



# **HOLMER GREEN SENIOR SCHOOL**

## **PAY POLICY**

**November 2018**

## Contents

<a href="#">1</a> .....	Introduction
.....	3
2. Scope.....	3
3. Roles and Responsibilities .....	3
4. Principles (update) .....	4
5. Pay Discretions .....	4
6. Consultation.....	5
7. Vacant posts.....	5
8. Staffing Structure .....	5
9. Job Descriptions and Person Specifications.....	5
10. Appraisal/Performance Management .....	5
11. Pay relativity .....	5
12. Records .....	6
<b>Support Employees</b>	
13. General.....	6
14. Designated First Aiders.....	7
15. Bucks Pay.....	6
16. Payments for additional duties .....	6
17. Honoraria.....	7
18. Handling salary queries.....	7
<b>Teachers</b>	
19. General.....	7
20. Staffing structure.....	7
21. Appraisal/performance management .....	7
22. Part-time teaching staff .....	7
23. Pay Reviews .....	7
24. Pay Appeals – teaching staff.....	8
<b>Salary entitlements</b>	
25. Leadership group [ ] .....	10
26. Head teacher.....	11
27. Deputy/Assistant Headteachers .....	11
28. Acting Allowances.....	12
<b>Teaching staff not paid on the Leadership pay Spine</b>	
29. Salary ranges.....	12
30. Leading Practitioners.....	12
31. Qualified teachers - Main pay range.....	13
32. Qualified teachers [ ] appointed after 1 September 2013.....	13
33. Unqualified teachers.....	13
<b>Salary progression</b>	
34. Annual pay review.....	14
35. Upper pay range.....	14
<b>Allowances</b>	
36. Teaching and Learning responsibility payments (TLR's).....	15
37. SEN allowance.....	16
38. Salary Safeguarding .....	15
<b>Additional payments</b>	
39. Residential Allowances.....	16
40. Recruitment and retention incentives and benefits [ ] .....	16
41. Salary Sacrifice arrangements .....	15
42. Initial teacher training activities.....	17
43. Out of school hours learning activity.....	15
44. Payment for continuing professional development.....	17
45. Short notice/Supply teachers.....	18
<b>Appendix 1</b> .....	19

## **Model Pay Policy for Holmer Green Senior School**

### **1. Introduction**

This document sets out the School's policy on pay. It is based on the Buckinghamshire County Council's model pay policy which was written in consultation with the relevant Teachers' professional associations and UNISON. This policy sets out the procedures that apply in setting pay levels for staff in the school and the discretions that the Governing Body will apply. In doing so the overarching criteria that apply are to:

- comply with legislation as set out in the Schoolteachers' Pay and Conditions document, the Conditions of Service for Schoolteachers in England and Wales (the Burgundy Book) and Bucks Pay employment conditions. Where any differences of interpretation arise between this policy and the above, the relevant statute will apply
- have a staffing structure related to the schools stated aims and development plan
- demonstrate that the Governing Body is implementing its pay policy in a fair, consistent and responsible way.

A copy of the school policy can be found in the Staffroom and on the G drive/Policies

### **2. Scope**

This policy applies to all teaching and support staff employed in schools in Buckinghamshire, and also to centrally employed teaching staff.

### **3. Roles and Responsibilities**

The Governing Body will:

- ensure that all employees and Governors are given clear access to copies of the pay policy including the toolkit, appendices, the Staffing structure and any updates.
- ensure that its processes are open, transparent and fair. It will ensure that all decisions taken in respect of pay are objectively justified.
- review the staffing structure as necessary, based on recommendations from the Headteacher and comments from staff following a consultation process.
- abide by all relevant legislation and, in particular will not discriminate on grounds of race, colour, ethnic origin, religion, belief, gender, transgender status, marital status, sexual orientation, disability or age. Equality in all aspects of school life will be promoted including advertising of posts, appointing, promoting and paying employees, training and employee development
- seek to ensure there is pay relativity between jobs within the school Appropriate differentials will be created and reviewed between posts within the school, recognising accountability and job weight and the need to recruit, retain and motivate sufficient employees of the required quality at all levels
- consult with the Council<sup>1</sup> where appropriate
- delegate authority to its appropriate committees to administer the pay policy on its behalf and to deal with appeals against pay decisions
- agree the school budget and ensure that appropriate funding is allocated for performance pay at all levels.

The People and Personnel Committee will:

- review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased
- consider recommendations from the Headteacher
- treat information about individual members of staff (including earnings) as confidential

---

<sup>1</sup> Voluntary Aided Schools: Advice and guidance is available from appropriate Council employees and also from the Diocesan Director of Education or appropriate Diocesan Board of Education employees.

- exercise its responsibilities within the constraints of the schools locally managed budget and in accordance with the schools financial and improvement plans
- consult with employees when drawing up the pay policy and during each annual review of the policy
- ensure that all staff have ready access to the policy and appendices at any time.

The Headteacher will:

- provide job descriptions for all employees, on behalf of the Governing Body. Job descriptions need to be in place at the time of appointment and will be reviewed as part of the appraisal/performance management process to check that they are still appropriate: any changes will be made in consultation with employees.

The Employee will:

- participate in arrangements made for their appraisal/performance management, as set out in their conditions of employment. Where appropriate relevant information from appraisal/performance review statements may be taken into account by the Headteacher and the Governing Body (or relevant committee) in taking decisions relating to pay.

#### **4. Principles**

The Governing Body seeks to provide equal opportunities for all staff, in accordance with the schools Equal Opportunities Policy and equal pay legislation.

The Governing Body will abide by all relevant legislation and in particular will not discriminate in the application of this policy on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex, sexual orientation or other grounds protected in law (e.g. part-time worker status, trade union membership or HIV positive status) The Governing Body will promote equality in all aspects of school life, including in the advertising of posts, appointing, promoting and paying employees, training and employee development.

The Governing Body of Holmer Green Senior School seeks to ensure that all teachers and support employees are valued and receive proper recognition and remuneration for their work and their contribution to school life.

The Governing Body has responsibility for establishing the school's pay policy and for seeing that it is followed, having taken advice from the Head teacher on all matters with the exception of their own salary. It considers and approves the staffing structure for the school.

The Governing Body delegates authority to the committee to administer the pay policy on its behalf, including the determination of gradings and salaries and pay progression. The committee will also hear appeals in respect of any decision taken in relation to an individual's pay.

The People and Personnel committee will review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased. The committee will consider recommendations from the Headteacher. Committee members are required to treat information about each individual's earnings as confidential. These responsibilities are exercised within the constraints of the schools locally managed budget and in accordance with schools financial and development plans.

#### **5. Pay Discretions**

The Governing Body has significant discretion over the structure of pay scales, salaries on appointment to posts, awarding of allowances, and performance pay awards. The Governing Body will decide how to apply these discretions fairly and equitably with the advice of the Headteacher. The criteria will be set out in this policy and all decisions are taken in the context of the schools development plan.

## **6. Consultation**

The People and Personnel committee will consult with members of staff when drawing up the pay policy and during each annual review of the pay policy. The Governing Body will also consult with the Council and/or advisers, and relevant professional associations where appropriate. All members of staff and governors will be given clear access to copies of the pay policy, notes of guidance/toolkit and appendices.

## **7. Vacant posts**

Information about vacancies including those carrying additional payments or allowances (whether permanent, temporary or acting) will be made known to employees in time for them to apply for posts for which their training and experience are appropriate.

## **8. Staffing Structure**

The Governing Body will keep the school staffing structure under review and ensure that a copy is kept with this policy (attached at appendix 2). If any changes are proposed (including to posts attracting Teaching and Learning responsibility payments) there will be full consultation with staff and the relevant unions or professional associations, usually for a maximum of five weeks, prior to implementing any changes. Where any posts could be deleted the Governing Body may need to apply their Redundancy Policy.

## **9. Job Descriptions and Person Specifications**

The Headteacher will provide job descriptions for all employees, on behalf of the Governing Body. Job descriptions and person specifications need to be in place at the time of appointment and job descriptions should be reviewed as part of the appraisal process to check that they are still appropriate. Any changes will be made in consultation with employees. Job descriptions will identify key areas of responsibility and line management structures. Written statements of the terms and conditions of employment will be provided.

## **10. Appraisal/Performance Management<sup>2</sup>**

All school employees are required to participate in arrangements made for their appraisal, in accordance with their conditions of employment. Reference will be made, in the case of teachers, to the schools Appraisal Policy and the relevant legislation.

Relevant information from appraisal/performance review statements will be taken into account by the Headteacher and the Governing Body (or a committee of the Governing Body) in taking decisions and in advising those responsible for taking decisions on the use of any discretion in relation to pay. For teaching staff any decision to increase pay must be related to an assessment of performance in accordance with the Schoolteachers' Appraisal Regulations 2012.

## **11. Pay relativity**

The Governing Body will seek to ensure that there is pay relativity between jobs at the school. Appropriate differentials will be created and reviewed between posts within the school, recognising accountability and job weight and the Governing Body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

---

<sup>2</sup> NASUWT and NUT are unable to endorse any recommendations that do not comply with their Performance Management/Appraisal and school pay policies checklist.

## **12. Records**

Salary records will be confidential to the individual concerned, the Headteacher and the People and Personnel committee.

## **Support Employees**

### **13. General**

- The Governing Body will comply with all local agreements on employee's Conditions of Service i.e. Bucks Pay, National Joint Council for Local Government services and local amendments.
- The People and Personnel committee will determine the range and grade of each post based on the requirements of the job description and person specification. Where appropriate, these will be compiled following a formal job evaluation process undertaken by the Human Resources service.
- The People and Personnel committee will place all new appointees on a Bucks Pay range.

### **14. Designated first Aiders**

The Governing Body has determined not to pay designated First Aid at Work trained employees.

### **15 . Bucks Pay (Schools) – See Appendix 1**

The People and Personnel committee will determine the starting salary within the range and will base this decision on the following criteria:

- Level of experience
- qualifications
- added value to the school
- level of training required to fulfil the needs of the post
- present salary
- protection in cases of re-deployment
- date next increment due
- formal evaluation

Annual increments are paid on 1 April each year subject to satisfactory performance. This will be managed through the appraisal process.

Employees new to the school and existing employees who have been promoted or re-graded and who have not been in post or paid their new salary for six months at 1 April (i.e. those appointed between 1 October and 31 March) will receive their first increment six months after appointment, subject to satisfactory job performance. All subsequent increments will be paid on 1 April each year.

The Governing Body may award merit or accelerated increments within the range at any time. Criteria for such decisions will be:

- successful completion of job related examination/qualifications
- achievement exceeding normal job requirements but at an equivalent level of responsibility
- completion of key tasks to a degree which exceeds line manager recorded expectations
- undertaking a specialist project at an equivalent level of responsibility to the post holder's current job description.

### **16. Payments for additional duties**

Where an employee is required by the Governing Body to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they will be entitled to receive the appropriate salary to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employees existing

incremental step, when the payment made will be equivalent to an increase of at least one increment. Once the qualifying period of four weeks has been completed, payment at the higher rate will be backdated to the first day the duties were undertaken and cease when they revert to their substantive post.

## **17. Honoraria**

The Governing Body will pay an honorarium where, for an extended period, an employee is asked to undertake:

- part of the duties of a higher graded post
- duties outside of the scope of his/her post which are particularly onerous.

## **18. Handling salary queries**

If an employee has a query about their salary they should in the first place seek to resolve the matter informally with the Head teacher, (or in the case of the Headteacher with the Chair of the People and Personnel committee). If the matter remains unresolved the grievance procedure could if necessary be followed

## **Teachers**

### **19. General**

The Governing Body will follow the requirements of the current Schoolteachers' Pay and Conditions Document ("**the document**") in implementing the pay policy for teaching staff.

A copy of the current Schoolteachers' Pay and Conditions document is available in school and is also on-line from the DFE website: [www.dfe.gov.uk](http://www.dfe.gov.uk)

The discretions allowed by "**the document**" will be applied according to identified school needs and based on clearly laid down criteria, subject to annual review.

### **20. Staffing structure**

A copy of the school staffing structure for teaching staff is set out in appendix **2** to the pay policy. The structure sets out the posts and their values within the school and has been agreed by the Governing Body following consultation with the relevant teachers' professional associations. Changes to the structure will only be made with the approval of the Governing Body and by further consultation.

### **21. Appraisal/performance management**

The Governing Body will ensure that a review against appraisal/performance objectives is undertaken annually in accordance with the schools agreed Appraisal policy for teaching staff.

### **22. Part-time teaching staff**

The People and Personnel committee will calculate part-time teaching hours in accordance with the provisions of "**the document**", based on timetabled teaching time (the pro-rata principle).

The pro rata principle – this means taking the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the schools timetabled teaching week.<sup>3</sup>

### **23. Pay Reviews**

---

<sup>3</sup> Schoolteachers' Pay and Conditions Document 20013 para 42-43

The governing body will apply any national or locally agreed pay awards and, for teachers, will decide annually whether or not they should be applied to all salaries within the pay ranges set out in this policy.<sup>4</sup>

The Governing Body will ensure that every teacher's salary is reviewed with effect from 1 September each year. A written statement will be provided setting out the teacher's salary and any other financial benefits to which they may be entitled. A revised statement will be issued at other times of year to reflect any changes to circumstances or the job description. Where a pay decision leads or may lead to the start of a period of safeguarding, the Governing Body will give the notification as soon as possible and no later than one month after the date of the determination.

#### **24. Pay Appeals – teaching staff**

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or committee or individual acting with delegated authority) that affects their pay.

An appeal may be lodged on the grounds that the decision:

- incorrectly applied any provision of the document
- failed to have proper regard for statutory guidance
- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher

This list is not exhaustive.

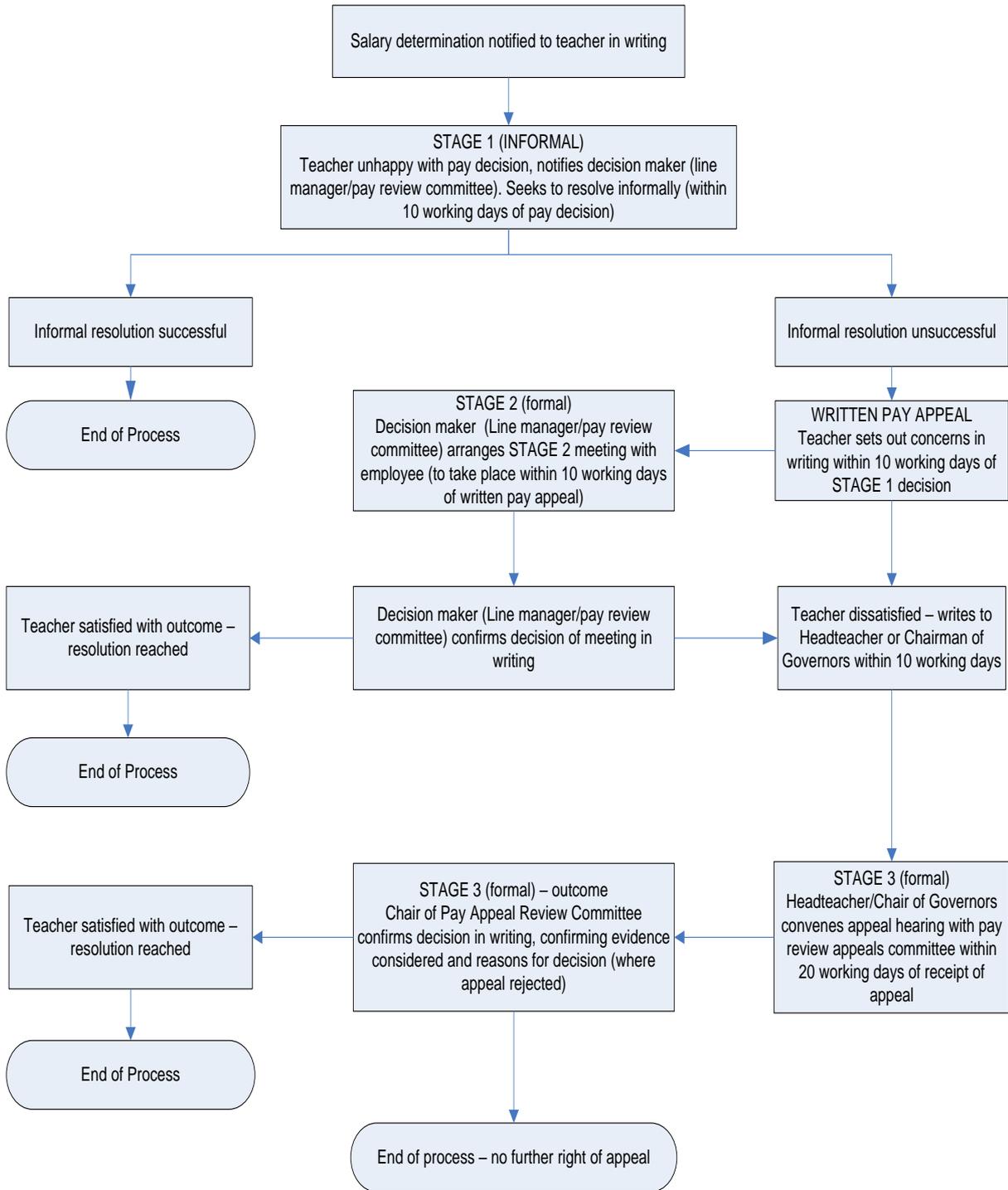
The process is set out as follows:

---

<sup>4</sup> NASUWT and NUT are unable to endorse any recommendations that do not comply with their Performance Management/Appraisal and school pay policies checklist

# SCHOOLS MODEL PAY POLICY

## School Teacher's Pay Appeal Process



Note: as stages 2 and 3 the teacher may make representations in person and be accompanied by a colleague or union representative

## **Salary entitlements**

### **25. Leadership group**

The Governing Body will determine those posts that have substantial strategic responsibilities for school leadership. These comprise the Leadership group and include

- the Headteacher
- the Deputy Headteacher
- Assistant Headteachers
- the Senior Leaders for English and Maths

The People and Personnel committee will establish, and recommend to the whole Governing Body for approval the school group size and appropriate pay ranges for members of the Leadership group in accordance with the provisions of the document. The school group size will be recalculated:

- whenever a new headteacher is to be appointed
- if it becomes necessary to change the Headteacher group (including where the Headteacher becomes responsible and accountable for more than one school on a permanent basis)
- if there has been a significant change to the responsibilities of the post
- at least every three years

After setting the school group size appropriate pay ranges will be established for each member of the Leadership Group. These individual ranges will be reviewed on a regular basis, but not more than once per year.

The Governing Body will ensure that a review against performance objectives is undertaken annually in accordance with the school's appraisal policy. Members of the Leadership Group must demonstrate sustained high quality of performance, with particular regard to leadership and management, and pupil progress at the school. The People and Personnel committee will consider recommendations made to it following the performance review and will agree an award where there has been sustained high quality performance taking into account the performance objectives.

The Leadership pay range the Governing body will apply is set out in Appendix 1.

### **26. Headteacher.**

The People and Personnel committee will set a seven point pay range from within the range of points for the school group. In doing so the People and Personnel Committee will take into account the following:

- The complexity and challenge of the role
- Difficulty in recruiting to the post
- Permanent additional responsibilities
- Long term provision to other schools

The pay range will form the basis for the future pay progression of the Headteacher. The People and Personnel committee will ensure that appropriate objectives are set and the level of progression that will result from successfully meeting the objectives is clearly set out. The pay range will be reviewed on a regular basis to take account of any change to the size and circumstances of the school. The People and Personnel committee will formally record the school's group size and the heads pay range and note the rationale for their decisions.

The Governing Body may, in wholly exceptional circumstances and subject to a clear business case, agree to setting a pay range with a limit of 25% above the top of the assessed Headteacher group range. There will be clear increments set within this range and progression will be linked to achievement of objectives and sustained performance.

## **27. Deputy Headteacher**

The People and Personnel committee will set a pay range of five consecutive points for each Deputy Headteacher taking account of the complexity and challenge of their roles.

The People and Personnel committee will carefully consider pay differentials between members of the leadership team to ensure fairness and equity. Decisions on pay ranges for deputy and assistant headteachers will be formally noted together with the rationale for the decision.

## **28. Acting allowances**

The Governing Body will consider awarding an acting allowance to a teacher who for a minimum period of one month, carries out the duties of a member of the Leadership group. Such an allowance would be assessed as though the teacher were being appointed to the substantive post. Payment will be backdated to the commencement of the duties.

## **Teaching staff not paid on the leadership pay spine**

### **29. Salary ranges**

With effect from 1 September 2015 the Governing Body will pay teaching staff on the following pay ranges:

- the Leading practitioner pay range
- the main pay range
- the upper pay range
- the unqualified teacher range

### **30. Leading practitioners**

The Governing Body [will/will not] appoint qualified teachers whose primary purpose will include modelling and leading improvement of teaching skills. The Governing Body recognise that these criteria are entirely separate to the criteria for award of Teaching and Learning Responsibility allowances.

Leading practitioner posts will be advertised across the whole school and applications invited from internal applicants in the first instance. Each post will be appointed to an individual pay range of five consecutive points within the leading practitioner pay range. The starting salary on the individual pay range will be based on:

The requirements of the post which might include:

- (i) coaching, mentoring and induction of teachers, including trainees and NQT's
- (ii) disseminating materials and advising on practice, research and continuing professional development provision
- (iii) assessment and impact evaluation, including through demonstration lessons and classroom observation
- (iv) helping teachers who are experiencing difficulties.

The Leading practitioner pay range applicable is as set in appendix 1 attached.

Any progression within the pay range will be based on recommendations made following an appraisal/performance management review in accordance with the schools appraisal policy.

### **31. Qualified teachers – Main pay range and Upper Pay Scale**

All qualified teachers, other than those appointed as Leading practitioners, will be placed on the appropriate point of the main pay range, or Upper pay range (for teachers who are designated as post-threshold teachers).

The Main pay range is as set out in Appendix 1 attached.

Upper pay range is as set out in Appendix 1 attached

### **32. Qualified Teachers – new appointees**

Teachers will be placed on the appropriate pay range in accordance with the provisions set out in the document. New appointees will be placed on the main or upper pay range having regard to:

- the requirements of the post
- any specialised knowledge required for the post
- the experience required to undertake the duties of the post
- the wider school context (including the school staffing structure)

Whilst there is no presumption of portability of salaries in the pay and conditions document the People and Personnel Committee will take full account of the relevant previous experience of any newly appointed teacher.<sup>5</sup>

### **33. Unqualified Teachers**

The Governing Body will only employ an unqualified teacher who can meet one of the following criteria:

- A trainee working towards Qualified Teacher status
- An overseas trained teacher who has not exceeded the four years allowed without having Qualified Teacher Status
- An instructor with a particular skill who will be used only for so long as a qualified teacher is not available

Any such teacher will be employed on a fixed term contract, subject to termly or annual review and will be paid on the unqualified scale.

Unqualified teachers (including Overseas trained, teachers trained and qualified in the EEA, Graduate and registered teachers) will be paid on the unqualified scale until Qualified Teacher Status is granted/confirmed.

The salary range is as set out in Appendix 1 attached

## **Salary progression**

### **34. Annual pay review**

#### **Teaching staff (Main pay range, Upper pay range, Leading practitioner pay range, Unqualified teacher pay range)**

Annual pay reviews will take place following a review of performance objectives conducted in accordance with the school's appraisal policy. Teachers will need to have made good progress towards their objectives and have demonstrated they are competent in all elements of the Teachers' standards. For newly qualified teachers evidence from following the statutory induction process will inform decisions on pay progression. Assessments will be properly rooted in evidence and will

---

<sup>5</sup> NASUWT and NUT are unable to endorse any recommendations that do not comply with their Performance Management/Appraisal and school pay policies checklist.

include assessment of performance against the teacher standards and against individual appraisal objectives. Where during the course of the appraisal year, it becomes apparent that a teacher may not succeed in successfully meeting the objectives set they will be informed of the potential impact for their next pay review and measures will be agreed to achieve the standard required. The pay committee will be able to justify its decision to award no points, one point or more than one point, and will have been advised by the Head teacher before making its decision.

### **35. Upper Pay Range**

#### **Movement to upper pay range**

The committee will consider applications from any<sup>6</sup> teacher who wishes to apply to move to the upper pay range. [Applications may be made once per academic year, and no later than 31 October]. Any successful application will apply only to the post in this school.

The Governing Body will be satisfied that the application supports the following:

- that the teacher is highly competent in all elements of the relevant standards
- the teachers achievements and contribution to the school are substantial and sustained.

In considering the application to support the above the People and Personnel committee will take account of the two most recent performance management /appraisal reviews, plus any additional evidence the teacher wishes to provide.

The process for making an application is as follows:

- Apply in writing to the Headteacher (enclosing supporting evidence) by 31<sup>st</sup> October
- The application will be acknowledged and the name of the assessor will be notified within 5 working days.
- The application will be assessed, and if successful a recommendation will be made by the Headteacher to the pay committee for pay to be increased.
- The Governing Body's pay committee will ratify the recommendation and notify the teacher of the outcome, within 10 working days of the original application.

Where the application has been successful, pay movement to the minimum point of the Upper pay range will take effect from the start of the academic year in which the application has been made and pay will be back dated to 1<sup>st</sup> September.

If the application is unsuccessful the People and Personnel committee will ask the Headteacher to provide feedback and the teacher will be informed of their right to appeal the decision. The Pay appeal process in section 24 will apply.

#### **Allowances and additional payments for teaching staff (Main pay range and Upper pay range)**

### **36. Teaching and Learning Responsibility payments (TLR's)**

The People and Personnel committee has designated posts within the school's staffing structure as attracting a TLR payment for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning across the school. While a teacher occupies that post either on a permanent or temporary basis (for example covering maternity or long term sick leave) the TLR will be payable.

TLR posts must:

- be focused on teaching and learning
- require the exercise of a teachers professional skills and judgement

---

<sup>6</sup> NASUWT and NUT are unable to endorse any recommendations that do not comply with their Performance Management/Appraisal and school pay policies checklists.

- require the teacher to lead, manage, and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum
- have an impact on the educational progress of pupils other than the teachers assigned classes or groups of pupils
- involve leading, developing and enhancing the teaching practice of other staff.

The Committee has decided that:

The values of TLR's to be awarded are as set out below:

**TLR 1** (in addition to the above criteria, there is also line management responsibility for a significant number of people) Minimum and maximum rates are at Appendix 1

1c £13288
1b £9665
1a £7853

**TLR 2** Minimum and maximum rates are at Appendix 1

2c £6646
2b £4530
2a £2721

**TLR 3** Minimum and maximum rates are at Appendix 1

The Governing Body may consider awarding a fixed term payment (TLR 3) to a member of staff who is allocated a time limited school improvement project or for one off externally driven responsibilities.

The level of the TLR 3 allowance will be based on the size, complexity and significance of the project but will not be less than £510 per annum and not exceed £2550 per annum. In deciding the level of allowance payable the Governing Body will take account of the job weight of the post and apply objective criteria to ensure fairness and equity. The allowance will not be paid on a pro rata basis and cannot be subject to safeguarding at the end of the time limited period.

A teacher in receipt of either a TLR 1 or TLR 2 may also hold a TLR 3 at the same time.

### Special Educational Needs allowance

37. Minimum and maximum rates are shown at appendix 1.

The People and Personnel Committee will award an allowance of £2149 per annum which will be paid to a classroom teacher in accordance with the provisions below:

#### Mandatory

Shall be awarded to classroom teachers who are:

- employed in an SEN post that requires a mandatory SEN qualification
- working in special schools; or
- are engaged wholly or mainly in taking charge of special classes of children who are hearing impaired or visually impaired or who teach pupils with statements of special educational needs in designated special classes. Or where he/she is taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.

Where a SEN allowance is to be paid, the committee must determine the spot value of the 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;
- the qualifications or expertise of the teacher relevant to the post, and
- the relative demands of the post.

## **Discretionary**

Subject to the above, the People and Personnel committee will not award the special educational needs allowance to a classroom teacher in an ordinary school who is engaged wholly or mainly in teaching children with special educational needs, none or not all of whom have statements.

### **38. Salary Safeguarding**

The People and Personnel committee will ensure that safeguarding provisions set out in the School Teachers Pay and Conditions document and, for support employees, the Bucks Pay Employment Conditions will apply in all relevant cases.

## **Additional Payments**

**THE PAYMENT OF HONORARIA TO TEACHING STAFF IS NOT PERMITTED UNDER THE TERMS OF THE TEACHERS' PAY AND CONDITIONS DOCUMENT.**

### **39. Residential Allowances**

Teachers (including members of the Leadership Group) working in residential special schools will be paid for residential duties in accordance with the national agreement reached by the Joint Negotiating Committee for Teachers in Residential Establishments.

### **40. Recruitment and retention incentives and benefits**

These can be awarded to any member of the teaching staff (excluding the Head teacher). The governing body will pay a benefit of £500 - £5,000 to teachers who are newly recruited and to teachers who have specific skills and experience that the school need to retain.

Where a recruitment and retention allowance is paid as an addition to the monthly salary this will be subject to regular [annual] review. Staff will be informed of the level of allowance, the reason for the award, and the date the allowance will be reviewed/ended.

### **41. Salary Sacrifice arrangements**

The People and Personnel committee will provide for a teacher to participate in these arrangements where the School/ Council operates any of the following schemes;

- a child care voucher or other child care benefit scheme
- a cycle or cyclists safety equipment scheme
- a mobile telephone scheme.

### **42. Initial teacher training activities**

Any payment for activities related to the provision of initial teacher training as part of the ordinary conduct of the School shall be determined by the People and Personnel committee taking into account the level of funding available to the School by virtue of its partnership with a higher education institution.

### **43. Out of school hours learning activity**

The People and Personnel committee will pay a teacher, who participates in out-of-schools hours learning activities provided:

- The teacher has been asked by the Headteacher to participate in such activity and has agreed to do so
- The teacher has made a substantial and, where appropriate, regular commitment to such activity.
- Such activity has taken place outside of the 1265 directed hours of working
- The basis on which such a payment is made by the School to the teacher is reviewed on a regular basis

A separate contract of employment will be issued for this work  
 Payment will be based on 1/195 of the teacher’s salary, by completion of a supply claim form

**44. Payment for continuing professional development**

The People and Personnel committee has determined to use its discretion to award an additional payment for undertaking voluntary Continuing Professional Development at weekends or in school holidays, based on a daily rate of 1/195 of the teachers current salary provided:

- the teacher has been asked by the Headteacher to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity
- the activity has taken place outside the 1265 directed hours of working
- the basis on which the payment is made is reviewed on a regular basis
- a separate contract of employment will be issued for this work.

**45. Short notice/supply teachers**

Teachers employed on a day to day or other short notice basis must be paid in accordance with the provisions of **the document** on a daily basis calculated on the assumption that a full working year consists of 195 days. Periods of less than a day will be calculated pro-rata, to arrive at an hourly rate taking into account an element for PPA time.

**Review**

This pay policy was agreed by the Governing Body on ..... It will be reviewed annually thereafter on consultation with staff and where appropriate relevant unions, to take account of changes to pay and conditions legislation and advice issued by the Council.

**SIGNED** .....

(Chairman of Governors)

Approved November 2018  
 Review November 2019

**HGSS Teacher Payscales from 01/09/18 - 31/08/19 - MS 3.5%/ UQ 3.5%/ LS 1.5%/ TLR 2%  
UPS 2%/ Leading Practitioner 2.0%**

<b>Leadership</b>	
<b>Spine Point</b>	<b>Chiltern SB</b>
	<b>£pa</b>
L1	41,065
L2	42,069
L3	43,091
L4	44,142
L5	45,215
L6	46,318
L7	47,538
L8	48,603
L9	49,791
L10	51,041
L11	52,335
L12	53,521
L13	54,832
L14	56,169
L15	57,535
L16	59,040
L17	60,378
L18	61,860
L19	63,366
L20	64,915
L21	66,496
L22	68,115
L23	69,770
L24	71,480
L25	73,223
L26	75,012
L27	76,838
L28	78,715
L29	80,642
L30	82,614
L31	84,637
L32	86,713
L33	88,840
L34	91,008
L35	93,243
L36	95,521
L37	97,869
L38	100,263
L39	102,676
L40	105,218
L41	107,816
L42	110,491
L43	112,105

<b>Leading Practitioner</b>	
<b>Spine Point</b>	<b>Chiltern SB</b>
	<b>£pa</b>
LP1	41,267
LP2	42,273
LP3	43,300
LP4	44,326
LP5	45,435
LP6	46,544
LP7	47,771
LP8	48,839
LP9	50,035
LP10	51,291
LP11	52,588
LP12	53,784
LP13	55,100
LP14	56,443
LP15	57,816
LP16	59,329
LP17	60,673
LP18	62,162

<b>TLR</b>	
2a	2,721
2b	4,530
2c	6,646

1a	7,853
1b	9,665
1c	13,288

<b>Special Needs Allowances</b>	
	<b>£pa</b>
SEN 1	2,149
SEN 2	4,242

<b>Classroom Teachers</b>	
<b>Spine Point</b>	<b>Chiltern SB</b>
	<b>£pa</b>
M1	24,859
M2	26,732
M3	28,789
M4	30,924
M5	33,264
M6	36,157
U1	37,758
U2	39,113
U3	40,520

<b>Supply Teachers - hourly rate/1265</b>	
<b>Spine Point</b>	<b>Chiltern SB</b>
	<b>£pa</b>
M1	19.65
M2	21.13
M3	22.76
M4	24.45
M5	26.30
M6	28.58
U1	29.85
U2	30.92
U3	32.03

<b>Unqualified Teachers</b>	
<b>Spine Point</b>	<b>Chiltern SB</b>
	<b>£pa</b>
1	18,339
2	20,338
3	22,340
4	24,341
5	26,342
6	28,343

14.497  
16.077  
17.66  
19.242  
20.824  
22.406

Range	ISN	Annual 2018/19	Hourly rate	Plus Annual leave % for casual workers		
				13.04%	13.48%	14.35%
1A	5	15,107	£7.83	£8.85		
1B	6	15,236	£7.90	£8.93		
	7	15,914	£8.25	£9.32		
	8	16,594	£8.60	£9.72		
	9	17,264	£8.95	£10.12		
	10	17,946	£9.30	£10.51		
2	11	18,703	£9.69	£10.96		
	12	19,482	£10.10	£11.41		
	13	20,276	£10.51	£11.88		
	14	20,645	£10.70	£12.10		
	15	21,008	£10.89	£12.31		
3	16	21,379	£11.08	£12.53		
	17	21,750	£11.27	£12.74		
	18	22,116	£11.46	£12.96		
	19	22,612	£11.72	£13.25		
	20	23,108	£11.98	£13.54		
4	21	23,276	£12.06		£13.69	
	22	23,769	£12.32		£13.98	
	23	24,259	£12.57		£14.27	
	24	24,734	£12.82		£14.55	
	25	25,199	£13.06		£14.82	
5	26	25,658	£13.30		£15.09	
	27	26,129	£13.54		£15.37	
	28	26,587	£13.78		£15.64	
	29	27,229	£14.11		£16.02	
	30	27,869	£14.45		£16.39	
6	31	28,499	£14.77			£16.89
	32	29,131	£15.10			£17.27
	33	29,752	£15.42			£17.63
	34	30,576	£15.85			£18.12
	35	31,390	£16.27			£18.61
7	36	32,204	£16.69			£19.09
	37	33,018	£17.11			£19.57
	38	33,829	£17.53			£20.05

	<b>39</b>	34,824	£18.05			£20.64
	<b>40</b>	35,836	£18.57			£21.24
<b>8</b>	<b>41</b>	36,829	£19.09			£21.83
	<b>42</b>	37,827	£19.61			£22.42
	<b>43</b>	38,830	£20.13			£23.01
	<b>44</b>	39,905	£20.68			£23.65
	<b>45</b>	40,964	£21.23			£24.28
<b>9</b>	<b>46</b>	42,034	£21.79			£24.91
	<b>47</b>	43,095	£22.34			£25.54
	<b>48</b>	44,174	£22.90			£26.18
	<b>49</b>	45,538	£23.60			£26.99
	<b>50</b>	46,919	£24.32			£27.81
<b>10</b>	<b>51</b>	48,290	£25.03			£28.62
	<b>52</b>	49,666	£25.74			£29.44
	<b>53</b>	51,038	£26.45			£30.25
	<b>54</b>	52,524	£27.22			£31.13
	<b>55</b>	54,004	£27.99			£32.01
<b>11</b>	<b>56</b>	55,494	£28.76			£32.89
	<b>57</b>	56,977	£29.53			£33.77
	<b>58</b>	58,464	£30.30			£34.65
	<b>59</b>	59,877	£31.04			£35.49
	<b>60</b>	61,101	£31.67			£36.21
<b>12</b>	<b>61</b>	62,426	£32.36			£37.00
	<b>62</b>	63,738	£33.04			£37.78
	<b>63</b>	65,057	£33.72			£38.56
	<b>64</b>	66,369	£34.40			£39.34
	<b>65</b>	67,691	£35.09			£40.12

## Appendix 2 Faculty TLR Structure – September 2018 Group 6 School

### HEADTEACHER LD 26 - 32

<b>Deputy Head LD 16 - 20</b>	<b>Assistant Headteacher Maths/Attendance LD 9 - 13</b>	<b>Assistant Headteacher English/Literacy LD 9 - 13</b>	<b>Assistant Headteacher Creative Curriculum/Behaviour LD 9 - 13</b>
-----------------------------------	---	---	--

<b>Assistant Headteacher LD 9 - 13 Curriculum and Assessment</b>	<b>Assistant Headteacher LD 9 - 13 Continuing Professional Growth</b>	<b>Assistant Headteacher LD 9 - 13 Head of 6<sup>th</sup> Form</b>	<b>Assistant Headteacher LD 9 - 13 Head of SEN and ARP/Safeguarding</b>
--	---	--	---

### Faculties

Communications	Science	Humanities	Design	Expressive Arts	Business & ICT	Mathematics
English, Communication Studies, Media, French, Spanish	Biology, Physics, Chemistry	Geography, History, RE, Psychology,	Art, Design Technology, Photography	PE, Dance, Drama, Music	Business Studies, ICT	Maths

HOF – Senior Leader	HOF TLR 1b - Cth	HOF 1b - JK	Head of DT 1b - KR	HOF TLR 1b - RE	HOF 1b - FK	HOF – 2C
MFL TLR 2c - MS	Sc2 TLR 2b - DW	Hum Hist TLR 2c - KH -	Head of Photog - 2B VW	PE 2 – TLR 2a - KS		Maths 2 TLR 2b - HI
Eng 2 TLR 2b – ST Eng KS3/Lit 2a - VW		Hum Geog TLR 2a - CL		HOD Da/Dr TLR 2b		
				HOD Mu TLR 2b		

<b>SEN Specialist Teacher 2c - RW</b>	<b>Pastoral Leader TLR 1b - AS</b>	<b>HOYs x 5 TLR 2b</b>	<b>2<sup>nd</sup> in Sixth Form/Hd of Hist – TLR 2c - KH</b>	<b>Head of PHSCE 2b - EM</b>
---	--	----------------------------	--	----------------------------------

1c £13288

1b £9665

1a £7853

2c £6646

2b £4530

2a £2721