progression
Meets minimum expectations with some development required:	One point salary progression	One point salary progression	n/a
Inadequate:	No salary progression	No salary progression	No salary progression

5.9 Support Staff

Salary progression for Support Staff relates directly to the performance of the employee. Salary progression will only occur where the PPC is satisfied that the performance of the employee in that year meets the requirement for their role as defined by the objectives set within the Performance Management process.

Assessment is completed annually and pay progression takes effect from 1 April in any one year. In this school, performance of Support Staff is reviewed in January to take effect the following April. New employees who joined between January to March are not eligible for pay progression in the April following their appointment but will have their performance reviewed.

The PPC will consider the recommendation of the Headteacher or line manager in respect of the pay progression of each member of support staff, as an outcome of the Individual Performance Planning process (IPP), awarding each April one of the three ratings outlined below:

Rating	Will mean for pay progression
Exceptional performance	1 step progression plus 3% one off payment (in exceptional circumstances 2 step progression may be awarded instead of the 1 step plus 3% one off payment)

Achieved	1 step progression
Improvement required	0 steps progression

Exceptional performance is defined as:

All target/standards achieved and performance is exceptional against most or all of the targets
The job was delivered exceptionally well and the requirements of the role were exceeded

Very positive behaviours are displayed, eg:

- Customers' expectations frequently exceeded and/or exceptional customer service provided even when customer expectations could not be met
- Proactively engaging and motivating others; providing significant support to others (including colleagues and customers)
- Consistently leading by example and acting as a role model or champion
- Taking into account the implications of their activities on own initiative
- Willingly taking on additional responsibilities outside role requirement

Meets expectations is defined as:

Consistently met the majority of targets/standards - in some areas, accomplishments may have exceeded expectations whereas in others, they may occasionally have fallen slightly short; however, the overall performance is acceptable for accomplishing targets/standards

The job was delivered and the requirements of the role met

Behaviour and the way the role has been performed has met expectations eg

- Good customer service
- Contributing to the team and supporting others in their role
- Positive attitude to achieving targets
- Engaging in opportunities to learn and develop

Improvement required is defined as:

Targets not achieved and/or performance frequently fell below role requirements

The job was either not accomplished in its entirety or was accomplished with too high a reliance on others ('hand holding')

Behaviour has not met expectations e.g.

- Poor customer service
- Negative impact on team or individual's goals
- Making minimal contributions to the team or not helping others
- Resisting opportunities to learn or improve

5.10 Absence

5.10.1 Teaching Staff

For Teaching Staff special arrangements are in place for members of staff who have been absent from work for more nine months of the year. In these cases, assessment of performance within the academic year may be difficult. Where there is not enough evidence to support a performance rating under paragraph 5.8 due to absence, an 'achieved expectations' rating will normally be applied. The exception to this is if the performance rating for the preceding year was 'inadequate' or 'meets minimum expectations' (or equivalent for those on leadership ranges), in which case that rating should apply, unless the Headteacher can demonstrate a strongly evidenced argument to change the rating.

5.10.2 Support Staff

For Support Staff, the EHCC collective agreement has special arrangements in place for members of staff who have been absent from work for more than nine months of the year. In these cases, an 'achieved expectations' rating will be applied. The exception to this is if the performance rating for the preceding year was 'improvement required', in which case that rating should apply, unless the Headteacher can demonstrate a strongly evidenced argument to change the rating. In cases of absence less than 9 months of the year, the Headteacher will rate the performance based on the period of work in attendance.

6. Allowances and other payments

Section 6 sets out the payments this FGB has determined may be payable in this school to certain groups of employees and/or specific post holders. A Teacher in receipt of safeguarded salary may have the value of that safeguarding reduced or removed, depending on the allowance being paid to that Teacher.

6.1 Headteacher

6.1.1 Allowances for Headteachers paid under the 2013 Document or earlier

In respect of the Headteacher, where the FGB determine on or after 1 September 2011 to make additional payments for:

- Recruitment, except relocation expenses (see paragraph on recruitment incentives/benefits)
- Retention (see paragraph on retention incentives/benefits)

Work in a school causing concern to raise educational standards, perhaps by secondment

- The headteacher being temporarily appointed as headteacher at one or more additional schools
- Continuing Professional Development

- Initial Teacher Training activities

- Out of hours learning activities

- Any other payment which is not for relocation e.g. a payment under the JNC for headteachers in residential establishments or lease car

then the sum total of these additional payments will not exceed 25% of the basic salary of the Headteacher unless there are exceptional circumstances.

In respect of Headteachers where the FGB made pay determinations on or before 31 August 2011, allowances are paid in accordance with the School Teachers' Pay and Conditions Document in place at the time of that determination.

No new recruitment or retention allowances can be paid to Headteachers paid under the 2013 document (or earlier). Any retention or recruitment allowance that was already in payment can continue and can be extended, but the value cannot change. If the FGB is considering remuneration for the Headteacher in order to retain them, the FGB may need to calculate the pay of the Headteacher under the current arrangements in which case payments for retention must be considered in base pay (see 6.1.2 below).

New temporary payments for temporary work in a school causing concern, temporary additional responsibility for one or more schools, CPD, ITT or Out of Hours could be made without the need to move across to the current arrangements providing they are not permanent arrangements. If they are permanent arrangements then the FGB may need to re-calculate the pay of the Headteacher under the current arrangements, in which case payment for permanent features of the role must be considered in base pay (see 6.1.2 below).

6.1.2 Allowances for Headteachers paid under the current Document

Salary determinations, including determinations regarding allowances, are made in the context of paragraph 3.4.1. This means that the permanent features of a Headteacher's role are reflected in the pay range set by the FGB. When considering paying additional temporary allowances to the Headteacher, the FGB will ensure that no "double counting" occurs, i.e. that responsibilities already considered in setting the pay range for the Headteacher are not remunerated again under a temporary allowance.

All temporary allowances paid to a Headteacher are counted within the 25% limit, with the exception of:

Payments for residential duties where they are a requirement of the post and
Payments in respect of housing or relocation expenses which relate solely to the personal circumstances of the Headteacher

In any one academic year, the total value of the temporary payments (save for those identified as excluded above) will not exceed 25% of the salary of the Headteacher, nor will the sum of the Headteacher's salary plus any allowances exceed 25% above the top of the School Headteacher Group. Should the FGB believe there are wholly exceptional circumstances that warrant a payment of more than 25% above the salary of the Headteacher, or more than 25% above the top of the School Headteacher Group, then advice will be sought from an independent external adviser and robust market testing must take place.

6.2 Allowances/Payments for all teachers, including Headteachers

This section (6.2) defines payments that the FGB has determined as payable in this school to all Teachers, including those on Leadership, Leading Practitioners, qualified classroom teachers (including Newly Qualified Teachers) and unqualified teachers.

6.2.1 Continuing Professional Development

Teachers (including the Headteacher) who undertake voluntary continuing professional development outside of directed time may be entitled to an additional payment. This payment will be considered by the PPC in advance of the specific activity. Payments made to Headteachers for continuing professional development will be made in the context of paragraph 6.1

6.2.2 Initial Teacher Training activities

The school does not operate an Approved School Centred Initial Teaching Training scheme.

6.2.3 Out-of-school hours learning activities

For activities covered by Teachers (including the Headteacher) who voluntarily undertake learning activities outside of the normal school hours and whose salary range does not take account of such activity, a payment will be made in accordance with rates defined by the Local Authority. Payments made to Headteachers for out of school hours learning activities will be made in the context of paragraph 6.1.

Support staff who voluntarily undertake such duties shall be paid in accordance with the rates for additional hours or overtime hours (see section 6.5.6).

6.2.4 Consultancy

The FGB will consider releasing members of staff from their normal working hours to undertake consultancy-type activities. Where this is approved by the FGB, the FGB shall place in writing the following details;

the maximum number or days/hours of release within the academic year, and

the full terms of the work to be carried out including; arrangements for pay, expenses, time allocated to complete the work, and the nature of the consultancy work being undertaken

Payments made to Headteachers for consultancy activity will be made in the context of paragraph 6.1.

6.2.5 Performance Payments for teachers seconded to Headship from another school

Where a Teacher (who is not a substantive Headteacher), who is seconded to this school as Headteacher for a temporary period, has met this school's criteria for pay progression, the FGB of this school may determine to make a payment to the secondee to recognise their performance in this school, where the performance has been high quality throughout the secondment. The FGB may pay a lump sum equivalent to the value of an additional point or two points on this school's Headteacher Range, but only where the secondee would otherwise not receive the full value of the point (or points) as a result of returning to their original school. This FGB will therefore liaise with the "donor" school about performance related payments.

6.2.6 Acting Allowance

Where staff are required to cover senior positions (i.e. those paid on the Leadership Range) because of sickness, other absence or prolonged vacancy, any additional payment due will be agreed with the employee ideally in advance but at least within four weeks of beginning that cover.

6.3 Allowances/Payments for classroom teachers

This section (6.3) defines payments that the FGB has determined as payable in this school to classroom teachers, including qualified classroom Teachers, Newly Qualified Teachers and Unqualified Teachers. Leading Practitioners can receive some payments in this section, but not all. Those on the Leadership Group (Headteachers and Deputy/Assistant Headteachers) are excluded from receiving any payments in this section.

6.3.1 Recruitment Allowances and/or Benefits

The maximum amount awarded is £2000 per year for a maximum period of 3 years. The actual amount will be reviewed annually by the PPC and, having consideration for the reasons for its award, may be withdrawn or reduced. If the benefit is in payment for longer than one year, the FGB will not apply any pay award that is determined nationally. A determination to reduce or withdraw the allowance does not attract salary safeguarding. Should recruitment allowances and/or benefits be withdrawn, appropriate notice will be given in line with entitlement under the Burgundy Book or statutory provision as appropriate.

6.3.2 This paragraph is left intentionally blank

6.3.3 This paragraph is left intentionally blank

6.3.4 Teaching and Learning Responsibility payments (TLRs) – Levels 1 and 2

TLRs will be awarded to the holders of posts indicated in the attached staffing structure which has been consulted upon with staff. TLRs are not payable to Leading Practitioners.

TLRs are awarded to classroom Teachers who undertake a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning for which he/she is responsible and accountable. Before awarding a TLR, the FGB must be satisfied that the Teacher's duties include a significant responsibility that is not required of all classroom Teachers, and that

is focused on teaching and learning; and

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

In addition, payment of a TLR 1 will require the teacher's role to include line management
responsibility for a significant number of people.

TLR 2s will be awarded to the following values:

Minimum £2,873, Maximum £7,017

TLR 1s will be awarded to the following values:

Minimum £8,291, Maximum £14,030

The above amounts are full time values and this would be pro-rated in accordance with section 3.1
for part time teachers.

6.3.5 Teaching and Learning Responsibility Payments (TLRs) – Level 3

The FGB has identified that certain projects which will enable the school to meet its School
Improvement Priorities meet the criteria for a fixed term TLR 3, in that they:

are clearly time limited school improvement projects, or one-off externally driven projects
and are focussed on teaching and learning and
require the exercise of a teacher's professional skills and judgement
have an impact on the educational progress of pupils other than the teachers' assigned classes
or groups of pupils

Payment of the TLR 3 is not conditional upon successful completion, though individuals who are
responsible for delivering these projects will have success criteria defined as a specific target with
their performance management targets.

A fixed term TLR 3 will be awarded to the teacher who undertakes the following project(s);

Teacher with responsibility for Looked After Children
Annual full time equivalent of £2,000 per annum
Period of 2 years (ends Aug 2020)

The above amount(s) is/are the value(s) for the project and are not pro-rated for part time
Teachers. There is no safeguarding when the TLR 3 payment ceases. TLR3 is not payable to
Leading Practitioners.

6.3.6 Special Educational Needs allowances

The FGB does not currently have any posts or classroom teachers which meet the criteria as set out in
the pay and conditions document for the award of Special Educational Needs allowances. The FGB will
regularly review whether these criteria are met.

6.4 Allowances only payable to Unqualified Teachers

6.4.1 Unqualified Teacher Allowance

No allowances are paid to Unqualified Teachers.

6.5 Allowances/payments available for Support staff

There are several additional allowances/payments made to support staff, as defined in the Collective Agreement with recognised trade unions which is known as the Employment in Hampshire County Council agreement, or EHCC 2007. The purpose of this section is to set out which of these payments apply in this school. The contents of section 6.5 do not provide a separate entitlement contractually or otherwise beyond those entitlements contained within the Collective Agreement (EHCC 2007). Any amendment to that agreement overrides the contents of this section 6.5.

6.5.1 Night working, weekend working and shift working

Weekend, Night and Shift working payments will only be paid to staff up to and including Grade E. These payments may also be paid to staff graded above Grade E in the following circumstances:

Where it is a critical business requirement that an essential service is delivered out of office hours;
or Where staff are required to participate in a regular and frequent standby rota and are called out whilst on standby.

The arrangements described below reflect the only arrangements for which the payments specified will be made. Where staff are entitled to receive an enhanced rate of pay, only ONE entitlement will be paid, namely shift allowance or weekend enhancement or night working, for the same hours worked

Definitions

Nights are defined as those hours worked between 22.00 to 07.00 on Monday, Tuesday, Wednesday, Thursday and Friday.

Weekend working can take place on a Saturday which is taken as 00.00 – 24.00 (Saturday), or Sunday which is taken as 00.00 to 24.00 (Sunday).

Rotating shifts are defined as any work pattern where the total period covered by the shifts is 24 hours, eg; three shifts on a rota basis covering 24 hours including a night shift over 5 or 6 days a week, such as Monday to Friday or Tuesday to Sunday or; three shifts on a rotating basis covering 24 hours including a night shift over 7 days a week, such as Sunday to Sunday Earlyies 06.00 – 14.00; Lates 14.00 - 22.00; Nights 22.00 to 06.00.

Alternating shifts are defined as any work pattern where the total period covered by the shifts is 11 hours or more, in any 24 hour period, and there are at least 4 hours between the start time of the earliest and latest shift. This is a two shift rota where the span of the shift pattern can be between 11 and 14 hours or more than 14 hours but less than 18 hours.

Rates of pay for night or weekend working where employees are not receiving rotating or alternating shift allowance

Revised rates for weekend working and overtime were introduced in 2011, following an exercise to vary individual contracts of employment for those staff who might reasonably be expected to work hours covered by the changes. Those rates do not form part of a collective agreement with the trade unions.

For those staff who may be asked or required to work at weekends but have not been asked to vary their contract, the manager and the employee will need to discuss the arrangements on the basis of the post-2011 rates.

The rates of pay are shown in the table below.

Rates of pay for employees on a rotating or alternating shift where the shift is a regular and permanent feature of their working arrangements

The enhancement outlined in the table below will be paid on all hours worked. No additional payments can be claimed as outlined in the table as the shift allowance is deemed to cover the “unsocial” nature of the work. Shift payments will be paid during holidays, paid maternity leave (pro rata to the shift working worked and paid during the qualifying period) and when in receipt of pay during sickness absence in accordance with the normal entitlement.

Shift Type	Criteria	Allowance
Rotating Shift (a)	Three shifts on a rotating basis covering 24 hours including night shifts over 5 or 6 days a week e.g. Monday to Friday or Tuesday to Sunday	17%
Rotating Shift (b)	Three shifts on a rotating basis covering 24 hours including night shifts over 7 days a week – e.g. Sunday to Sunday Earlies 06.00 – 14.00 Lates 14.00 - 22.00 Nights 22.00 to 06.00	20 %
Alternating Shift (a)	Where the total period covered by the two shifts is between 11 and 14 hours in a 24 hour period starting at least 4 hours apart	12.5%
Alternating Shift (b)	Where the total period covered by the two shifts is more than 14 hours in a 24 hour period starting at least 4 hours apart	14%

6.5.2 Stand-by, Sleeping in Allowances and Call out payments

Some areas of work require staff to be available either at home or at their place of work to be called on if required to deal with emergency or unusual situations.

a) Stand-by

The FGB does not currently have any posts which meet the criteria as set out in the EHCC 2007 agreement for the payment of stand-by allowances. The FGB will regularly review whether these criteria are met and if payments are due, these shall be made in accordance with the EHCC 2007 agreement.

b) Call Out – Not on Standby

There will be occasions when an employee is not on standby but nevertheless gets “Called Out” at short notice to attend work ‘on site’ in response to an unplanned emergency situation. Typically this might be a caretaker responding to the police with regard to a school break in or similar.

When an employee NOT on standby is required to attend work this will be paid at the appropriate hourly rate for all hours worked, excluding normal travel time to standard place of work.

Call out rate for those not on standby rota: £25.00 per occasion

c) Sleeping In

The FGB does not currently have any posts which meet the criteria as set out in the EHCC 2007 agreement for the payment of sleeping in allowances. The FGB will regularly review whether these criteria are met and if payments are due these shall be made in accordance with the EHCC 2007 agreement.

6.5.3 Acting up allowances

The circumstances in which such arrangements might attract payment are covered in Hampshire County Council’s salary policy. Typically employees will act up into a higher graded role for at least one month

to attract payment. Where an employee takes on additional responsibilities that are not acting up then the FGB, as advised by the Headteacher, needs to assess whether the employee can accommodate the duties within the normal range of hours and consider whether the circumstances are exceptional to warrant consideration of a Special Recognition Scheme and not as an acting up allowance.

6.5.4 First Aid Allowance

A Headteacher may designate a First Aider, from amongst staff who hold a qualification approved by the HSE, to provide first aid to staff and others at their school, as necessary. They may also take delegated responsibility for the checking and maintenance of first aid resources - medical box, information, updating of local procedures, etc. The designated first aider will receive the First Aid Allowance of £120 per annum.

This allowance is not payable to Qualified First Aiders or persons 'appointed' to look after checking and maintenance of first aid resources - medical box, information, updating of local procedures, etc. who are not designated as a First Aider for their school i.e. holding a first aid certificate alone does not entitle an employee to the First Aid Allowance.

6.5.5 Working from home allowance

The FGB does not currently have any posts which meet the criteria as set out in the EHCC 2007 agreement for the payment of a home working allowance. The FGB will regularly review whether these criteria are met.

6.5.6 Overtime and additional hours

Table 11 sets out the rates for overtime and additional hours which apply since 2011. These rates do not form part of the EHCC 2007 agreement as negotiations with recognised unions failed to reach agreement. Employees who were employed at the time of this change and who were claiming overtime were asked to individually vary their contract of employment. Employees in this school who were employed on or before 25 July 2011 and who have not yet been asked to vary their contract of employment will be asked to do so, prior to undertaking any work which requires payment under this table.

Type	Days	Time	Additional Hours*	Overtime#
Days	Mon-Fri	07:00 – 22:00	Time	Time
Nights	Mon into Tue Tue into Wed Wed into Thu Thu into Fri	22:00 – 07:00 22:00 – 07:00 22:00 – 07:00 22:00 – 07:00	Time and a third	Time and a half
Nights	Fri	22:00 – 24:00	Time and a third	Time and a half
Weekend	Saturday	00:00 – 07:00	Time and a third	Time and a half
Weekend	Saturday	07:00 – 22:00	Time	Time and a half
Weekend	Saturday	22:00 – 24:00	Time and a third	Time and a half
Weekend	Sunday	00:00 – 24:00	Time and a half	Time and a half

Nights	Monday	00:00 – 07:00	Time and a third	Time and a half
Bank Holidays	There are normally 8 Public Holidays Good Friday Easter Monday Early May Bank Holiday Late May Bank Holiday August Bank Holiday Christmas Day Boxing Day New Years Day (Where a public holiday falls on a Saturday or Sunday then the Council will normally designate the next one or the following day as the designated 'public holiday'.)	00:00 – 24:00	Double time plus an entitlement to time off in lieu at a later date.	Double time plus an entitlement to time off in lieu at a later date.

* additional hours are those hours worked which are above the employee's contracted hours in that contract, but which fall before 37 in anyone week

overtime hours are those hours worked which are above 37 hours per week in that contract.

Overtime rates will not be paid in conjunction with night, shift or weekend working payments for any grade of employee. Only the higher rate of the two can be claimed.

6.5.7 Special Recognition Scheme

The FGB may recognise exceptional performance on a particular project or element of work by making a one-off payment under this scheme. An award may be made of up to 10% of an employee's basic salary.

6.5.8 25 Years' Service Award

Where an employee reaches 25 years' continuous service, they will be awarded a £200 voucher.

6.5.9 BUPA

All permanent employees at Noadswood are entitled to join the school's cash back healthcare scheme provided by BUPA. Noadswood pay for every employee to enter the scheme at Level 1, there is no cost to the employee but it is a taxable benefit for which employees will pay approximately £10.50 per year. Employees can add up to four dependent children for no additional charge, opt to buy up to the next level for themselves and/or add their partners.

6.5.10 Cycle Scheme

The Cycle Scheme is a tax free way of purchasing a bike through salary sacrifice. More details can be found at www.cyclescheme.co.uk.

6.5.11 Market Supplements

Where there is specific difficulty in recruiting and/or retaining a certain category of support staff, the PPC will give consideration to the use of market supplements, subject to statutory and local criteria being met.

7. Appeals Arrangements

The arrangements for considering appeals are as follows:

- 1) A member of staff may appeal in relation to his or her pay on the grounds specified in (2) below.
- 2) The grounds for appeal are that the person or committee by whom the decision was made:
 - a) incorrectly applied any provision of the relevant terms and conditions of service
 - b) failed to have proper regard to statutory guidance, such as Teacher Standards
 - c) failed to take proper account of relevant evidence;
 - d) failed to consistently apply the school's pay, or Performance Management Policy;
 - e) took account of irrelevant or inaccurate evidence;
 - f) was biased; or
 - g) otherwise unlawfully discriminated against the member of staff.

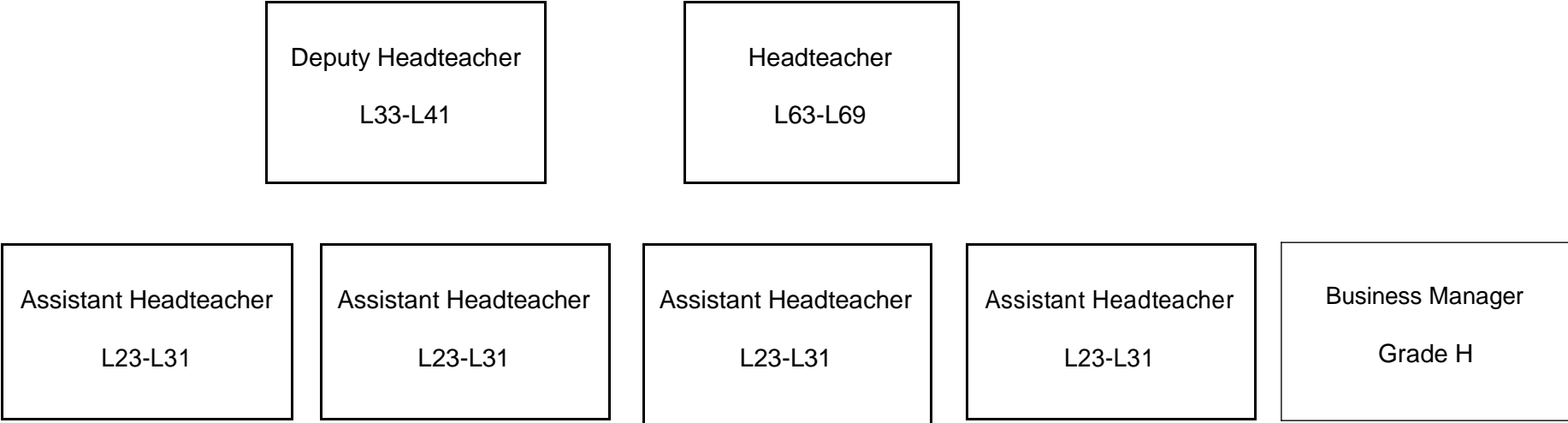
An issue raised as a pay appeal cannot then be raised again as a grievance.

- 3) If a member of staff received an overpayment, an agreement should be reached on the terms and timescales for recovery. In exceptional circumstances where an agreement cannot be reached, the employee may exercise their right of appeal in accordance with this procedure.
- 4) The sequence of events is as follows:
 - a) The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
 - b) If the member of staff is not satisfied with the pay decision, he/she should seek to resolve this by discussing the matter informally with the Headteacher (or Chair of the Headteachers' Performance Management Committee where it is the Headteacher who is dissatisfied) within ten working days of the decision.
 - c) Where this is not possible, or where the member of staff continues to be dissatisfied, he/she may follow a formal appeal process.
 - d) The member of staff should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the Clerk to the FGB, within ten working days of either the notification of the original decision, or of the outcome of the discussion with the Headteacher referred to above.
 - e) Any appeal should be heard by a panel of three Governors who were not involved in the original decision, normally within 20 working days of the receipt of the written appeal notification, and give the member of staff the right to be accompanied and make representations in person. The Senior Leader/Headteacher who made the recommendation and the Chair of the PPC will normally be called as witnesses at that appeal hearing. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.
- 5) Employees who are dissatisfied in relation to their pay have a statutory right to raise a formal complaint about that decision, which is termed a "grievance". The process defined within this section meets the statutory requirements for raising a "grievance" and therefore an issue raised as a pay appeal cannot then be raised again under the school's formal Grievance Procedure

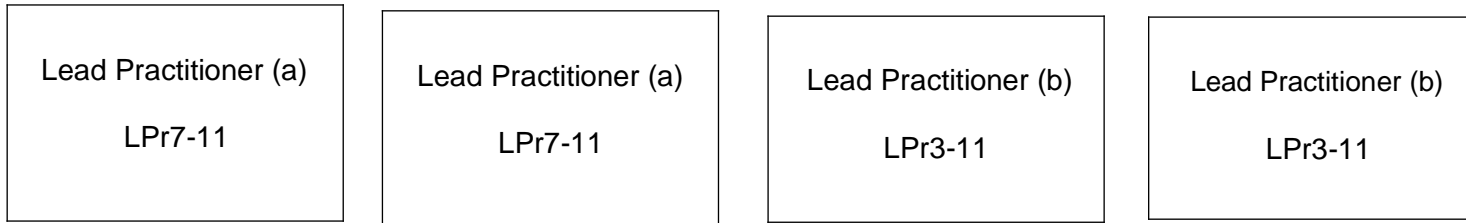
Appendix 1: School Timetabled Teaching Week (STTW)

[INSERT: IT IS RECOMMENDED THAT THE SCHOOL ATTACH THE CALCULATIONS FOR THE STTW AS REFERRED TO IN PARAGRAPH 3.1 FOR EASE OF REFERENCE.]

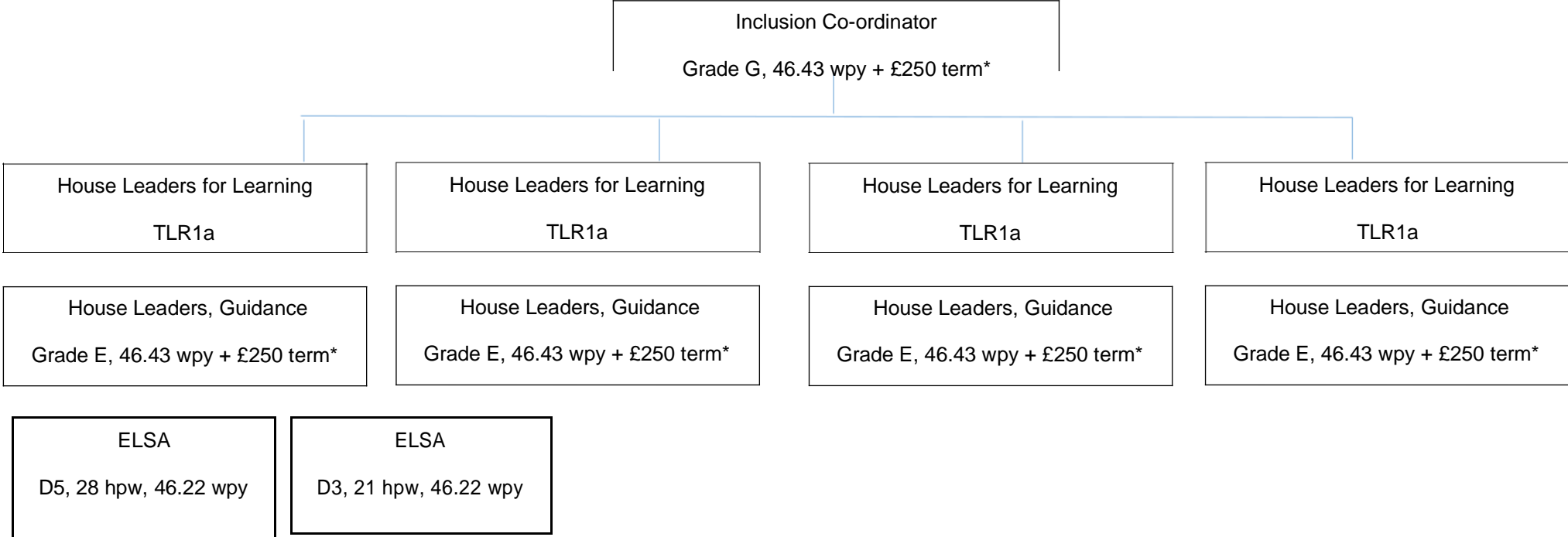
Appendix 2 - Staffing Structure – Teaching & Support - Leadership



Appendix 2 – Staffing Structure – Teaching - Lead Practitioners



Appendix 3 – Staffing Structure – Teaching & Support - House Leadership



Appendix 4 – Staffing Structure – Teaching - Various TLRs

Culture, Character &
Citizenship Lead

X1FTE
TLR2a

Closing The Gap Co-
ordinator/Team Leader

X1 FTE, split as below?
TLR2b – 50%, TLR2a –
50%

Closing The Gap
Co-ordinators

x5 FTEs
TLR2a

Designated Teacher
LAC

X1FTE
TLR3

Single Science Subject Dev

X1 FTE
TLR2a

Celebrating Success

X1 FTE
TLR2a

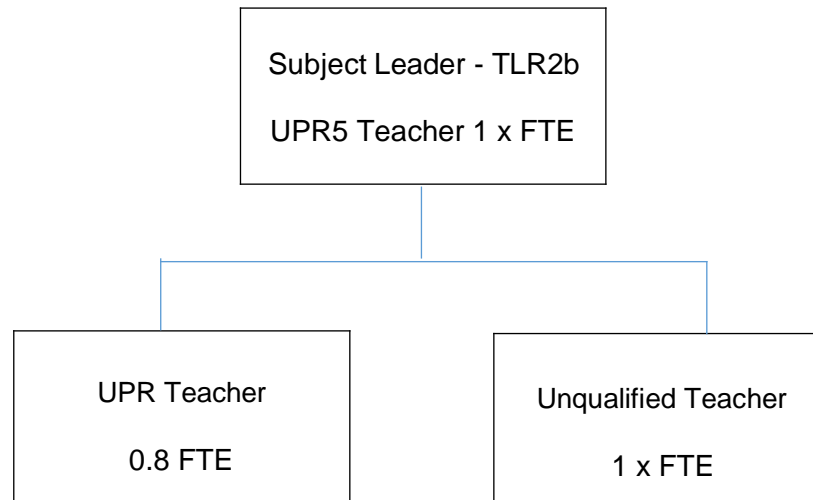
SEN & RDRP Lead

X 0.6 FTE
TLR2a

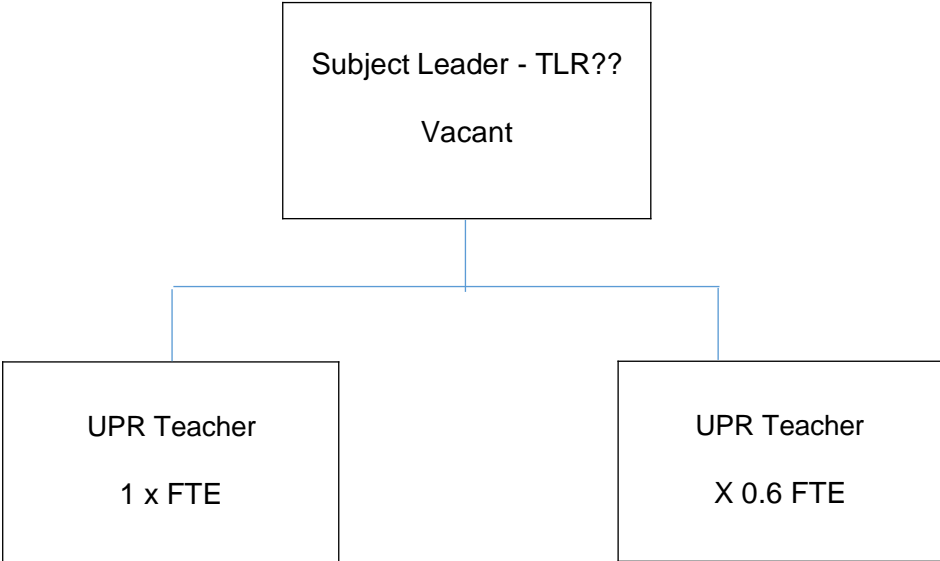
Careers Lead

X 1FTE
TLR2b

Appendix 5 – Staffing Structure – Teaching & Support - Art



Appendix 6 – Staffing Structure – Teaching - Computing



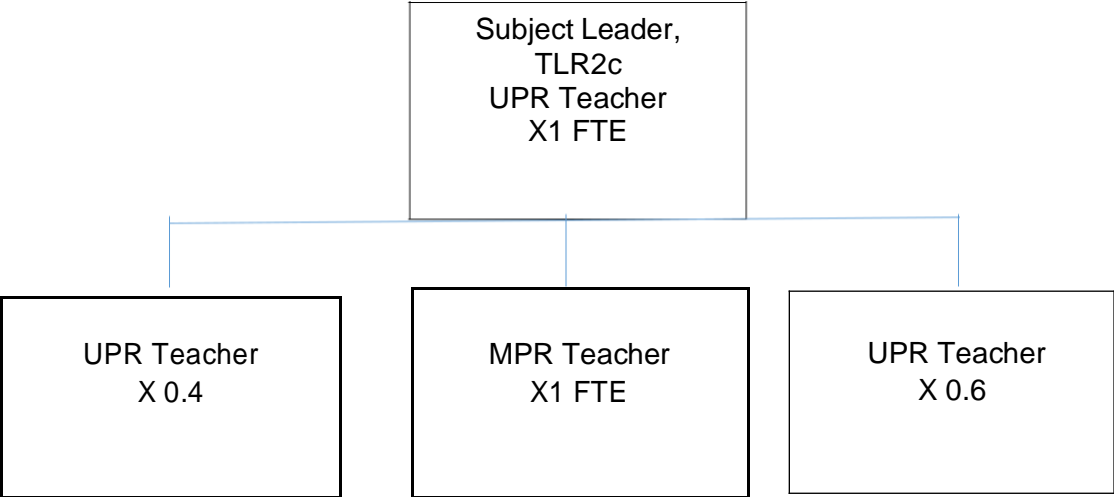
Appendix 7 – Staffing Structure – Teaching - Dance and Child Development

Subject Leader - TLR2a
UPR Teacher
X1FTE

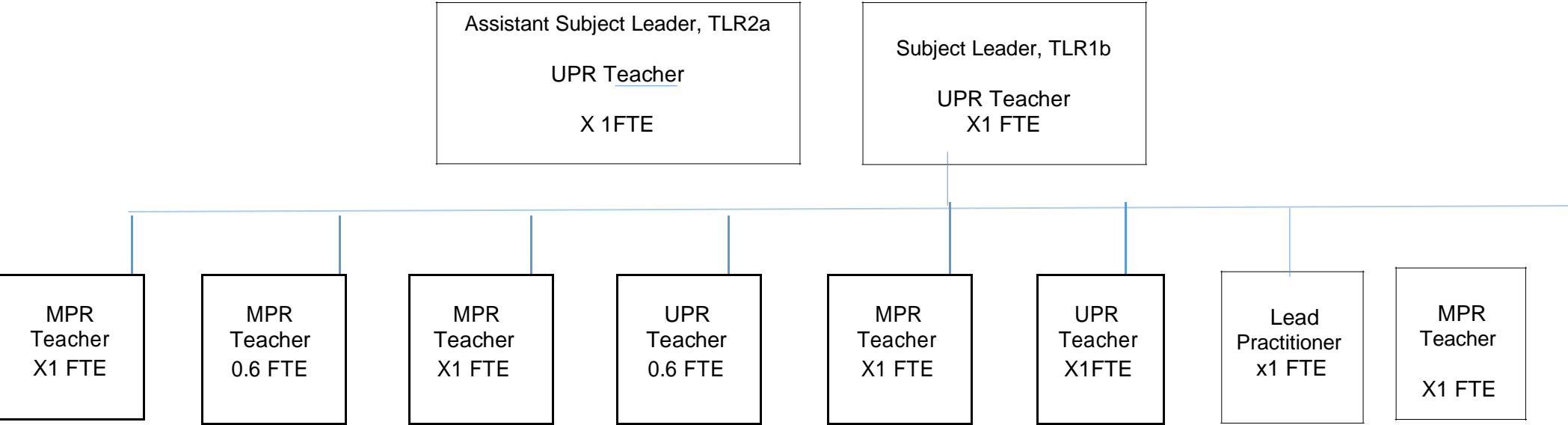
Appendix 8 – Staffing Structure – Teaching - Drama

Subject Leader - no TLR
MPR Teacher
X1FTE

Appendix 9 – Staffing Structure – Teaching - Design & Technology



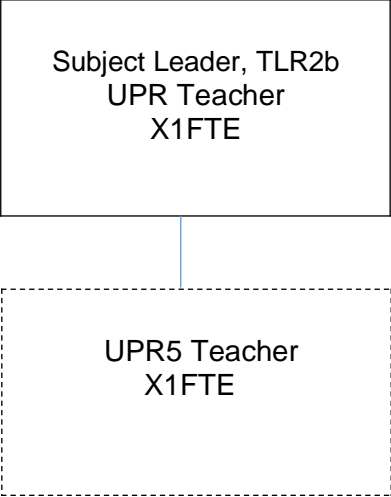
Appendix 10 – Staffing Structure – Teaching - English



Appendix 11 – Staffing Structure – Teaching - Food and Catering

Subject Leader, TLR2a
UPR Teacher
X 1FTE

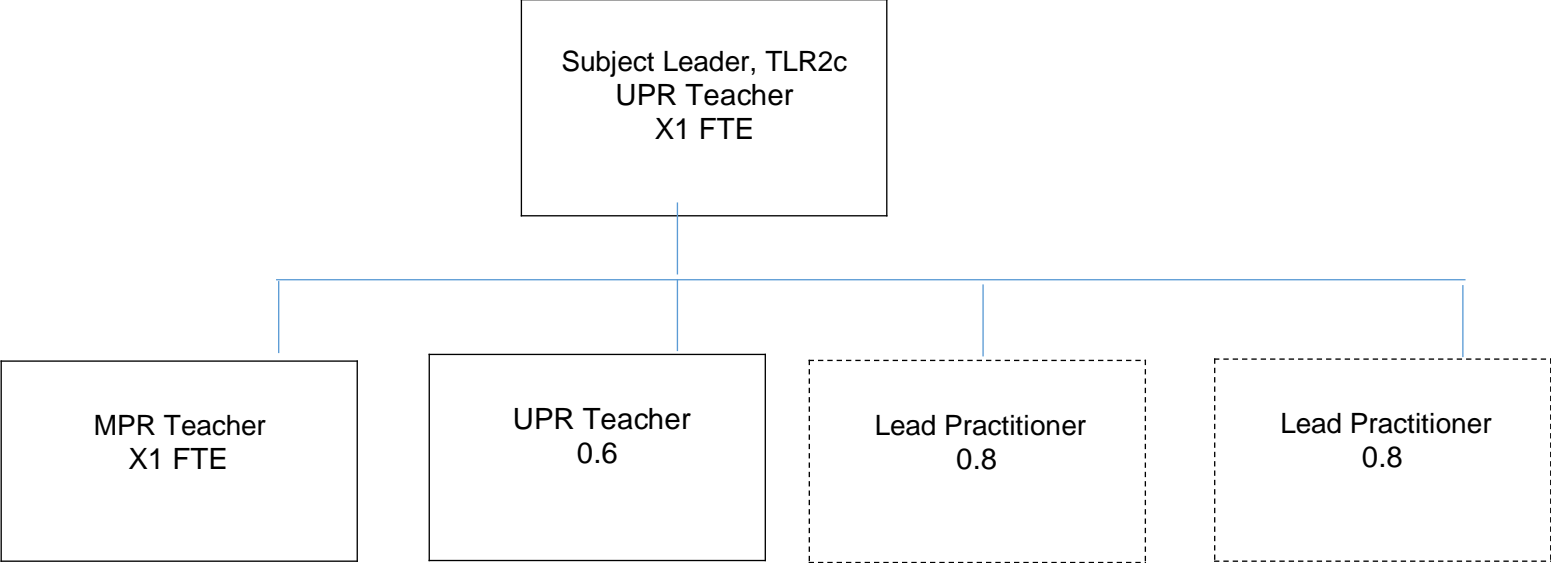
Appendix 12 – Staffing Structure – Teaching - Geography



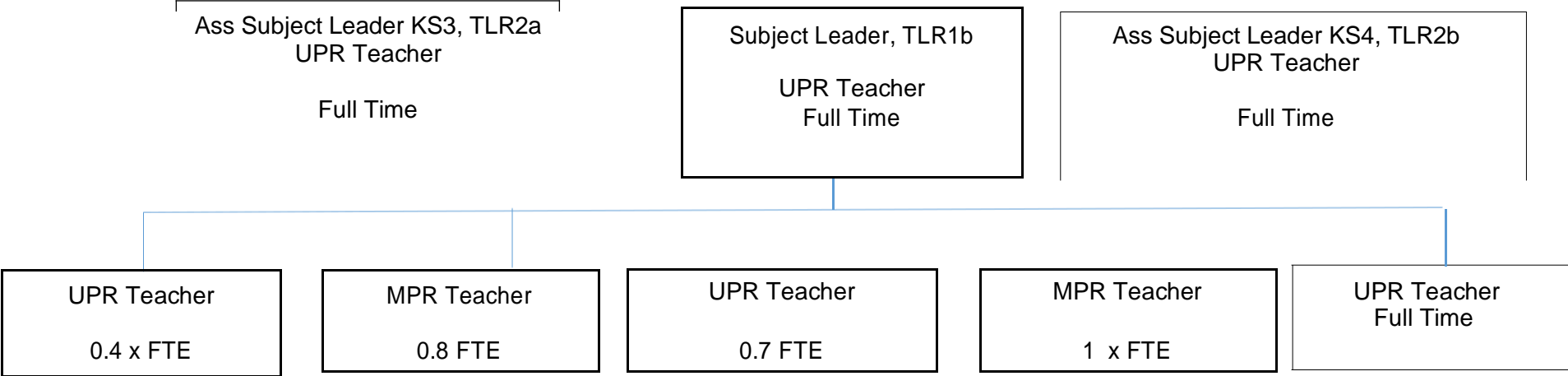
Appendix 13 – Staffing Structure – Teaching - Health & Social Care

UPR Teacher
0.4 FTE

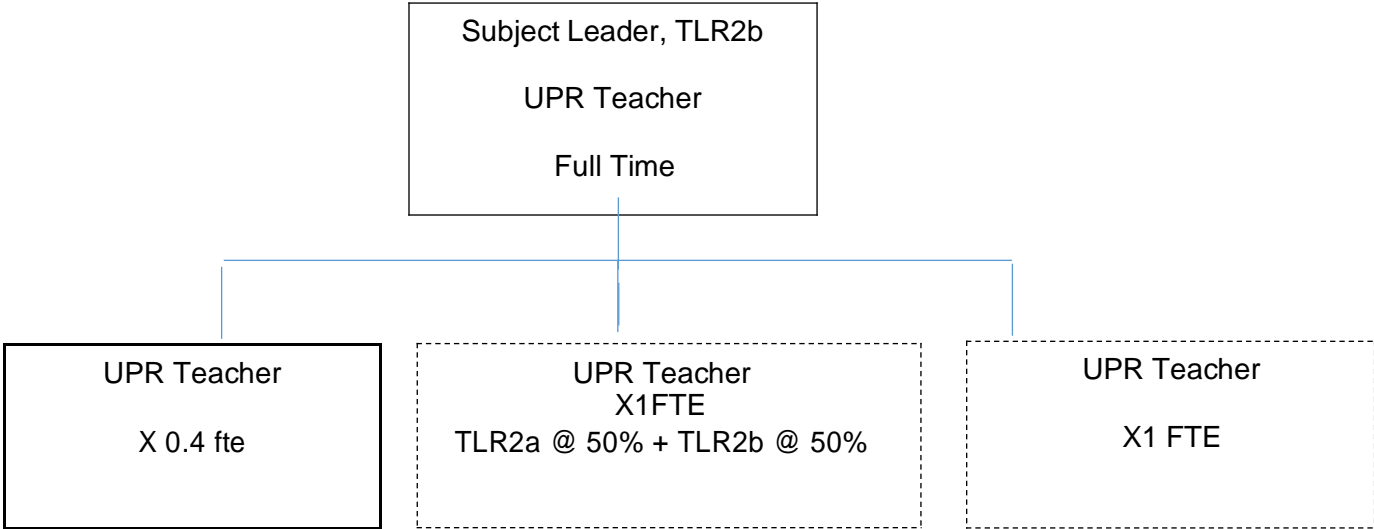
Appendix 14 – Staffing Structure – Teaching - History



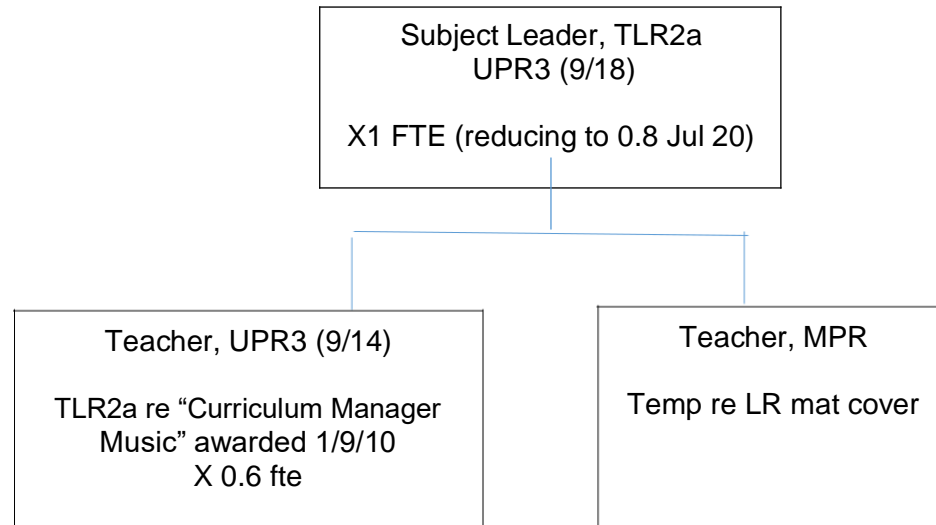
Appendix 15 – Staffing Structure – Teaching – Maths



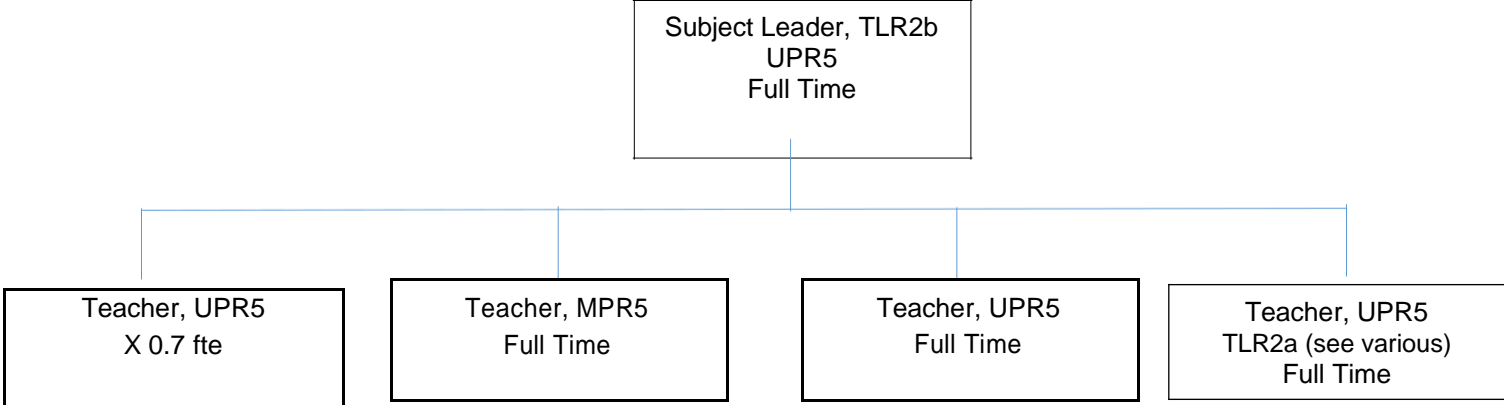
Appendix 16 – Staffing Structure – Teaching – MFL



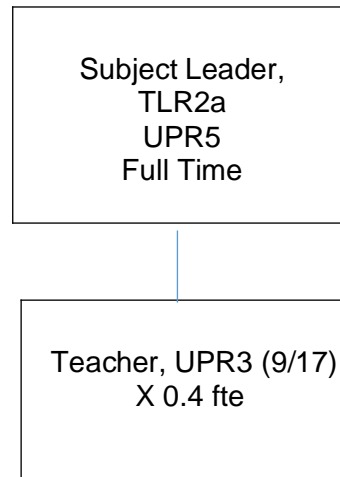
Appendix 17 – Staffing Structure – Teaching - Music



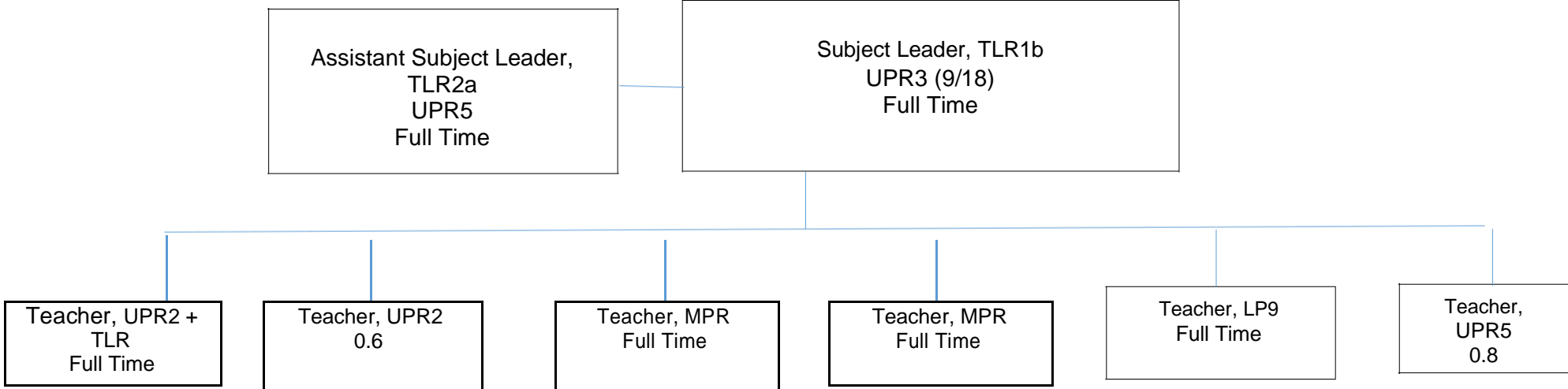
Appendix 18 – Staffing Structure – Teaching - PE



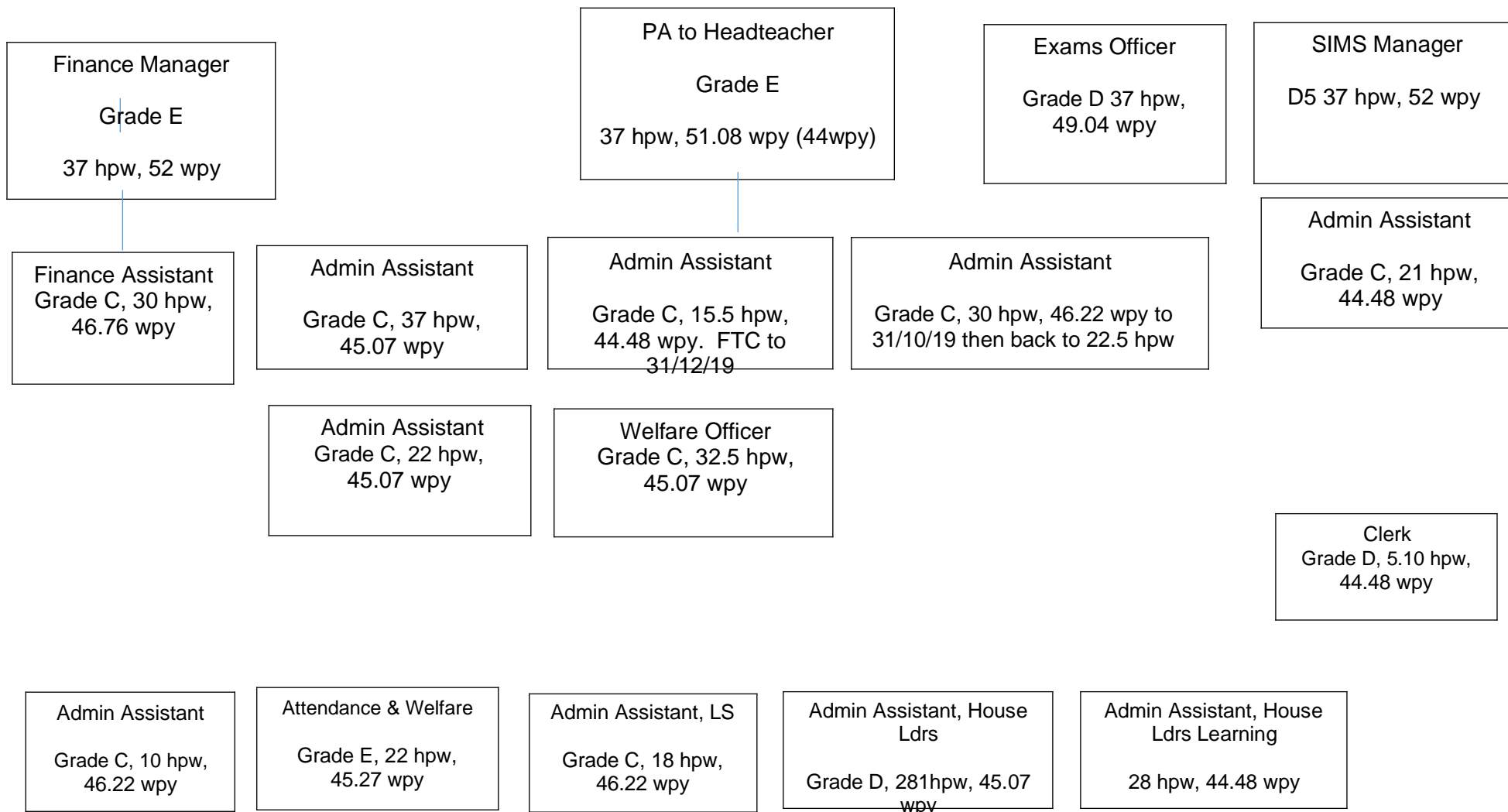
Appendix 19 – Staffing Structure – Teaching - RS



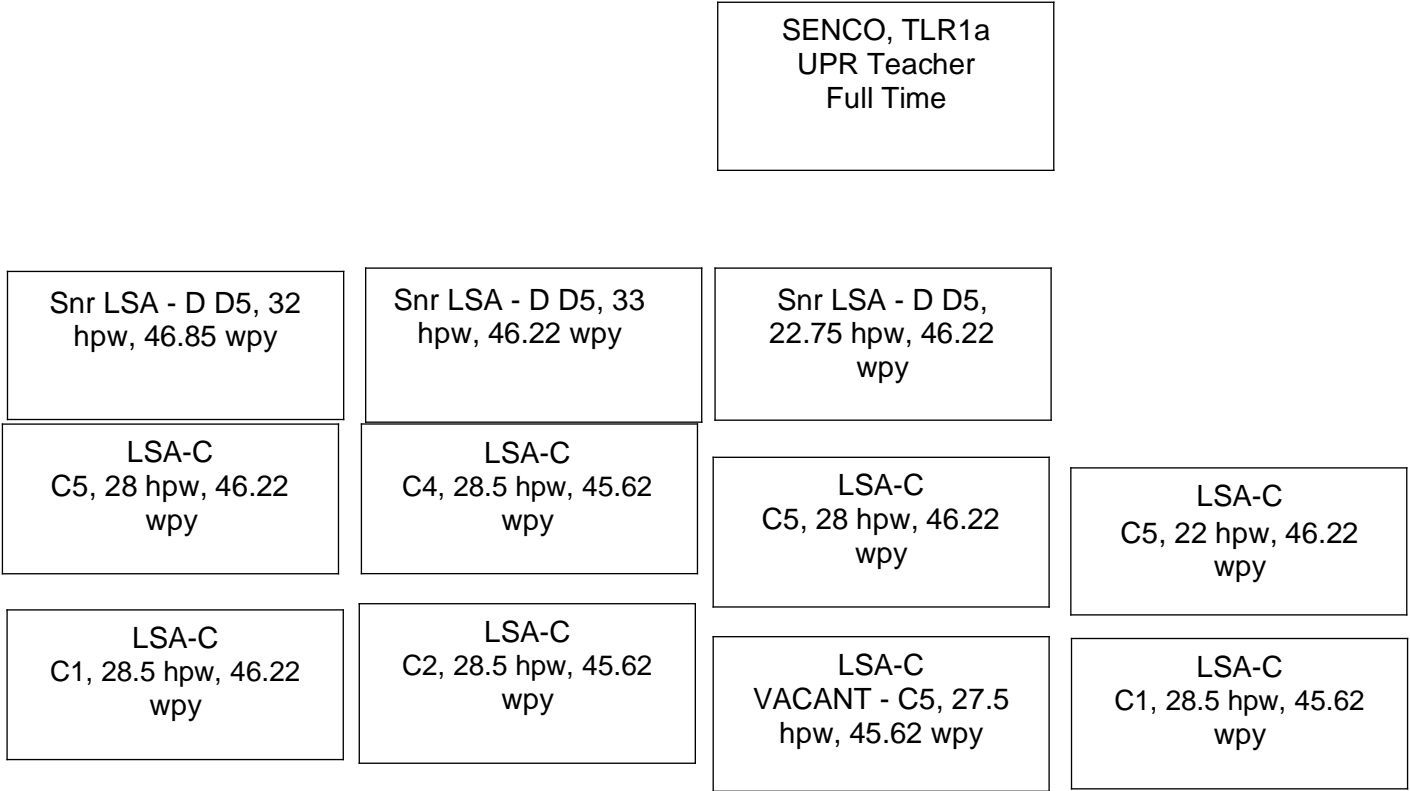
Appendix 20 – Staffing Structure – Teaching – Science



Appendix 21 – Staffing Structure – Support – Business Support



Appendix 15 – Staffing Structure – Teaching and Support - Learning Support



Appendix 16 – Staffing Structure – Teaching – Lunchtime Supervision

Currently @ £18.15 per hour – review underway