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## Pay Policy 2019

### 1. General commitment

The Management Committee 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 for the 2019-20 year are:

- Ensure good learning and progress (led by teachers) exists across the school
- Improve overall attendance
- Ensure every pupil accesses a suitable curriculum for their needs
- Embed Attachment Aware and Trauma informed principles across the school
- Raise the standards for reflective and developmental practice

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 Management Committee in consultation with staff.

### 2. Basic principles and Governance

#### 2.1 Terms and Conditions

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

Support staff at The Key Education Centre 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 Management Committee 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.

The Management Committee 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 Management Committee, 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 Management Committee 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 Management Committee 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 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 31 December
- considering Headteacher or line manager recommendations for the pay of other staff, including ensuring the Performance Management Policy has been consistently and robustly applied normally by 31 October
- deciding the school's approach towards the exercising of pay discretions;
- setting fair, proportionate and justified leadership salaries;
- keeping the school's pay policy up-to-date and under review;
- ensuring that pay decisions of each member of staff in the school are communicated to them in writing;
- Approving the annual teachers' pay statements.

The Headteacher will make all pay recommendations to the Pay 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, 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 Management Committee 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 Management Committee 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 29 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 in the School Teachers' Pay and Conditions document which provide salary safeguarding in some situations where a teacher's salary is reduced as a result of a restructure or redeployment. There are also salary protection arrangements which may apply to support staff, depending on the nature of the restructure/redeployment. If this school determines a need to restructure, such a decision will be subject to consultation and the school will confirm the salary protection arrangements that shall apply in specific situations during that consultation period.

### **3.4 Pay Ranges**

#### **3.4.1 Leadership pay ranges**

The Management Committee 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 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 Teachers' Pay and Conditions Document, or earlier, as adjusted for pay awards.

The Management Committee may 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. Any re-determination of the pay range will be undertaken in accordance with the current School Teachers' Pay and Conditions Document.

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

The Management Committee 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 determinations made.

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

### 3.4.1.1 Leadership pay arrangements for staff under the 2013 Document

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 Assistant Head teachers are set in accordance with the provisions of the paragraph on leadership pay differentials as below.

L1	£41,065	L12	£53,859	L23	£70,557	L34	£92,376
L2	£42,093	L13	£55,203	L24	£72,306	L35	£94,671
L3	£43,146	L14	£56,580	L25	£74,103	L36	£97,014
L4	£44,220	L15	£57,990	L26	£75,936	L37	£99,429
L5	£45,321	L16	£59,532	L27	£77,820	L38	£101,886
L6	£46,458	L17	£60,897	L28	£79,749	L39	£104,370
L7	£47,709	L18	£62,427	L29	£81,723	L40	£106,974
L8	£48,810	L19	£63,978	L30	£83,757	L41	£109,647
L9	£50,028	L20	£65,562	L31	£85,827	L42	£112,392
L10	£51,312	L21	£67,185	L32	£87,963	L43	£114,060
L11	£52,644	L22	£68,853	L33	£ 90,147		

**Table 1: The 43 point Leadership Pay Range**

However, if the following conditions are met, the Headteacher will **not** be paid on the values indicated in Table 1:

Where a Headteacher on 31 August 2015 was:

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

b) paid at the top of their range

they were not entitled to receive a cost of living award with effect from 1 September 2015. However, they were entitled to the cost of living award for 2016 onwards and are again entitled to the cost of living award for 2019. 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 or later Document

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

The Management Committee will ensure that:

- a) The school's Group Size is calculated in accordance with the current statutory School Teachers' Pay and Conditions Document.
- 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 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 the salary range and allowances. The Management Committee 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 Assistant Head teachers will be set in accordance with the provisions of the paragraph on pay differentials below.

LDR1	£41,065	LDR30	£58,758	LDR59	£83,757
LDR2	£41,580	LDR31	£59,532	LDR60	£84,792
LDR3	£42,093	LDR32	£60,213	LDR61	£85,827
LDR4	£42,618	LDR33	£60,897	LDR62	£86,892
LDR5	£43,146	LDR34	£61,662	LDR63	£87,963
LDR6	£43,683	LDR35	£62,427	LDR64	£89,055
LDR7	£44,220	LDR36	£63,201	LDR65	£90,147
LDR8	£44,772	LDR37	£63,978	LDR66	£91,260
LDR9	£45,321	LDR38	£64,767	LDR67	£92,376
LDR10	£45,888	LDR39	£65,562	LDR68	£93,525
LDR11	£46,458	LDR40	£66,372	LDR69	£94,671
LDR12	£47,082	LDR41	£67,185	LDR70	£95,844
LDR13	£47,709	LDR42	£68,019	LDR71	£97,014
LDR14	£48,261	LDR43	£68,853	LDR72	£98,223
LDR15	£48,810	LDR44	£69,705	LDR73	£99,429
LDR16	£49,419	LDR45	£70,557	LDR74	£100,656
LDR17	£50,028	LDR46	£71,433	LDR75	£101,886
LDR18	£50,670	LDR47	£72,306	LDR76	£103,128
LDR19	£51,312	LDR48	£73,206	LDR77	£104,370
LDR20	£51,978	LDR49	£74,103	LDR78	£105,672
LDR21	£52,644	LDR50	£75,024	LDR79	£106,974
LDR22	£53,250	LDR51	£75,936	LDR80	£108,312
LDR23	£53,859	LDR52	£76,878	LDR81	£109,647

<b>LDR24</b>	£54,531	<b>LDR53</b>	£77,820	<b>LDR82</b>	£111,021
<b>LDR25</b>	£55,203	<b>LDR54</b>	£78,783	<b>LDR83</b>	£112,392
<b>LDR26</b>	£55,890	<b>LDR55</b>	£79,749	<b>LDR84</b>	£113,799
<b>LDR27</b>	£56,580	<b>LDR56</b>	£80,736	<b>LDR85</b>	£114,060
<b>LDR28</b>	£57,285	<b>LDR57</b>	£81,723		
<b>LDR29</b>	£57,990	<b>LDR58</b>	£82,743		

**Table 2: The 85 point Leadership Pay Range**

However, if the following conditions are met, the Headteacher will **not** be paid on the values indicated in Table 2:

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

they were not entitled to receive a cost of living wage award with effect from 1 September 2015. However, they were entitled to the cost of living award for 2016 onwards and are again entitled to the cost of living award for 2019. Headteachers in this situation will be paid on the relevant values in Appendix 6.

### 3.4.1.3 Leadership Pay Differentials

The school has teachers on the leadership pay ranges paid under arrangements as defined in both the current School Teachers' Pay and Conditions Document and the 2013 School Teachers' Pay and Conditions Document (or earlier). Pay has been reviewed and the Governing Body has determined not to exercise its discretion to bring all leaders onto the current School Teachers' Pay and Conditions Document.

### 3.4.1.4 Group Size and Leadership Pay Ranges within this school

The School Group Size/Headteacher Pay Group is 6.

Within this school the leadership pay ranges are:

- Headteacher – L56 to L68, based on the 2014 School Teachers' Pay and Conditions Document.
- Assistant Headteacher – L11 to L15, based on the 2013 School Teachers' Pay and Conditions Document
- Assistant Headteacher – L21 to L29, based on the 2014 School Teachers' Pay and Conditions Document

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

### 3.4.2 Leading Practitioner

The 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.

### 3.4.3 Upper Pay Range

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

<b>UPR 1</b>	£37,654
<b>UPR 2</b>	£38,346
<b>UPR 3</b>	£39,048
<b>UPR 4</b>	£39,762
<b>UPR 5</b>	£40,490

#### **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 on the Centre intranet or in the Centre office

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.

#### **3.4.4 Qualified Classroom Teacher**

The Management Committee 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	£24,373
MPR 2	£25,314
MPR 3	£26,292
MPR 4	£27,309
MPR 5	£28,365
MPR 6	£29,463
MPR 7	£30,606
MPR 8	£31,788
MPR 9	£33,018

MPR 10	£34,293
MPR 11	£35,619

**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.

**3.4.5 Unqualified Teacher**

The Management Committee 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 has determined that in this school, the Unqualified Teacher pay range will consist of 11 points. Table 6 provides the salaries at each point.

UQ 1	£17,682
UQ 2	£18,516
UQ 3	£19,383
UQ 4	£20,292
UQ 5	£21,243
UQ 6	£22,239
UQ 7	£23,283
UQ 8	£24,375
UQ 9	£25,515
UQ 10	£26,712
UQ 11	£27,965

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

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

**3.4.6 Support Staff**

The 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 provides the salaries at each point.

**EHCC Salary ranges: April 2019**

From 1 April 2019 the new EHCC pay scales have been agreed as set out below.

		GRADES									
	Step	A	B								
Salary range	3	17,711	18,371								
	2	17,481	18,065 (See note 1 below)								
	1	17,364	18,065 (See note 1 below)								
		GRADES									
	Step	C	D	E	F	G	H	I	J	K	
Salary	5	19,407	23,411	28,791	36,862	45,524	53,065	62,485	78,596	90,988	



<b>range</b>	4	19,171	22,732	27,955	35,792	44,200	51,523	60,662	76,305	88,338
	3	18,797	22,161	27,140	34,749	42,911	50,021	58,895	74,083	85,765
	2	18,617	21,414	26,569	33,735	41,659	48,564	57,179	71,923	83,265
	1	18,426	20,830	25,833	32,752	40,449	47,150	55,515	69,829	80,840

**Table 7: Support staff grades and salaries with effect from 1 April 2019**

Please note:

1. The application of the 2019 national pay award to the EHCC pay framework means the salaries for steps 1 and 2 of grade B are the same. Staff paid on either step 1 or 2 of grade B will progress to step 3 from April 2020, as appropriate.
2. There may be some small variances between some of the published annual salaries and employees' actual salaries because of rounding, following the application of any pay award.

#### **4. Pay on appointment including promotional posts**

For all new appointments, the Management Committee 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

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

##### **4.1 Headteacher**

The Management Committee will advertise the minimum and maximum of the indicative range for the post. Once a preferred candidate has been selected, the Governing Body 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 Management Committee will allow appropriate room for progression within the Headteacher Pay Range when offering a starting salary.

The Headteacher Pay Range will be set in accordance with Paragraph 3.4.1 and in accordance with the Guidance on determining the Headteacher Pay Range.

##### **4.2 Deputy Headteacher, Assistant Headteacher and Head of School**

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

##### **4.3 Leading Practitioner**

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

##### **4.4. Appointments to the Upper Pay Range**

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

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

- If the teacher was previously employed as a post-threshold teacher in this school without a break in the continuity of their employment, the 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 the teacher was previously employed as a Leading Practitioner in this school or any other school, this school will consider whether the individual should be offered employment on the Upper Pay Range.
- If the teacher was previously employed on the Upper Pay Range under the revised criteria in place from 1 September 2013, then this school will consider whether the individual should be offered employment on the Upper Pay Range.

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

#### **4.5 Qualified Classroom Teachers**

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

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

#### **4.6 Unqualified Teachers**

The Management Committee 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 Management Committee will pay an unqualified teachers' allowance (above the top of the Unqualified Teacher Range) to unqualified teachers when the Management Committee 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 on a step within the salary range (not exceeding Step 3 for grades A and B, and step 5 for grades C to K) of the evaluated grade for the role, providing the candidate has a level of skill and experience consistent with that of other employees in a similar position on the salary range.

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

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

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

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

## 5. Pay progression

The Management Committee will recognise good and outstanding performance of its entire staff by ensuring that they are appropriately rewarded through their salary. The Management Committee 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 Management Committee 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 Management Committee Pay Committee or, in the case of the Headteacher, from the Headteacher Performance Management committee to the Management Committee 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 Management Committee 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 Management Committee 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 Management Committee will ensure consistency in the determination of performance pay decisions across all groups of staff in the school.

**5.1** *This paragraph is intentionally left blank*

## 5.2 Leadership Group salary determinations

### 5.2.1 Headteachers

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

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

- sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and
- substantial progress towards achievement of performance management objectives, and
- that they are meeting the Teacher Standards and Head teacher 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 Management Committee Pay Committee within one month of the decision.

### **5.2.2 Deputy Headteachers, Assistant Headteachers and Heads of School**

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

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

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

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

### **5.3 Leading Practitioners/Teachers**

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 Management Committee 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 Management Committee 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 Management Committee 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 Management Committee Pay Committee within one month of the decision.

## 5.8 Performance ratings and pay outcomes

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

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

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

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

### 5.8.1 Members of the Leadership Group (Headteachers, Deputy Headteachers, Assistant Headteachers and Heads of School):

Exceptional performance means:

- All aspects of the job role over time are outstanding.
- A clear demonstration of a significant contribution to the wider life and ethos of the School

Achieved expectations means:

- All aspects of the job role over time are good
- Positive working relationships result in sharing of professional practice

Meets minimum expectations with some development required means:

- Many but not all aspects of the job role over time are good
- Positive working relationships are established with pupils, colleagues and parents/carers

Inadequate means:

Minimum expectations have not been met

### 5.8.2 Classroom Teachers (including Leading Practitioners and classroom teachers holding a TLR position):

Exceptional performance means:

- All aspects of teaching standards over time are outstanding
- All pupils exceed expectations
- Effective professional relationships which actively involve characteristics of leadership including modelling best practice and developing that in others
- A clear demonstration of a significant contribution to the wider life and ethos of the School

Achieved expectations means:

- All aspects of teaching standards over time are good
- Significant numbers of pupils progress in line with School expectations
- Positive working relationships result in productive sharing of professional practice with others
- A positive contribution to the wider life and ethos of the School

Meets minimum expectations with some development required means:

- Many but not all aspects of teaching standards over time are good
- Most pupils progress in line with School expectations
- Positive working relationships are established with pupils, colleagues and parents/carers

Inadequate means:

- Minimum expectations have not been met

Where staff assimilated to the new pay framework in September 2014 between points, they will continue to progress between points until they reach the maximum of the relevant pay range. Progression will be on the basis of the equivalent of 0-3 points salary progression.

### 5.9 Support Staff

Salary progression for support staff relates directly to the performance of the employee. Salary progression will only occur where the 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 between January to 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 1 step plus 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 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 Management Committee has determined may be payable in this school to certain groups of employees and/or specific post holders. A teacher in receipt of safeguarded salary may have the value of that safeguarding reduced or removed, depending on the allowance being paid to that teacher.

From 1 April 2020, employees will not be financially worse off during periods of statutory annual leave. Statutory annual leave is the minimum annual leave entitlement set by EU legislation, which is 20 days.

When employees submit relevant claims on or after 1 April 2020, an additional payment called "holiday pay payment" will be made on top of that claim. This is paid in the same month the relevant claim is paid.

Only payments which the employee or the manager/Admin Officer submits a claim for will have holiday pay payments made on top. This is because any regular payments that recur monthly are paid whether you are at work, or on annual leave. The allowances listed in Section 6 of this pay policy are a mixture of both regular, recurring payments and those that will be claimed. The holiday pay payment is therefore not paid on every allowance listed in this section.

Where the holiday pay payment is due, it will be worked out on the following basis:

- For employees on teacher's terms and conditions a payment of 20/195 of the value of the relevant claim will be paid for claims worked on or after 1 April 2020.
- For employees on EHCC terms and conditions, a payment of 20/261 of the value of the relevant claim will be paid for claims worked on or after 1 April 2020

Relevant claims are:

- Overtime or additional hours
- Sleep in payments
- Call out
- Standby fee
- Shift premiums
- Out of school learning activities (paid via booster classes/ 1:1 tuition)
- Continuing professional development, consultancy, seconded headteachers and ITT (paid via professional duties)

## **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 Management Committee made pay determinations on or before 31 August 2011, allowances are paid in accordance with the School Teachers' Pay and Conditions Document in place at the time of that determination.

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

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



### **6.1.2 Allowances for Headteachers paid under the current Document**

Salary determinations, including determinations regarding allowances, are made in the context of paragraph 3.4.1. This means that the permanent features of a Headteacher's role are reflected in the pay range set by the Management Committee. When considering paying additional temporary allowances to the Headteacher, the Management Committee 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 Management Committee believe there are wholly exceptional circumstances that warrant a payment of more than 25% above the salary of the Headteacher, or more than 25% above the top of the School Headteacher Group, then advice will be sought from an independent external adviser and robust market testing must take place.

## **6.2 Allowances/Payments for all teachers, including Headteachers**

This section (6.2) defines payments that the Management Committee 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 Management Committee will consider releasing members of staff from their normal working hours to undertake consultancy-type activities. Where this is approved by the Management Committee, the Management Committee 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 Management Committee 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 Management Committee 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.

### **6.2.6 Acting Allowance**

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

## **6.3 Allowances/Payments for classroom teachers**

This section (6.3) defines payments that the 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 does not currently award recruitment/relocation incentives and/or benefits. The Governing Body will regularly review whether this discretion should be applied.

### **6.3.2 Retention incentives and/or benefits**

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

### **6.3.3 *This paragraph is left intentionally blank***

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

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

TLRs are awarded to classroom teachers who undertake a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning for which he/she is responsible and accountable. Before awarding a TLR, the Management Committee 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:

£5,601 to the holder of Transition and Outreach Leads

£4,118 to the holder of Head of Core Curriculum,

£4,118 to the holder of Head of Foundation Curriculum

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 Management Committee 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.

### 6.3.6 Special Educational Needs allowances

SEN allowances will be awarded to the holders of posts indicated in the attached staffing structure. SEN allowances are not payable to Leading Practitioners.

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 Management Committee 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 Management Committee will award SEN allowance(s) of the following value(s): £2,148

## 6.4 Allowances only payable to Unqualified Teachers

### 6.4.1 Unqualified Teacher Allowance

The Management Committee 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 Management Committee 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 Stand-by, Sleeping in Allowances and Call out payments**

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

#### **a) Stand-by**

The Management Committee 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 Management Committee 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 Management Committee, as advised by the Headteacher, needs to assess whether the employee can accommodate the duties within the normal range of hours and consider whether the circumstances are exceptional to warrant consideration of a Special Recognition Scheme and not as an acting up allowance.

### **6.5.4 First Aid Allowance**

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

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

### **6.5.5 Working from home allowance**

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

### **6.5.6 Overtime and additional hours**

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

asked to vary their contract of employment will be asked to do so, prior to undertaking any work which requires payment under this table.

Type	Days	Time	Additional Hours*	Overtime#
Days	Mon-Fri	07:00 – 22:00	Time	Time
Nights	Mon into Tue Tue into Wed Wed into Thu Thu into Fri	22:00 – 07:00 22:00 – 07:00 22:00 – 07:00 22:00 – 07:00	Time and a third	Time and a half
Nights	Fri	22:00 – 24:00	Time and a third	Time and a half
Weekend	Saturday	00:00 – 07:00	Time and a third	Time and a half
Weekend	Saturday	07:00 – 22:00	Time	Time and a half
Weekend	Saturday	22:00 – 24:00	Time and a third	Time and a half
Weekend	Sunday	00:00 – 24:00	Time and a half	Time and a half
Nights	Monday	00:00 – 07:00	Time and a third	Time and a half
Bank Holidays	There are normally 8 Public Holidays • Good Friday • Easter Monday • Early May Bank Holiday • Late May Bank Holiday • August Bank Holiday • Christmas Day • Boxing Day • New Years Day (Where a public holiday falls on a Saturday or Sunday then the Council will normally designate the next one or the following day as the designated 'public holiday'.)	00:00 – 24:00	Double time plus an entitlement to time off in lieu at a later date.	Double time plus an entitlement to time off in lieu at a later date.

**Table 11: 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 any 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 Management Committee 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 in relation to his or her pay on the grounds specified in (2) below.
2. The grounds for appeal are that the person or committee by whom the decision was made:
  - a. incorrectly applied any provision of the relevant terms and conditions of service;
  - b. failed to have proper regard to statutory guidance, such as Teacher Standards;

- c. failed to take proper account of relevant evidence;
- d. failed to consistently apply the school's pay, or Performance Management Policy;
- e. took account of irrelevant or inaccurate evidence;
- f. was biased; or
- g. otherwise unlawfully discriminated against the member of staff.

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

3. 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.
4. 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. Overpayments

The Governing Body/ Hampshire County Council will seek to recover all overpayments.

Where there is a deduction to recover an overpayment of wages or expenses, the employer does **not** require a written mandate from the employee, but it is good practice to seek to obtain the employee's agreement.

Where the employer has incorrectly told the employee, verbally or in writing, that they will receive a specific payment and the employee has accepted a job on that basis, The Governing Body/ Hampshire County Council may need to consider serving notice of a change in contract to correct the error. In these cases, the line manager should contact Education Personnel Services for further advice.

See [appendix 9](#) for procedural steps for recovery of an overpayment.

## 9. Appendices

**Appendix 1:** School Timetabled Teaching Week (See most updated version on the website)

**Appendix 2:** Staffing Structure for the school (See most updated version on the website)

**Appendix 3:** Career expectations framework (available on HCC MOPP website)

### Appendix 6:

The table below shows the salary values for Headteachers who, in September 2015:

- a) were paid at the top of their range, which was set at the top of the School Group Size AND
- b) did not receive a cost of living award.

In these circumstances the Headteacher was entitled to receive a cost of living award in subsequent years and is entitled to receive a further cost of living award in September 2019 to be paid on the value indicated in the final column below.

School Group Size	Maximum salary within Group Size (September 2018)	Headteachers paid under 2013 STPCD or earlier (i.e. 7 point range on 43 point scale) would be on salary point:	Headteachers paid under 2014 STPCD or later (i.e. 13 point range on 85 point scale) would be on salary point:	Value of Salary with effect from 1 September 2019 – inclusive of 2.75 % cost of living award
1	£60,153	18	35	£61,808
2	£64,736	21	41	£66,517
3	£69,673	24	47	£71,590
4	£74,985	27	53	£77,048
5	£82,701	31	61	£84,976
6	£91,223	35	69	£93,732
7	£100,568	39	77	£103,334
8	£111,007	43	85	£114,060

### Appendix 9: Recovery of overpayments

The Governing Body/ Hampshire County Council will seek to recover all overpayments.

Where there is a deduction to recover an overpayment of wages or expenses, the employer does **not** require a written mandate from the employee, but it is good practice to seek to obtain the employee's agreement.

Where the employer has incorrectly told the employee, verbally or in writing, that they will receive a specific payment and the employee has accepted a job on that basis, The Governing Body/ Hampshire County Council may need to consider serving notice of a change in contract to correct the error. In these cases, the line manager should contact Education Personnel Services for further advice.

If an employee receives a payment in error or an overpayment arises, repayment will be sought in full where the overpayment;

- is the result of incorrect information submitted by the employee employee, line manager, budget holder or IBC, or

- the error was known to the employee or was apparent from information supplied to the employee, or
- the amount of the overpayment was such that an employee would have suspected an error had occurred.

Hampshire County Council operates an auto recovery process for recovery of overpayments where the employee will continue to receive 50% or more of their normal gross salary.

Recovery of overpayments which will result in the employee receiving less than 50% of their normal gross salary will be managed through a recovery process, details of which can be found below. Repayments in this category may be made in instalments over a period of up to 12 months, or the period equivalent to that during which the error occurred, whichever is longer.

For current employees, the process to recover an overpayment is as follows:

<b>Step 1</b>	Overpayment identified (by employee, line manager, budget holder or IBC)
<b>Step 2</b>	If the employee will receive 50% or more of their normal gross salary, the IBC will automatically recover the overpayment amount in full, from the next available payroll run.
<b>Step 3</b>	<p>If the employee will receive less than 50% of their normal gross salary, the net value of the overpayment will need to be balanced.</p> <p>The net value of the overpayment is the gross overpayment figure less any adjustments for deductions. When the employee receives pay in error, they will have paid extra tax, NI and pension contributions. The net amount is the amount once the deductions have been taken into account. Corrections are made in the payroll system and this will automatically adjust the employee's salary.</p> <p>Balancing the payment means entering an adjustment on the payroll system so that the employee will receive their normal net pay e.g. the pay that they will actually receive in the bank after tax, NI and pension deductions. This will result in the employee receiving their normal net salary for the month. Steps 4 to 8 will then apply.</p>
<b>Step 4</b>	The IBC will notify the line manager of the overpayment and the managers responsibilities in managing the recovery of the overpayment. The IBC will provide a suggested recovery plan.
<b>Step 5</b>	<p>As soon as possible and always within 30 days of notification from the IBC, the line manager must advise the individual of;</p> <ul style="list-style-type: none"> <li>• the total amount of the overpayment</li> <li>• how it occurred and over what time period</li> <li>• the amount to be repaid, which will be the net amount once deductions for tax, National Insurance and pensions contributions, if applicable, are taken into account</li> <li>• the suggested recovery plan or an alternative if that is required.</li> </ul> <p>While legislation does not require written consent from the employee, managers are asked to seek such agreement where possible.</p>
<b>Step 6</b>	The line manager requests that the IBC start the agreed recovery process by responding to the IBC enquiry via the Managers Portal.
<b>Step 7</b>	The IBC will apply the instruction from the line manager to set up a repayment plan.
<b>Step 8</b>	If there is no response from the line manager within the 30-day timeframe, the IBC will contact the line manager again and copy in the employee to



	chase for a response. If the line manager then provides a response with an agreed recovery plan, the line manager will move to step 6 of the process.
<b>Step 9</b>	If, following the IBC chasing there is no response from the line manager or the individual, the IBC send a further (second) chase to the line manager and the individual as per step 8.
<b>Step 10</b>	If there is no response from the line manager of the individual after the second chase, the IBC will implement recovery through the payroll without the individual's consent.
	If the employee disputes the overpayment or does not agree to the recovery the line manager/ IBC will refer the matter to Education Personnel Services. The employee must provide details of the reason(s) for their dispute.
	Education Personnel Services will review the dispute and conduct any necessary enquiries, liaising with the manager and employee accordingly. Education Personnel Services will then advise whether the overpayment should be recovered or not, with rationale for this decision.
	It may be necessary for the line manager to instruct the IBC to proceed to make the deductions. If the employee does not agree with the decision from Education Personnel Services they will need to follow the appeals process, providing details of the reason(s) for their appeal. The deductions will be suspended during the appeal.
	The employee will need to provide details of the reason(s) for their appeal to Education Personnel Services. The appeal will be referred to XX, or their nominee for adjudication. They may meet with the employee and/or their representative to review the case. Their decision will be final and, if the appeal is not upheld, action to recover the overpayment will be taken.
	For employees who are leaving employment, any agreed monthly repayment being recovered through salary will be collected from final salary. If there is an outstanding balance the employee will be sent an invoice by IBC Finance and will need to enter into a contract with Hampshire County Council for the repayment of all sums owed. Recovery of the overpayment amount will be managed by IBC Finance.
	If an overpayment is identified after an employee has left employment, the process to recover an overpayment is as follows:
<b>Step 1</b>	Overpayment identified (by employee, line manager, budget holder or IBC)
<b>Step 2</b>	The employee is informed in writing by IBC that an overpayment has occurred. The letter will provide the following details and an invoice for the amount to be repaid: <ul style="list-style-type: none"> <li>• the total amount overpaid</li> <li>• how the overpayment occurred and over what period</li> <li>• the amount to be repaid – this will be the net amount once deductions for tax, NI and pension contributions (where applicable) are taken into account.</li> </ul>
<b>Step 3</b>	The IBC notifies the line manager of the overpayment and the action taken by IBC (including a copy of the letter sent to the employee). The budget holder's account will show a credit for the overpayment amount – any amount that is not recovered will be posted back to the employee's cost centre.

<b>Step 4</b>	<p>The recovery of the overpayment will be managed by IBC Finance. If the debt is irrecoverable IBC Finance will seek the budget holder's agreement to a 'write off'.</p> <p>'Write-offs' will only be considered as a last resort and any decision to write off overpayments, or a proportion of an overpayment must be made in accordance with relevant procedure and governance.</p>
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