



PAY POLICY FOR 2015-16

Policy date:	September 2015
Policy approved:	at the Governors Resources Committee meeting held on 22 nd September 2015
Ratified by FGB:	at their meeting on
Next review:	September 2016

THIS POLICY IS FILED SECURELY IN THE PERSONNEL CABINET

Newlands Primary School Pay Policy

I. General commitment

The Governing Body 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, which are:

Priorities 2015-16

Improve KS2 outcomes in mathematics, ensuring that both attainment and rates of progress consistently exceed national averages for all groups of pupils by:

*ensuring that the quality of teaching of mathematics is consistently good/ outstanding
ensuring that interventions and learning support for lower attaining pupils are effective*

Increase attainment for all pupils in Spelling, Punctuation and Grammar in order to exceed national averages for all groups of pupils by:

*providing a systematic approach to provision and assessment, with effective teaching and learning in place for all pupils
ensuring that expectations and challenge are high, with a clear focus on subject specific vocabulary, subject knowledge and good/ outstanding teaching
checking pupils' understanding during and across designated sessions, while making sure that feedback and marking are used consistently and effectively*

***Increase attainment in reading for all pupils in receipt of the pupil premium by:
ensuring that the quality of teaching and learning of reading are consistently good or better
creating revised, systematic approaches to the delivery and assessment of reading provision for KS2 pupils in receipt of the pupil premium***

Develop 'mastery' of communication so that pupils can evidence 'outstanding' outcomes in speaking, listening and technology based communication by:

Utilising opportunities for developing speaking and listening by using subject specialists, training, INSET and curriculum planning

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 Governing Body in consultation with staff.

2. Basic principles and Governance

2.1 Terms and Conditions

All teachers at NEWLANDS PRIMARY 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 also on-line at: www.education.gov.uk/schools/careers/payandpensions. The statutory pay arrangements give discretion over pay progression for classroom teachers (and from 1 September 2015, leadership) and 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 Governing Body, advised by the Headteacher where appropriate, and are set out in this pay policy for the school.

Support staff at NEWLANDS PRIMARY 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 focussed on equalities.

The Governing Body 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.

NEWLANDS PRIMARY SCHOOL The Governing Body 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 by the member of staff’s line manager, senior leadership team or in the case of the Headteacher, the Governing Body, 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 Governing Body 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 Governing Body 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 Governing Body will 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 Governing Body 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 Committee

School decisions on pay will be taken by the **RESOURCES PAY** Committee. The Committee consists of a minimum of three governors, elected annually and is responsible for:

- taking decisions on the Headteacher’s pay normally by 31st 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;
- deciding the school’s approach towards the exercising of pay discretions;
- keeping the school’s pay policy up-to-date and under review; and
- 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 and Senior Managers will make pay recommendations to the Pay Committee. Where Senior Managers are making pay recommendations, the Headteacher has a right to present a view on any pay inconsistencies that may arise from those recommendations to the Pay Committee. The Headteacher will withdraw during consideration of his/her pay. The Headteacher must 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 Pay Committee as they would need to withdraw from the committee during consideration of pay decisions.

The full Governing Body 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 the Governing Body.

2.4 Complaints/appeals

Where a member of staff is dissatisfied with a decision of the Governors' Pay 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 the Governing Body's 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 Pay Committee, 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 Governing Body 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 **22 hours 5 minutes (Infants) and 23 hours 20 minutes (Juniors)** 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 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 set down in the School Teachers' Pay and Conditions document that 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 that 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 Governing Body 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 this school.

Differing arrangements apply to members of the leadership group appointed under the 2014 document; those appointed under the 2013 document; and those appointed on earlier documents;

- Members of the leadership group who are appointed on or after 1 September 2014 are subject to the arrangements in the 2014 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 Teachers' Pay and Conditions Document, as adjusted for pay awards.

The Governing Body review the pay of leadership pay range teachers paid under the 2013 School Teachers' Pay and Conditions Document where there is a significant change in responsibilities that occurs on or after 1 September 2014. Any re-determination of the pay range will be undertaken in accordance with the 2014 School Teachers' Pay and Conditions Document.

Where the Governing Body Pay committee has made a determination to pay any leadership pay range teachers under the 2014 School Teachers' Pay and Conditions Document, the Governing Body pay committee make a determination to review the pay of all teachers paid on the leadership pay range to maintain consistency between leadership staff.

All determinations made by the Governing Body 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.

3.4.1.1 Leadership pay arrangements for staff under the 2013 Document

The pay of teachers paid in accordance with the 2013, or previous School Teachers' Pay and Conditions Documents, will be set in accordance with the 43 point range as detailed in Table 1 below. The values within these tables reflect the values of the 43 points in the 2013 School Teachers' Pay and Conditions Document as adjusted for subsequent pay awards.

In making determinations on pay ranges, the Governing Body will already have ensured that;

- the schools' Group Size is calculated in accordance with the statutory School Teachers' Pay and Conditions Document 2013 or earlier
- the seven point Individual School Range (ISR) for the Headteacher (where determined on or after 1 September 2011) falls within the Group Size
- the five point ranges for the DHT will be set in accordance with the provisions of the paragraph on leadership pay differentials as below

L1	£38,597	L12	£50,621	L23	£66,319	L34	£86,826
L2	£39,564	L13	£51,886	L24*	£67,963	L35*	£88,984
L3	£40,552	L14	£53,180	L25	£69,652	L36	£91,187
L4	£41,563	L15	£54,504	L26	£71,375	L37	£93,455

L5	£42,597	L16	£55,953	L27*	£73,144	L38	£95,766
L6	£43,665	L17	£57,238	L28	£74,958	L39*	£98,100
L7	£44,841	L18*	£58,677	L29	£76,814	L40	£100,548
L8	£45,876	L19	£60,132	L30	£78,726	L41	£103,061
L9	£47,021	L20	£61,624	L31*	£80,671	L42	£105,642
L10	£48,228	L21*	£63,147	L32	£82,677	L43*	£107,210
L11	£49,481	L22	£64,716	L33	£84,731		

Table 1: The 43 point Leadership Pay Range

Those pay points with an * are the 8 points that are at the top of the eight School Group Sizes. If the following conditions are met, then the Headteacher will not be paid on the value indicated in this table;

Where a Headteacher, on 31 August 2015 was;

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

then they are not entitled to receive a cost of living wage award with effect from 1 September 2015. Headteachers in this situation will be paid on the relevant values in Appendix 6.

3.4.1.2 Leadership pay arrangements for staff under the 2014 Document

The pay of teachers paid in accordance with the 2014 School Teachers' Pay and Conditions Documents, will be set in accordance with the 85 point range as detailed in Table 2 below.

The Governing Body will ensure that:

- a) The schools' Group Size is calculated in accordance with the statutory School Teachers' Pay and Conditions Document 2014
- b) The thirteen point pay range for the headteacher will be calculated in accordance with the Guidance on Setting the Headteacher Pay Range.
- c) The requirements of the School Teachers' Pay and Conditions Document 2014 are followed when determining the Headteacher range and temporary allowances. This will include ensuring the minuting of the rationale for decisions regarding the salary range and allowances. The Governing Body will also ensure the commissioning of external independent advice should the Full Governing Body 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
- d) The nine point pay range for the deputy headteacher will be set in accordance with the provisions of the paragraph on pay differentials below

LDR1	£38,597	LDR30	£55,228	LDR59	£78,726
LDR2	£39,081	LDR31	£55,953	LDR60	£79,700
LDR3	£39,564	LDR32	£56,595	LDR61*	£80,671
LDR4	£40,058	LDR33	£57,238	LDR62	£81,674
LDR5	£40,552	LDR34	£57,958	LDR63	£82,677
LDR6	£41,058	LDR35*	£58,677	LDR64	£83,704
LDR7	£41,563	LDR36	£59,405	LDR65	£84,731
LDR8	£42,080	LDR37	£60,132	LDR66	£85,779
LDR9	£42,597	LDR38	£50,877	LDR67	£86,826
LDR10	£43,131	LDR39	£61,624	LDR68	£87,905

LDR11	£43,665	LDR40	£62,385	LDR69*	£88,984
LDR12	£44,253	LDR41*	£63,147	LDR70	£90,087
LDR13	£44,841	LDR42	£63,932	LDR71	£91,187
LDR14	£45,359	LDR43	£64,716	LDR72	£92,322
LDR15	£48,876	LDR44	£65,518	LDR73	£93,455
LDR16	£46,449	LDR45	£66,319	LDR74	£94,610
LDR17	£47,021	LDR46	£67,141	LDR75	£95,766
LDR18	£47,625	LDR47*	£67,963	LDR76	£96,933
LDR19	£48,228	LDR48	£68,808	LDR77*	£98,100
LDR20	£48,854	LDR49	£69,652	LDR78	£99,324
LDR21	£49,481	LDR50	£70,515	LDR79	£100,548
LDR22	£50,051	LDR51	£71,375	LDR80	£101,805
LDR23	£50,621	LDR52	£72,260	LDR81	£103,061
LDR24	£51,254	LDR53*	£73,144	LDR82	£104,352
LDR25	£51,886	LDR54	£74,051	LDR83	£105,642
LDR26	£52,533	LDR55	£74,958	LDR84	£106,963
LDR27	£53,180	LDR56	£75,886	LDR85*	£107,210
LDR28	£53,842	LDR57	£76,814		
LDR29	£54,504	LDR58	£77,771		

Table 2: The 85 point Leadership Pay Range

Those pay points with an * are the 8 points that are at the top of the eight school group sizes. If the following conditions are met, then the Headteacher will not be paid on the value indicated in this table;

Where a Headteacher, on 31 August 2015 was;

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

then they are not entitled to receive a cost of living wage award with effect from 1 September 2015. Headteachers in this situation will be paid on the relevant values in Appendix 6.

3.4.1.3 Leadership Pay Differentials

All teachers employed on the leadership pay ranges within this school are employed on the pay arrangements as defined in the 2014 School Teachers' Pay and Conditions Document. Therefore the Governing Body will ensure;

- a) The ranges of the Deputy and/or Assistant Headteachers will not overlap the range of the Headteacher

3.4.1.4 Group Size and Leadership Pay Ranges within this school

The Governing Body will set salary ranges for staff on the leadership spine having regard to the content of the statutory School Teachers' Pay and Conditions Document. Progression through these ranges will be dependent on the factors described in section 5.1 and 5.2 of this policy. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

In considering differentials in pay, the Governing Body will ensure that:

- a. the schools' Group Size is calculated in accordance with the statutory School Teachers' Pay and Conditions Document
- b. the Individual School Range (ISR) for the Headteacher (where determined on or after 1 September 2011) falls within that Group Size
- c. the maximum point of the Deputy Headteacher's range is at least one point less than the minimum of the Headteacher's ISR;
- d. the minimum point of the Deputy Headteacher's range is above that of the "notional" highest paid class teacher (as defined in the School Teachers' Pay and Conditions Document);

e. Assistant Headteachers are paid more than the “notional” highest paid class teacher (as defined in the School Teachers’ Pay and Conditions Document) but have a salary range the maximum of which is at least one point lower than the top of the range of the deputy.

The current ranges are:

- Headteacher – L13 to L19, based on group size 2
- Deputy Headteacher range – L5 to L9

The values attached to each leadership point can be found in appendix 2.

3.5.2 Leading Practitioner

The School structure does not currently contain any Leading Practitioner posts. The Governing Body will regularly review whether the inclusion of a Leading Practitioner post is required to realise the school’s aims for improvement.

LP 1	£38,598	LP 13	£44,749	LP 25	£51,877
LP 2	£39,076	LP 14	£45,304	LP 26	£52,520
LP 3	£39,560	LP 15	£45,866	LP 27	£53,171
LP 4	£40,051	LP 16	£46,434	LP 28	£53,829
LP 5	£40,548	LP 17	£47,009	LP 29	£54,497
LP 6	£41,051	LP 18	£47,592	LP 30	£55,172
LP 7	£41,560	LP 19	£48,182	LP 31	£55,856
LP 8	£42,075	LP 20	£48,778	LP 32	£56,548
LP 9	£42,596	LP 21	£49,383	LP 33	£57,249
LP 10	£43,125	LP 22	£49,995	LP 34	£57,959
LP 11	£43,659	LP 23	£50,615	LP 35	£58,677
LP 12	£44,201	LP 24	£51,242		

Table 1: Salaries paid at each point of the Leading Practitioner Range

3.5.3 Upper Pay Range

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

UPR 1	£35,218
UPR 2	£35,864
UPR 3	£36,520
UPR 4	£37,190
UPR 5	£37,871

Table 4: Salaries paid at each point of the Upper Pay Range.

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 Governing Body 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 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 and the application form can be found in the school office or by request made to the headteacher.

A qualified teacher will be successful in moving to the Upper Pay Range where the Governing Body is satisfied that:

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

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 2 school years.

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

3.4.5 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.

MPR 1	£22,244
MPR 2	£23,103
MPR 3	£23,997
MPR 4	£24,925
MPR 5	£25,889
MPR 6	£26,891
MPR 7	£27,931
MPR 8	£29,012
MPR 9	£30,134
MPR 10	£31,298
MPR 11	£32,509

Table 5: Salaries paid at each point of the Main Pay Range

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.

3.4.6 Support Staff

The Governing Body 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: Support Staff grades and salaries as at 1 April 2013; these values are subject to review every April and the revised salaries retrospectively applicable from 1 April 2014 will be communicated to staff once they are agreed by Hampshire County Council

3.5.5 Unqualified Teacher

The Governing Body 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.

The Governing Body have determined that in this school, the Unqualified Teacher pay range will consist of 11 points. Table 4 provides the salaries at each point.

UQ 1	£15,976
UQ 2	£16,726
UQ 3	£17,511
UQ 4	£18,332
UQ 5	£19,192
UQ 6	£20,092
UQ 7	£21,034
UQ 8	£22,021
UQ 9	£23,054
UQ 10	£24,135
UQ 11	£25,267

Table 4: Salaries paid at each point of the Unqualified Teacher Range

Progression along this range is dependent upon performance as defined in section 5.7 and 5.8 of this policy. Any salary determinations made are only permanent while the teacher remains employed in this school.

3.5.6 Support Staff

The Governing Body 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.

	Step	Grades	
		A	B
Salary Range	3	13,904	15,474
	2	13,765	15,024
	1	13,615	14,586

	Step	Grades								
		C	D	E	F	G	H	I	J	K
Salary Range	5	17,583	21,897	27,126	34,731	42,891	49,998	58,872	74,052	85,728
	4	17,070	21,258	26,337	33,720	41,643	48,543	57,156	71,895	83,232
	3	16,572	20,640	25,569	32,739	40,431	47,130	55,491	69,801	80,808
	2	16,089	20,040	24,825	31,785	39,252	45,756	53,874	67,767	78,453
	1	15,621	19,455	24,102	30,858	38,109	44,424	52,305	65,793	76,167

Table 7: Support staff grades and salaries with effect from 1 January 2015. Please note there may be some small variances between some of the published step salaries and employees actual salaries as a result of rounding, following the application of any pay award.

4. Pay on appointment including promotional posts

For all new appointments, the Governing Body 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 Governing Body may take account of the factors listed below. This list is not exhaustive and may not apply to all appointments;

- (a) The nature of the post
- (b) The level of skills, qualifications and experience required
- (c) Market conditions
- (d) The wider school context
- (e) Their existing salary
- (f) The stage of their performance review cycle

The Governing Body will pay a Recruitment Allowance to those paid under the statutory School Teachers' Pay and Conditions Document, when the Governing Body consider their basic salary is not adequate having regard to the factors outlined above. The criteria for the award of a Recruitment Allowance are detailed in section 6.2.1.

In addition, the Governing Body will take account of specific requirements of the statutory School Teachers' Pay and Conditions Document, as identified below;

4.1 Headteacher

The Governing Body will advertise the 7 point Individual School Range (ISR) for the post. The actual point offered on the ISR will be one of the first 4 points of the ISR.

4.2 Head of School, Deputy Headteacher and Assistant Headteacher

The Governing Body will advertise the 5 point pay range for the post. The actual point offered on the pay range will be one of the first 3 points of the pay range.

4.3 Leading Practitioner

The Governing Body will advertise the 9 point range of salary for this role, as determined in section 3.5.2 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 Governing Body 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 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, the Governing Body 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 a teacher was employed as an Advanced Skills Teacher or Excellent teacher in this school on or before 31 August 2013 and is not being appointed as a Leading Practitioner, then this school will ensure payment is made on the Upper Pay Range with salary safeguarding;

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 determine 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 Governing Body 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 3.5.3 are met.

4.6 Unqualified Teachers

The Governing Body 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

The Governing Body will pay an unqualified teachers' allowance (above the top of the Unqualified Teacher Range) to unqualified teachers when the Governing Body consider their basic salary is not adequate having regard to the factors outlined at the start of this section. The criteria for the award of an unqualified teacher allowance are detailed in section 6.4.1.

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 Governing Body. This will be 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 Governing Body 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.

5. Pay progression

The Governing Body will recognise good and outstanding performance of its entire staff by ensuring that they are appropriately rewarded through their salary. The Governing Body 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 Governing Body 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 Governing Body Pay Committee or, in the case of the Headteacher, from the Headteacher Performance Management committee to the Governing Body Pay Committee.

Any member of staff has the right to appeal against the pay decision of the Governing Body's Pay Committee. 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 Governing Body 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.

The Governing Body 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 Governing Body will ensure consistency in the determination of performance pay decisions across all groups of staff in the school.

5.1 Headteacher

The Governing Body, having regard to the recommendation of the Headteacher Performance Management Committee, will consider movement by one point where it is satisfied that the Headteacher has demonstrated as part of a review;

- 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

The Governing Body may consider movement by two points where the Headteacher has, in the year under review, made an outstanding contribution to the school. In any event there will be no progression beyond the top of the Headteacher's ISR.

5.2 Heads of School, Deputy Headteachers and Assistant Headteachers

The Governing Body, having regard to the recommendation of the Headteacher will consider movement by one point where it is satisfied that the Head of School, Deputy or Assistant Headteacher has demonstrated as part of a review.

- sustained high quality of performance, with a strong contribution to school leadership, management and pupil progress, and
- substantial progress towards achievement of performance management objectives, and
- that they are meeting the Teacher standards

The Governing Body may consider movement by two points where the Head of School, Deputy or Assistant Headteacher has, in the year under review, made an outstanding contribution to the school.

In any event there will be no progression beyond the top of their pay range. The Head of School, Deputy or Assistant Headteacher will be notified in writing of the outcome of the decision of the Governing Body Pay Committee within *one month* of the decision.

5.2.1 Headteachers

Salary determinations from 1 September 2015 in relation to performance in the academic year 2014/2015 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 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 from 1 September 2015 in relation to performance in the academic year 2014/2015 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 Governing Body Pay Committee within *one month* of the decision.

5.3 Leading Practitioners/Teachers employed as Advanced Skills Teachers/Excellent Teachers as at 31 August 2013

The School structure does not currently contain any Leading Practitioner posts.

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 Governing Body Pay Committee 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 Governing Body 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 Governing Body Pay Committee 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 Governing Body Pay Committee 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 Governing Body 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 Governing Body Pay Committee within *one month* of the decision.

5.8 Performance ratings and pay outcomes from 1 September 2014 for teaching staff other than leadership

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:

A rating of:	Will mean for pay progression:		
	Classroom teachers inc. Leading Practitioners and those with TLRs	Leadership employed on 2014 arrangements (para 3.4.1.2)	Leadership employed on 2013 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

Table 8: Pay progression decisions and impact on pay for teaching staff

Exceptional performance means:

- 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.:
 - Parents' and pupils' expectations frequently exceeded and/or exceptional 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

Achieved expectations means:

- 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 e.g.
 - 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

Meets minimum expectations with some development required means:

- Met the majority of targets/standards - In some areas 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 generally met expectations e.g.
 - 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

Inadequate means:

- 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

Where staff have assimilated to the new pay framework between points, they will continue to progress between points until they reach the maximum of the main pay range. Progression will be on the basis of the equivalent of 0-3 points salary progression.

The school will ensure that assessment of performance will be 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.

5.9 Support Staff

Salary progression for support staff relate directly to the performance of the employee. Salary progression will only occur where the Governing Body 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 *September/October* to take effect the following April. New employees who joined January – March are not eligible for pay progression in the April following their appointment, but will have their performance reviewed.

The Governing Body Pay 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 pay progression
Exceptional performance	1 step progression plus 3% one off payment (in exceptional circumstances 2 step progression may be awarded instead of the 3% one off payment)
Achieved expectations	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, e.g.:
 - 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 e.g.
 - 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 than nine months of the year *or* 26 calendar weeks 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 Governing Body has determined may be payable in this school to certain groups of employees and/or specific post holders. With the exception of the post of Headteacher (See 6.1 below), each allowance/payment listed below is a discrete payment and is not affected by the payment of other allowances. 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 Governing Body 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 Governing Body 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.

If the Governing Body is considering paying a temporary additional allowance to a Headteacher paid under the 2013 Document or earlier, it will consider whether the additional allowance is needed as a result of a significant change in responsibilities. Where there has been a significant change in responsibilities, the Governing Body will move the Headteacher to be paid under the arrangements of the 2014 Document.

6.1.2 Allowances for Headteachers paid under the 2014 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 Governing Body. When considering paying additional temporary allowances to the Headteacher, the Governing Body 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 Governing Body 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.

6.2 Allowances/Payments for all teachers, including Headteachers

This section (6.2) defines payments that the Governing Body 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 Pay Committee 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 Governing Body will consider releasing members of staff from their normal working hours to undertake consultancy-type activities. Where this is approved by the Governing Body, the Governing Body 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 Governing Body 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 Governing Body 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 Governing Body will therefore liaise with the "donor" school about performance related payments.

6.3 Allowances/Payments for classroom teachers

This section (6.3) defines payments that the Governing Body 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 Governing Body will award recruitment incentives and/or benefits using the following criteria:

- For key and/or essential roles that require an exceptional candidate

The amount awarded will be a lump sum of £2,590 which will be paid on completion of the agreed time period. If the teacher due to receive this lump sum leaves the school before the agreed period the award will not be paid.

6.3.2 Retention incentives and/or benefits

The Governing Body will award retention incentives and/or benefits using the following criteria:

- For cover or completion of agreed duties outside of the existing role profile

The amount awarded is a lump sum of £2,590 which will be paid on completion of the agreed time period. If the teacher due to receive this lump sum leaves the school before the agreed period the award will not be paid.

6.3.3 Acting Allowance

Where staff are required to cover senior positions (i.e. those paid on the Leadership Spine) 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.

6.3.4 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 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 Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that

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

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:

£ 2535 to the holder of 'Developing Teaching and Learning'

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 school does not currently have any projects that should attract a TLR 3 payment. The Governing Body will regularly review whether the school structure needs to be modified to incorporate such projects and consult with staff where it is proposed to create TLR 3 posts.

6.3.3 Special Educational Needs allowances

SEN allowances will be awarded to the holders of posts indicated in the attached staffing structure.

SEN allowances are awarded to a classroom teacher:

- a. In any SEN post that requires a mandatory* SEN qualification
- b. In a special school
- c. Who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service
- d. In any non-designated setting that is analogous to a designated special class or unit, where the post
 - i. involves a substantial element of working directly with children with special educational needs and
 - ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs and
 - iii. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school

* A mandatory qualification as referred to in paragraph (a) is a mandatory qualification required for teaching groups of children who are hearing, visually or multi-sensory impaired. It does not refer to the National Award for SEN Co-Ordination. A teacher who has the National Award for SEN Co-Ordination must also hold a post that meets criteria a, b, c, or d to attract an SEN Allowance.

The Governing Body has determined a spot value for the SEN allowance, taking into account the structure of the school's SEN provision and the following factors:

- whether any mandatory qualifications are required for the post (for teaching hearing, visually or multi-sensory impaired groups of children)
- the qualifications and experience of the teacher relevant to the post and
- the relative demands of the post

Accordingly the Governing Body will award SEN allowance(s) of the following value(s):

£2001 for 1 post as defined on the attached staffing structure

6.4 Allowances only payable to Unqualified Teachers

6.4.1 Unqualified Teacher Allowance

The Governing Body will pay an unqualified teachers' allowance to unqualified teachers when the Governing Body consider 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

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

The Governing Body does not currently have any posts which meet the criteria as set out in the EHCC 2007 agreement for the payment of night working, weekend working or shift working allowances. The Governing Body will regularly review whether these criteria are met and if payments are due, these shall be made in accordance with the EHCC 2007 agreement.

6.5.2 Standby, 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 Governing Body 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 Governing Body 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 Governing Body 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 Governing Body 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 Governing Body, 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

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, and

An allowance for working from home will only apply where:

- the conditions in above are met, and
- home working is a management requirement, and
- home working is a requirement of the job, and
- the employee does not have a work space in the school’s premises, and
- the employee fulfills the majority of his/her duties at home.

Where the criteria above are fully satisfied, an 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.

6.5.6 Overtime and additional hours

In respect of additional hours and overtime working, table 8 sets out the rates that apply with effect from 25 July 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	Overtime#
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			Hours*	
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 – 24:00	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 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.

Table 8: Rates of pay for additional hours, overtime hours and night and weekend working

* 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 governing body 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 Market supplements

Where there is specific difficulty in recruiting and/or retaining a certain category of support staff, the governing body 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 against any determination in relation to his or her pay.
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. took account of irrelevant or inaccurate evidence;
 - e. was biased; or
 - f. 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 Governing Body, 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 Pay Committee 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 .

8. Appendices

Appendix 1: School Timetabled Teaching Week (STTW)

Table 1 – STTW - INFANTS

Times	Activity	Included/ excluded in STTW	Hours included in STTW
8.45 – 9.00	Registration	Excluded	-
9.00 – 10.20	Teaching	Included	1hr 20 min
10.20 – 10.40	Assembly	Excluded	-
10.40 – 10.55	Breaktime	Excluded	-
10.55 – 12.00	Teaching	Included	1 hr 5 min
12.00 – 1.00	Lunchtime	Excluded	-
1.00 – 2.15	Teaching	Included	1 hr 15 min
2.15 – 2.30	Breaktime	Excluded	-

2.30 – 3.15	Teaching	Included	45 min
DAILY TOTAL			4 hrs 25 mins
WEEKLY TOTAL - STTW			22 hrs 5 mins

Table 1 – STTW - JUNIORS

Times	Activity	Included/ excluded in STTW	Hours included in STTW
8.45 – 9.00	Registration	Excluded	-
9.00 – 10.20	Teaching	Included	1hr 20 min
10.20 – 10.40	Assembly	Excluded	-
10.40 – 10.55	Breaktime	Excluded	-
10.55 – 12.00	Teaching	Included	1 hr 5 min
12.00 – 1.00	Lunchtime	Excluded	-
1.00 – 3.15	Teaching	Included	2 hrs 15 min
DAILY TOTAL			4 hrs 40 mins
WEEKLY TOTAL - STTW			23 hrs 20 mins

Appendix 3: Staffing Structure for the school

Headteacher
 Deputy Headteacher (teaching)
 Class Teacher x 6
 Learning Support Assistants x 8
 Admin Staff x 2
 Caretaker
 Senior Lunchtime Supervisor
 Lunchtime Supervisors x 7