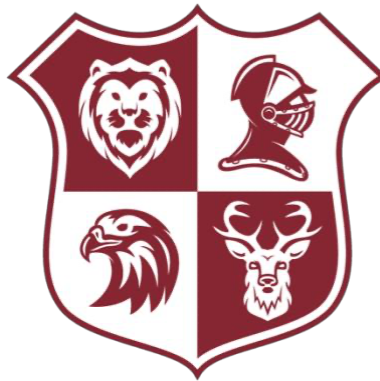


Pay Policy



STATUTORY / NON-STATUTORY	STATUTORY
MEMBER OF STAFF RESPONSIBLE	Headteacher
DATE APPROVED BY HEAD/SLT	January 2023
TRUST BOARD OR COMMITTEE RESPONSIBLE	PP
DATE OF COMMITTEE APPROVAL	February 2023
TRUST BOARD RECIVED POLICY	June 2023
REVISION DUE DATE	December 2023

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1. Introduction

The Trust Board 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 and impact they make to the work of the school, subject only to the constraints of statutory documents, national and local pay structures, and budgetary provision.

2. Legal Framework

This policy sets out the framework for making decisions on pay. The policy aims to:

- maximise the quality of teaching and learning at the school.
- support the school improvement plan.
- support the recruitment and retention of a high-quality workforce.
- enable the school to recognise and reward all staff appropriately.
- support equality, inclusion, and diversity through ensuring that decisions on pay are managed in a fair, objective, and transparent manner, complying with equalities legislation.

This policy operates in conjunction with the school's policy on performance management.

3. Basic principles and governance

3.1 Terms and conditions

All teachers at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document. A copy can be found online at: <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>.

The statutory pay arrangements give discretion on pay progression for classroom teachers and leaders as well as discretion on use of teaching and learning responsibility payments (TLRs) and other allowances. Decisions on the way these discretions are applied are the responsibility of the board of trustees, advised by the headteacher where appropriate, and are set out in this pay policy for the school.

Support staff at this 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 board of trustees will actively promote equality, inclusion, and diversity in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting, and paying staff, training, and staff development.

The board of trustees and Headteacher will ensure that each member of staff is provided with a job description/list of duties in accordance with the agreed staffing structure. Job descriptions should be reviewed annually as part of the performance management process by the member of staff's line manager, senior leadership team or in the case of the headteacher, by the board of trustees, in consultation with the individual employee concerned in order to make any reasonable changes. This will form part of the performance management discussions between the employee and their reviewer.

3.2 Pay reviews

The board of trustees will review every teacher's salary to apply with effect from 1 September by no later than 31 October every year (31 December for the Headteacher).

Within one month of the pay determination, the board of trustees will give all teachers a formal statement saying what their salary is and how it has been arrived at. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that affect the structure of a teacher's pay.

Likewise, the board of trustees will review the salary of all support staff to apply with effect from 1 April each year.

Any pay progression decisions will be based on performance of the member of staff, following an appropriate performance management process with outcomes confirmed in writing.

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

3.3 Pay and Personnel Committee

School decisions on pay will be taken by the Pay and Personnel Committee. The committee consists of a minimum of three trustees, elected annually and is responsible for: taking decisions on the headteacher's pay normally by 31 December, based on recommendation from the Headteacher Performance Management Committee;

- reviewing recommendations to ensure equality, inclusion and diversity matters have been considered and be assured that performance management has been appropriately applied
- taking decisions on pay for other staff based on headteacher or line manager recommendations, normally by 31 October for teachers and 31 December for support staff;
- considering the school's approach towards the exercising of pay discretions;
- recommending fair, proportionate and justified leadership salaries;
- keeping the school's pay policy up-to-date and under review;
- ensuring that pay decisions for 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 Pay and Personnel Committee. 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 a pecuniary interest arises from consideration of differentials.

Staff Reps are not members of the Pay and Personnel Committee as they would need to withdraw from the committee during consideration of pay decisions.

The board of trustees retains responsibility for endorsing any proposed changes to the school's pay policy. Any substantive 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 the board of trustees.

3.4 Complaints/appeals

Where a member of staff is dissatisfied with a decision of the Pay and Personnel Committee, 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 a trustees Appeals Committee. The grounds for any appeal and process for pursuing it are described within this policy.

3.5 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 Pay Committee, Headteacher and the staff concerned. Where pay information is requested by the wider board of trustees it will be anonymised.

4. Basic Salary

4.1 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 statutory School Teachers' Pay and Conditions Document requires schools to calculate their part-time teachers' pay fractions, PPA entitlement and directed time allocation with reference to the 'school timetabled teaching week' (STTW). The STTW will determine the proportion of directed time which applies to part-time teachers.

In this school the total weekly STTW is 25 hours. A detailed breakdown is attached as an appendix to this pay policy.

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 most of these elements remain part of directed time hours.

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.

4.2 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.

4.3 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 under the EHCC agreement, 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 which apply in specific situations during that consultation period.

4.4 Pay portability

While Hampshire County Council encourages schools to consider pay portability, teachers on the unqualified, main and upper pay ranges who move to a new school need to check whether the new school will match their current range and salary. Pay portability is not applicable for leading practitioner and leadership posts where the range for each role is determined based on the context of the role and its responsibilities. This school's approach to pay portability for new appointments for those on the unqualified, main and upper pay ranges is covered within this policy.

5. Pay ranges

5.1 Leadership pay ranges

The Trust Board will set salary ranges for staff on the leadership pay ranges having regard to the content of the relevant STPCD. Progression through these ranges will be dependent on the factors described in this policy. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

Differing arrangements apply to members of the leadership group appointed on or before 31 August 2014, and those appointed after this date:

- Members of the leadership group who were appointed on or after 1 September 2014 are subject to the arrangements in the current School Teachers' Pay and Conditions Document

- Members of the leadership group who were appointed on or before 31 August 2014 (regardless of their start date) are subject to the arrangements in the 2013 School Teacher’s Pay and Conditions Document, or earlier, as adjusted for pay awards.

The Trust Board may review the pay of leadership pay ranges paid under the 2013 School Teachers’ Pay and Conditions Document where there is a significant change in responsibilities. Any re-determination of the pay range will be undertaken in accordance with the current STPCD.

Where the Trust Board has decided to pay any leadership pay range teachers under the current STPCD, the Trust Board may decide to review the pay of all teachers paid on the leadership pay range to maintain consistency between leadership staff.

The Trust Board should 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 determination made.

The Trust Board/School 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.

The pay of teachers on the leadership pay range, both those paid under the 2013 or earlier Document and those paid under the current document, will be set in accordance with the 43-point range as detailed in Table 1.

Group	Range	England (excluding the London Area)
Group 1	L6 – L18	£50,122 - £66,684
Group 2	L8 – L21	£52,659 - £71,765
Group 3	L11 – L24	£56,796 - £77,237
Group 4	L14 – L27	£61,042 - £83,126
Group 5	L18 – L31	£67,351 - £91,679
Group 6	L21 – L35	£72,483 - £101,126
Group 7	L24 – L39	£78,010 - £111,485
Group 8	L28 – L43	£86,040 - £123,057

Table 1. The 43 Point Leadership Pay Range

Note: There may be some small variances between some of the published annual salaries and employees’ actual salaries due to rounding.

5.1.1 Leadership pay arrangements

In making determinations on pay ranges, the Trust Board will already have ensured that:

- the schools’ Headteacher Group Size is calculated in accordance with the current School Teachers’ Pay and Conditions document.

- the seven-point Individual School Range (ISR) for the Headteacher will be calculated in accordance with Hampshire’s 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 Trust Board will also ensure the commissioning of external independent advice should the Trust Board 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 five-point ranges for Deputy and/or Assistant Headteachers are set in accordance with the provisions of the paragraph on leadership pay differentials.

5.1.2 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 and 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.

5.1.3 Headteacher group and leadership pay ranges

For the Headteacher position, Noadswood School will have regard to the group size of the school but may exercise discretion to go outside of the group size to attract and retain the Headteacher. The school headteacher group is Group 7.

Within this school the leadership pay ranges are:

- Headteacher range for the school – L32 to L39
- Deputy Headteacher range – L18 to L21
- Assistant Headteacher range – L12 to L16

Progression through these ranges will be dependent on performance, as described in this policy. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

5.2 Leading practitioner

The board of trustees has determined, in consultation with staff, that the post of leading practitioner will support the school in realising its objectives around curriculum implementation, whole school literacy drive, its celebrating success agenda, its support/mentoring for ECTs/trainee teachers and its commitment to research and evidence-based pedagogy. Teachers who occupy this post in the school structure will model outstanding teaching and lead the improvement of teaching skills in this school. The board of trustees has determined that in this school, the leading practitioner pay range will consist of 18 points. Table 2 below provides the salaries at each point.

Pay Range Point	Salary w/e 1/09/2022
-----------------	----------------------

LP 1	£ 44,522
LP 2	£ 45,634
LP 3	£ 46,773
LP 4	£ 47,941
LP 5	£ 49,136
LP 6	£ 50,362
LP 7	£ 51,618
LP 8	£ 52,906
LP 9	£ 54,227
LP 10	£ 55,580
LP 11	£ 56,966
LP 12	£ 58,386
LP 13	£ 59,840
LP 14	£ 61,335
LP 15	£ 62,862
LP 16	£ 64,432
LP 17	£ 66,038
LP 18	£ 67,684
<i>Table 2: Salaries paid at each point of the Lead Practitioner Range</i>	

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

In this school, our leading practitioner posts will have a 5 point pay range set within this 18 point range as follows:

- LP 2-LP6

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

5.3 Upper pay range

In this school, the upper pay range will consist of 3 points, as set out in Table 3.

Pay Range	Salary w/e 1/09/2022
UPR 1	£ 40,625
UPR 2	£ 42,130
UPR 3	£ 43,684
<i>Table 2: Salaries paid at each point of the Upper Pay Range</i>	

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

Progression along this range is dependent on performance. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

5.3.1 Post-threshold teachers

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 the board of trustees pay them on the upper pay range if they have been employed in their school at any time as a post-threshold teacher.

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 is 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.

5.3.2 Upper pay range application process

Any qualified teacher who wishes to be assessed against the upper pay range in this school must complete an application form 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 can be found by emailing the Headteacher or the school’s admin lead at hr@noadswood.hants.sch.uk.

A qualified teacher will be successful in moving to the upper pay range where the board of trustees 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:

- i. 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.
- ii. 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.
- iii. sustained - meaning continuously maintained over a period of two school years.

Determinations that a teacher meets these upper pay range criteria are only valid for salary within this school.

5.4 Main pay range

In this school, the main pay range will consist of 6 points as set out in Table 4.

Pay Range	Salary w/e 1/09/2022
MPR 1	£ 28,000
MPR 2	£ 29,800
MPR 3	£ 31,750
MPR 4	£ 33,850
MPR 5	£ 35,989
MPR 6	£ 38,810

Table4: Salaries paid at each point of the Main Pay Range

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

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

5.4 Unqualified pay range

The board of trustees will decide, on a case-by-case basis, whether to pay an unqualified teacher on one of the employment-based routes into teaching (for example, School Direct salaried programme), on the unqualified or qualified teacher pay range.

In this school, the unqualified teacher pay range will consist of 6 points as set out in Table 5.

Pay Range	Salary w/e 1/09/2022
UQ 1	£ 19,340
UQ 2	£ 21,559
UQ 3	£ 23,776
UQ 4	£ 25,732
UQ 5	£ 27,953
UQ 6	£ 30,172

Table5: Salaries paid at each point of the Unqualified Pay Range

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

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

5.5 Support staff

The board of trustees will apply the provisions of 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 6 provides the salaries at each point.

EHCC Salary ranges: April 2022

Step	A	B	C	D	E	F	G	H	I	J	K
1	£20,258	£20,812	£21,190	£23,703	£28,934	£36,167	£44,215	£51,220	£59,966	£74,931	£86,443
2	£20,322	£20,812	£21,389	£24,314	£29,703	£37,195	£45,480	£52,699	£61,706	£77,120	£88,978
3	£20,442	£21,133	£21,577	£25,095	£30,301	£38,255	£46,789	£54,222	£63,500	£79,379	£91,592
4			£21,969	£25,692	£31,152	£39,346	£48,136	£55,792	£65,347	£81,702	£94,282
5			£22,215	£26,401	£32,026	£40,464	£49,464	£57,405	£67,253	£84,097	£97,053

Table 6: Salaries paid at each point of the support staff pay range

Please note:

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 2023, 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.

5.5.1 Part-time support staff

Support staff employed on an on-going basis at the school but who work less than a full working day or week, and/or who work less than 52 weeks per year, are deemed to be part-time. The salary of part-time support staff is calculated against a reference of 37 hours per week for full-time staff. The salary of support staff who are employed on contracts of less than 52 weeks per year is calculated based on their actual working weeks, adjusted to take account of their annual leave entitlement which is based on grade and length of service. The salary for all support staff is paid in 12 equal monthly instalments across the year.

6. Pay on appointment including promotional posts

For all new appointments, the board of trustees 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 board of trustees 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.
- the wider school and labour market context
- their existing salary
- the stage of their performance review cycle

Teaching posts should be advertised to include main pay range and upper pay range pay levels to ensure as wide a field of applicants as possible.

In this school, teaching staff will be offered pay portability and for support staff the salary offer will be based on the grade applicable to the role profile of the role.

In addition, the board of trustees will take account of specific requirements of the statutory School Teachers' Pay and Conditions Document, as identified below:

6.1 Headteacher

The board of trustees will advertise the minimum and maximum of the indicative range for the post. Once a preferred candidate has been selected, the board of trustees 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 starting salary offered will normally be one of the first 4 points of the Headteacher Pay Range.

The Headteacher Pay Range will be set in accordance with section 5 and the Guidance on setting the pay range for the headteacher.

6.2 Deputy headteacher, assistant headteacher and head of school

The board of trustees will advertise the minimum and maximum of the range for the post. The starting salary offered will normally be one of the first 3 points of the Range.

The Headteacher Pay Range will be set in accordance with section 5 and the Guidance on setting the pay range for the headteacher.

6.3 Lead practitioner

The board of trustees will advertise the 5-point salary range for this role, as determined in section 5 of this pay policy. An appropriate level of salary within this range will be determined when the job is offered.

6.4 Qualified classroom teachers

The board of trustees will advertise for teachers across the main pay range and upper pay range to ensure as wide a field of applicants as possible and an appropriate level of salary will be determined when the job is offered. A teacher will be offered pay portability to enable them to be paid on the same range and at the same rate they were being paid in the previous school.

6.5 Appointments to the upper pay range

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 board of trustees 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.

6.6 Unqualified teachers

Where advertising for an unqualified teacher, the unqualified teacher pay range will be specified on the advert.

In this school, where the teacher has previous service as an unqualified teacher, they will be offered pay portability in relation to the unqualified teacher pay range.

The board of trustees will consider payment of an unqualified teachers' allowance (above the top of the unqualified teacher range) to unqualified teachers where, recommended by the headteacher, having considered their basic salary is not adequate. In doing so, the school will have regard to the factors outlined at the start of this section and the criteria for the award of an unqualified teacher allowance.

6.7 Support staff

New employees (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. Having due regard to the factors outlined at the start of this section, a higher salary may be considered by the board of trustees. This will be on a step within the salary range of the evaluated grade for the role (not exceeding Step 3 for grades A and B, and step 5 for grades C to K).

In considering what salary may need to be offered, the board of trustees 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.

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.

7. Pay progression

The board of trustees will recognise good and outstanding performance of its entire staff by ensuring that they are appropriately rewarded through their salary. The board of trustees 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 board of trustees expects that where a member of staff is not meeting the expectations of their role, appropriate support and assistance will be provided, including training, coaching and other development activities as required, and that the individual will be made 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 Pay and Personnel Committee or, in the case of the Headteacher, from the Headteacher Performance Management Committee to the Trust Board Pay and Personnel Committee.

Any member of staff has the right to appeal against the pay decision of the board of trustees Pay and Personnel Committee. Details of the appeal process are contained in this policy.

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 the formal Disciplinary Policy, where a breach of Teachers' Standards is substantiated, may be deemed to not meet the required standard in terms of performance. Likewise, a member of support staff who is subject to the formal Disciplinary Policy may be deemed to not meet the required standard in terms of performance.

In respect of teaching staff, the Trustee Pay Committee 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.

In respect of support staff, staff who are new employees (i.e. without continuous previous service with the same employer) and who join the school between January and March each year, will not be eligible to receive step progression in the following April, but will receive the value of the pay award. Performance will be assessed for progression for April of the following year.

The board of trustees 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 board of trustees will ensure consistency and equitable treatment in the determination of performance pay decisions across all groups of staff in the school.

7.1 Leadership group salary determinations

7.1.1 Headteachers

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

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 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 Trustee Pay and Personnel Committee within two weeks of the decision.

7.1.2 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 this policy.

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 within their areas of responsibility, 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 Trustee Pay and Personnel Committee within two weeks of the decision.

7.2 Leading practitioners

The board of trustees, 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 through improving quality of teaching, 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 this policy 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 Trustee Pay and Personnel Committee within two weeks of the decision.

7.3 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, following a robust performance management process with outcomes confirmed in writing, 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. 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 7.7.

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 this policy. 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 Trustee Pay and Personnel Committee within two weeks of the decision.

7.4 Qualified classroom teachers: main scale

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 board of trustees is satisfied that the performance of the teacher in that year meets the required standards, following a robust performance management process with outcomes confirmed in writing.

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 this policy.

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. The teacher will be notified of the outcome of the decision, in writing, of the Trustee Pay and Personnel Committee within two weeks of the decision.

7.5 Early career teachers (ECTs)

It is recognised that there will be some individuals continuing to complete a full-time equivalent of a one-year induction and new early career teachers commencing a full-time equivalent two-year induction. For both groups, evidence from the induction period 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 these teachers as for qualified classroom teachers identified in this policy. Both groups are eligible for pay progression after a year in employment, as defined at the start of this section, as a minimum of 26 weeks of service on 1 September.

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 Trustee Pay and Personnel Committee within two weeks of the decision.

7.6 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 board of trustees is satisfied that the performance of the teacher in that year meets the required standards, taking into account that they are not qualified.

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 this policy. 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 Trustee Pay and Personnel Committee within two weeks of the decision.

7.7 Performance ratings and pay outcomes for teachers.

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 7 below.

A rating of:	Will mean for teacher progression:
Exceptional performance	Two points salary progression
Achieved expectations	One point salary progression
Not met expectations	No salary progression

Table 7: Pay Progression - teachers

In this school the above ratings of performance are defined as set out in the sections below.

Exceptional performance

- Consistently and significantly performs above expected performance, according to their career stage and teacher or leadership role.
- Frequently demonstrates exceptional teaching skills, knowledge, and practice relative to their career stage and teaching or leadership role.
- Has significantly exceeded performance management objectives, adding substantial value and lasting benefits to the whole school.
- Consistently meets, and is a role model for, all teaching standards.
- Even where not a requirement of their role, acts as an exceptional role model able to offer professional guidance and cascade best practice to others in many areas or as a leader, demonstrates exceptional leadership skills and enhancement of teaching practice of colleagues in their area of responsibility.
- Delivers or ensures High Quality Inclusive Teaching (HQIT) and high expectations, leading to accelerated progress of pupils.
- For leaders (those on the leadership range or holding a TLR), (those on the leadership range or holding a TLR), demonstrates exceptional management of their areas of responsibility within the school as an organisation, including HR and budget management where appropriate.

Achieved expectations.

- Demonstrates consistent good performance, meeting all teaching standards in a manner appropriate for their career stage and teaching or leadership role.
- Consistently demonstrates expected performance, according to the expectations of their teaching or leadership role.
- Confidently demonstrates sound teaching skills, knowledge and practice for their career stage and role.
- Has met all performance management objectives to an appropriate and acceptable level.
- Demonstrates consistent good performance, and for leaders in particular, credibility amongst colleagues.
- Seeks professional support and guidance to guide further development and as teachers, in strong areas can offer guidance and cascade best practice to others and as leaders takes responsibility for ongoing professional development through undertaking wider reading and research.
- As a leader (those on the leadership range or holding a TLR), provides professional challenge and support to colleagues, when appropriate, and empowers staff to make improvements to their practice as well as acting as a role model, offering professional guidance, and cascading best practice within the school.
- For teachers, sustained progress of pupils is evident, as is good subject knowledge and for leaders, sustained progress of pupils is evident across the school or within their area(s) of responsibility.

Not met expectations

- Is not meeting the requirements of the relevant standards in a manner appropriate for their teaching or leadership role and career stage.

- Skills, knowledge and/or practice require development in a number of areas of the relevant standards.
- Falls short of expected performance for their teaching or leadership role and career stage.
- Requires advancement of skills to meet requirements of their role.
- Has not either met performance objectives or has not met performance objectives to an acceptable level.
- Does not sustain a consistent level of good performance (i.e. the level of performance described under achieved expectations)
- Requires professional support and guidance to support an acceptable level of performance.
- Children in their class(es), or in the case of leaders, across the school or within their area(s) of responsibility, do not make sufficient progress.

7.8 Support staff

Salary progression for support staff relates directly to the performance of the employee. Salary progression will only occur where the board of trustees is satisfied that the performance of the employee in that year meets the requirement for their role as defined by the objectives set as part of the Performance Management Policy.

Assessment is completed annually and pay progression takes effect from 1 April each year. In this school, performance of support staff is reviewed in November and December to take effect with pay progression the following April. New employees who joined between 1 January to 31 March are not eligible for pay progression in the April following their appointment but will have their performance reviewed.

The board of trustees Pay and Personnel Committee 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:

A rating of:	Will mean for teacher progression:
Exceptional performance	1 step progression plus 3% one-off payment (In exceptional circumstances, 2 step progression may be awarded instead of 1 step plus 3% one-off payment)
Achieved expectations	1 step progression
Not met expectations	0 steps progression

Table 7: Pay Progression – support staff

In this school the above ratings of performance are defined as set out in the sections below.

Exceptional performance

- 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, e.g.
 - Expectations frequently exceeded and/or exceptional support or service provided even when expectations could not be met.
 - Proactively engaging and motivating others; providing significant support to others (including colleagues and pupils)
 - 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.

- 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 have been performed has met expectations e.g.
 - Good support and service to pupils and colleagues
 - Contributing to the team and supporting others in their role
 - Positive attitude to achieving targets.
 - Engaging in opportunities to learn and develop.

Improvement required.

- 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 support and service to pupils and colleagues
 - Negative impact on team or individual's goals
 - Making minimal contributions to the team or not helping others
 - Resisting opportunities to learn or improve.

7.9 Absence

7.9.1 Teaching staff

For teaching staff special arrangements are in place for individuals who have been absent from work for more than 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 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 'not met expectations', in which case that rating should apply, unless the headteacher can demonstrate to trustees a strongly evidenced argument to change the rating.

7.9.2 Support staff

For support staff, the EHCC collective agreement has special arrangements in place for individuals 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 trustees to change the rating. In cases of absence of less than 9 months of the year, the Headteacher will rate the performance based on the period of work in attendance.

8. Allowances and other payments

This section sets out the payments the board of trustees has determined may be payable in the 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.

Salary determinations, including determinations regarding allowances, are made in the context of section 5. This means that the permanent features of a headteacher's role are reflected in the pay range set by the board of trustees. When considering paying additional temporary allowances to the Headteacher, the board of trustees 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 Headteacher Group. Should the board of trustees 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 Headteacher Group, then advice will be sought from an independent external adviser and robust market testing must take place.

8.1 Allowances/payments for all teachers, including headteachers

This section defines payments that the board of trustees has determined as payable in this school to all teachers, including those on the leadership range, leading practitioners, qualified classroom teachers (including newly qualified/early career teachers) and unqualified teachers.

8.1.1 Continuing professional development

Teachers (excluding the Headteacher if paid under the current document) who are asked to and agree voluntarily to undertake continuing professional development outside of directed time may be entitled to an additional payment. This payment will be considered by the Pay and Personnel Committee in advance of the specific activity.

8.1.2 Initial teacher training activities

Teachers (excluding leading practitioners and the headteacher if paid under the current document) who voluntarily undertake school-based Initial Teacher Training activities will be entitled to a flat rate allowance which will be agreed by the Pay and Personnel Committee.

Activities that will attract payment are:

- supervising and observing teaching practice.
- giving feedback to students on their performance and acting as professional mentors.
- formally assessing students' competences.

8.1.3 Out of school hours learning activities ('booster classes')

For activities covered by teachers (excluding the Headteacher if paid under the current document) 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 and approved by the Pay and Personnel Committee.

Support staff who voluntarily undertake any duties outside of normal hours of work shall be paid in accordance with the rates for additional hours or overtime hours.

8.1.4 Consultancy

The board of trustees will consider releasing members of staff from their normal working hours to undertake consultancy-type activities. Where this is approved by the board of trustees, the board of trustees 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.

In such circumstances, the payment made by the other party will be to the school and the board of trustees will consider whether there should be a payment to the Headteacher to reflect the additional responsibility and activity.

8.1.5 Performance payments for teachers seconded to headship from another school

Where a teacher (who is not a substantive Headteacher), is seconded to this school as headteacher for a temporary period and has met this school's criteria for pay progression, the board of trustees of the 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 and they will not remain with the school to benefit from any pay progression.

In such circumstances, the board of trustees 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 boards of trustees will therefore liaise with the 'donor' school about performance-related payments.

8.1.6 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.

8.2 Allowances/payments for classroom teachers

This section defines payments that the board of trustees has determined as payable in this school to classroom teachers, including qualified classroom teachers and newly qualified/early career teachers. Leading practitioners and unqualified teachers 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.

8.2.1 Recruitment allowances and/or benefits

The board of trustees does not currently award recruitment/relocation incentives and/or benefits. The board of trustees will regularly review whether this discretion should be applied.

8.2.2 Retention incentive and/or benefits

The board of trustees does not currently award retention incentives and/or benefits. The board of trustees will regularly review whether this discretion should be applied.

8.2.3 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 paid on the qualified teacher ranges 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 they are responsible and accountable.

Before awarding a TLR, the board of trustees 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 and 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 values are:

TLR2

- 2a - £3,017
- 2b - £5,028
- 2c - £7,368

TLR1

- 1a - £8,706
- 1b - £10,718
- 1c - £14,732

The above amounts are full-time values which will be pro-rated in accordance for part-time teachers and where teachers work part year.

8.2.4 Teaching and learning responsibility payments (TLRs) – Levels 1 and 2

The board of trustees will regularly review whether the school structure needs to be modified to incorporate TLR3 projects and consult with staff where it is proposed to create TLR 3 posts.

When this is agreed, the board of trustees has identified that the following type of projects that will enable the school to achieve 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 focused on teaching and learning; and
- require the exercise of a teacher's professional skills and judgement; and
- 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. Payments range from £600-£2,975.

8.3 Allowances only payable to unqualified teachers – unqualified teacher allowance

The board of trustees will pay an unqualified teachers' allowance to those on the unqualified pay range when the board of trustees considers their basic salary is not adequate having regard to their responsibilities, qualifications, experience and any recruitment difficulties. The value of the allowance will be determined according to the individual circumstances, in line with the statutory criteria below:

- the teacher has sustained additional responsibility focused on teaching and learning and requiring a teacher's professional skills and judgement; or
- the teacher has qualifications/experience which bring added value to role.

8.4 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 this section 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.

8.4.1 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 to 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, e.g.:

- 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 earlies from 06.00 to 14.00, lates from 14.00 to 22.00, nights from 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 Table 8 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 table 8 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 to 14.00 Lates 14.00 to 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%
<i>Table8: Shift Payments</i>		

8.4.2 Stand-by, sleeping in allowance 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.

Stand-by

Stand-by is defined as any period where the employee is formally required to be available for work and fit to fully undertake his/her duties. Stand-by arrangements must be agreed by the line manager in advance.

Stand-by is defined as any period outside of the normal working hours in a 24-hour period, e.g., if the stand-by period starts at 5.00 pm on a Tuesday the cessation of the 24-hour period will be 4.59 pm on Wednesday.

A continuous period of stand-by will attract only one stand-by payment. If an employee on stand-by is called out he/she will receive payment, in addition to the stand-by fee, for any time worked, excluding travel time to and from the standard workplace, at the rate for the time of day. Only one premium will apply, i.e., plain time rates if less than 37 hours are worked in the week, overtime rates where more than 37 hours have been worked, or the premium appropriate to the time of day. Where an employee is required to be available for stand-by for a whole week a single weekly standby rate will apply.

In some circumstances, employees on stand-by will not be required to attend work but will be required to provide support for example by telephone or online.

In this case, the first 30 minutes of telephone support is included as part of the stand-by payment.

Time after the first 30 minutes will be paid at the standard rate for the time of day.

Where appropriate payment will be at overtime rates – only one premium will apply.

An employee required to be available for stand-by will be paid as follows:

Starts Monday to Friday (each 24-hour period)	£29.83
Starts Saturday and/or Sunday, if undertaking stand-by duty for up to 15 hours in a 24-hour period *	£44.75
Starts Saturday and/or Sunday, if undertaking stand-by duty for more than 15 hours in a 24-hour period *	£59.67
Single weekly stand-by rate (calculated on the basis of 4 x £29.83 + 3 x £59.67)	£298.33
<i>Table9: Stand-by rate for support staff on stand-by rota (the above rates are effective from 1 April 22)</i>	

* The weekend rates above should be paid to staff undertaking a standby duty on Friday, where the standby duty starts after the end of a normal working day, typically 5.00 pm on a Friday evening. The weekend rates should also be paid to staff undertaking a standby duty during a public holiday.

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 or emergency situation, for example a caretaker responding to the police with regard to a break-in on site.

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

Sleeping In

The board of trustees 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 board of trustees will regularly review whether these criteria are met and if payments are due these shall be made in accordance with the EHCC 2007 agreement.

8.4.3 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 board of trustees, 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 payment under the special recognition scheme and not as an acting up allowance.

8.4.4 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 receive the first aid allowance.

8.4.5 Working from home allowance

Working from home will only be allowed where:

- an appropriate risk assessment will be carried out before home working commences and mechanisms put in place to ensure that the employee is appropriately supported.
- it has been established that such working will not unreasonably impact on the employee's health and safety; and
- there are suitable facilities at the employee's home to effectively carry out the role.

An allowance for working from home will only apply where all the criteria below are met:

- the conditions above are met.
- home working is a management requirement.
- home working is a requirement of the job.
- the school is unable to provide a workspace to enable the employee to routinely carry out their work on the school's premises during school hours.
- the employee fulfills the majority of his/her duties at home.

Where the criteria above are fully satisfied, a full-time equivalent allowance of £700 per annum will be paid to the employee in twelve equal installments with the employee's salary. This payment will be subject to income tax and national insurance deductions.

8.4.6 Overtime and additional hours

Table 10 sets out the rates for overtime and additional hours which apply since 2011. 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).

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 individually to vary their contract of employment.

Type	Days	Time	Additional Hours*	Overtime#
Days	Mon-Fri	07:00 – 22:00	Time	Time
Nights	Mon into Tue	22:00 – 07:00	Time and a third	Time and a half
	Tue into Wed	22:00 – 07:00		
	Wed into Thu	22:00 – 07:00		
	Thu into Fri	22:00 – 07:00		
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. <ul style="list-style-type: none"> • Good Friday • Easter Monday • Early May Bank Holiday • Late May Bank Holiday • August Bank Holiday • Christmas Day • Boxing Day • New Year's 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.
Type	Days	Time	Additional Hours*	Overtime#

Table 10: Rates of pay for additional hours, overtime hours and night and weekend working

8.4.7 Special recognition scheme

The board of trustees 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.

8.4.8 Market supplements

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

8.5 Holiday pay payments

In limited and exceptional circumstances, an employee may be entitled to an additional payment in respect of holiday pay, to ensure that they will not be financially worse off during periods of statutory annual leave (the minimum annual leave entitlement set by legislation, i.e. 20 days). This applies when a teacher or member of support staff submits a relevant claim, in which case an additional holiday pay payment may be made in addition to that claim, paid in the same month in which the relevant claim is paid. The relevant claims which may qualify for a holiday pay payment are limited to:

- Overtime or additional hours
- Sleep in payments
- Call out.
- Standby fee
- Shift premiums
- Out of school learning activities (booster classes or one-to-one tuition)
- Continuing professional development, consultancy, seconded headteachers and Initial Teacher Training activities (paid via professional duties)

Where a holiday pay payment is due, it will be calculated on the following basis:

- Teachers: a payment of 20/195 of the value of the relevant claim.
- Support staff: a payment of 20/261 of the value of the relevant claim.

9. Overpayments

The board of trustees and/or local authority will seek to recover all overpayments. The process the school will follow is set out in the procedure for recovery of overpayments.

Where a pay deduction is required to recover an overpayment of wages or expenses, there is no requirement for an employer to obtain a written mandate from the employee, but in this situation board of trustees will seek to obtain the employee's agreement.

Where the board of trustees and/or local authority has incorrectly told a new employee, orally or in writing, that they will receive a specific payment and the employee has accepted a job on that basis, the board of trustees and/or local authority will review whether to serve notice of a change in contract to correct the error. Education Personnel Services will provide further advice in such situations.

10. Appeal arrangements

The arrangements for considering appeals in relation to pay including withholding of pay progression based on performance management are as follows:

- A member of staff may appeal in relation to their pay on the grounds specified) below.

- The grounds for appeal are that the person or committee by whom the decision was made:
 - incorrectly applied any provision of the relevant terms and conditions of service.
 - failed to have proper regard to statutory guidance, such as Teacher Standards.
 - failed to take proper account of relevant evidence.
 - failed to consistently apply the school's pay, or performance management policy.
 - took account of irrelevant or inaccurate evidence.
 - was biased; or
 - otherwise unlawfully discriminated against the member of staff.

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

- 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 and/or any complaints about pay that are submitted under the grievance procedure will be considered under this procedure rather than the Grievance Procedure.

11. Policy monitoring and review

This policy will be reviewed every year by the board of trustees.